

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

Approved _____ Date MM
Disapproved _____ Date _____

PROJECT REQUEST FORM

OCT 30 1981

Supervisor: _____

From: LWV of Austin, Texas

Date _____

Proposed project:

Anticipated completion date: Nov. 2, 19

Voter's Guide for constitutional amendments,
Nov. 3, 1981 election - to be published by
State LWV.

Plans for execution, including distribution of any printed material:

Distributed in libraries and mailed
to members.

Proposed Project Director: Name DeCoursey Kelley Phone: 476-5952

Address: _____

Proposed budget:

Income

Expenditures

LL money on deposit:

\$1506.42

Printing:

\$ 105⁰⁰

* before money taken out before
Donations from: voters

Promotion:

Distribution:

Office Overhead:

Volunteers' Expenses:

Non-deductible funds:

Other:

Sales:

Other:

TOTAL

1506.42

TOTAL

105⁰⁰*

Jean Lara by DeCoursey Kelley
Signature of LL President or LEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

2-78

12/78

Completed

January 24, 1982

Torri Treathan

Dear Torri:

Your project request for travel to the Election Law Conference in the amount of \$149 was approved by the LNY-TIF Board of Trustees Jan. 19, 1982. However, since it is not a project, it is not necessary to go through the regular process for a local league project. Such a request can be treated similarly to the way you purchase LNY-TIF publications. Let me point out too, that WILLIS GUIDES purchased from the state office fall into this class. This method is outlined in Section 2, Page 7 in the Law Education Fund Handbook published 2/80. This is the page entitled OPTIONS FOR USING TAX-DEDUCTIBLE FUNDS.

To obtain reimbursement for your air travel to the Conference, have your treasurer submit a signed statement made out to LNY-TIF, attach the airplane ticket stubs, and mail to the LNY-TIF Treasurer:

Jeanette Vanderwater

Sincerely,

Margie Merrill, LNY-TIF Secretary

cc: Blaine Clark, LNY-TIF Chairman
Jeanette Vanderwater, LNY-TIF Treasurer
State Office

JAN 11 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of Midland

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

airfare for two members to attend
conference on election laws and practices
in Austin on Thurs. 21 Jan 1982 and Friday
22 Jan 1982

Plans for execution, including distribution of any printed material:

Anticipated completion date: 22 Jan 1982

Proposed Project Director: Name Terri Trentham Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$140.00 (approx)

Printing: \$ _____

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable
money: _____

Other: air fares \$140.00 (approx)

Sales: _____

Other: _____

TOTAL

\$140.00

TOTAL

\$140.00 *

(If more space needed, use another sheet)

Theresa L. Trentham
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

1/13/82
Jan. 4, 1982

TO: Jeanette V.
Diana
Margie.

FROM: Joann

Jan. 11, 1982

Terri Trentham (Midland) called just now, all a'twitter because they can't find their Ed. Fund Handbook(s) containing the forms for fund withdrawal. They want to use their Ed. Fund money to send two people to the El. Laws Conference. So I told her I'd put a couple of copies in the mail today, and would also tell all of you what they are trying to do. She was concerned about their being enough time for proper approval. I told her that as long as there was enough money on deposit they wouldn't be barred from attending or getting the money -- SOMETHING would be worked out. I also told her to keep proceeding with the request as soon as she received the books. Now you all know, and I hope this works out. . . .

Completed

January 29, 1982

Phyllis Walters
[REDACTED]

Dear Phyllis:

The following project request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the LEV Board of Trustees on January 18, 1982:

A study examining the treatment of women under Texas law,
offering a local perspective for use with the state
study. Cost - - \$125.00

Your Project Supervisor is Lavera Arizaga, 8311 Sandstone, Houston, 77036. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How to" for Local League Projects
2. Project Director's Report
3. Project Financial Report.

Your promptness in completing the required forms will speed up the process and the LEV-TEF Treasurer can then make the transfer of your TEF monies on deposit to your League to pay for your project.

Sincerely,

Margie Norvill, LEV-TEF Secretary

Enclosures

cc: Diana Clark, LEV-TEF Chairman
Barbara T. Matarke, LEV Dallas President
Lavera Arizaga, LEV-TEF Project Supervisor
State Office

origina - supervisor
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701
1/19/82

PROJECT REQUEST FORM

FROM: LWV of Dallas

Proposed Project:

A study examining the treatment of women under Texas law. Material will complement the LWV-T's historical update on state laws by offering a local perspective. As in state's materials, family law will receive the major focus, with the possibility of expanding to the areas of rape and spouse abuse. Area experts may be asked to contribute articles on specific subjects. **Plans for execution, including distribution of any printed material:**

Publication of a 20-page study for use at an April 1982 unit meeting. Also scheduled is an April general meeting for members and guests on the same subject involving qualified speakers. The study will be mailed to League members, interested organizations and individuals prior to the unit meeting and will also be available at the genral meeting.

Anticipated completion date: May 1. 1982

Proposed Project Director: Name Phyllis Walters

Phone: 696-5587

Address: 6414 Axton Lane, Dallas, Texas 75214

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 777.00

Donations from:

Portion from LL taxable money:

Sales:

Other:

TOTAL

Printing:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Other: Speaker

5%

TOTAL

\$ 95.00

40.00

25.00

78.00

300.00

27.00

565.00

*

(If more space needed, use another sheet)

Barbara J. Materska
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of DALLAS

PROJECT WOMEN UNDER TEXAS LAW

1. Have you received copies of the following:

Project Director's Report YES

Financial Report YES

Publication(s) YES

Conference invitation YES

Other printed material. Please list.

2. Was the project implemented as planned? YES

3. Do you have suggestions for managing similar projects in the future?

BE SURE TO REMIND THE PROJECT DIRECTOR TO PUT "FUNDED BY TEXAS EDUCATION FUND" ON ALL PUBLICATIONS PRINTED FOR THE PROJECT.

4. Do you have other comments? IT WAS A SUPER PROJECT!

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? THE PROJECT DIRECTOR,

PHYLLIS WALTERS

In salaried jobs? I KNOW NOTHING, NOTHING ABOUT SALARIED JOBS!

Lavera S. Arizaga
Signature of Supervisor

May 28, 1982
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

MAY 27 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of DALLAS

PROJECT Women Under Texas Law

PROJECT SUPERVISOR (TEF trustee) LAVORA Arizaga

1. What was the primary accomplishment of the project:

Publication (please describe): An 11-page local voter insert entitled "Area Professionals Discuss Women Under Texas Law" was researched & written to provide local perspective on the state study item. A total of 10 lawyers, counselors & judges were interviewed in areas of their particular expertise ranging from divorce to rape in an effort to obtain their opinions & suggestions on the topics covered. Conference/workshop (please describe): in the state study. An April 22 public forum on women under Texas law, cosponsored by the LWV-D and the AAUW & featuring former Presidential Aide Sarah Weddington, was initiated and planned by the League. It was held at the "Belo Mansion", headquarters for the Dallas Legal Education Foundation & was followed by an optional buffet. Many other (please describe): copies of the state booklet were sold at the meeting. May 12 & 13 unit meetings provided a more in-depth view of each of the subjects studied. The state League booklet was the main resource material, supplemented by the local insert & "The Handbook on Women's Legal Rights". Consensus questions & directions to the state League were completed at these meetings.

2. How many persons did the project reach? How was this accomplished? Approximately 550 copies of the local insert were mailed with the Dallas voter. About 130 persons attended the public forum, including League & AAUW members & guests. Ultimately, exposure will be broader, as it was covered by cable TV & by KOAX Radio; May's unit meetings involved approximately 75-80 members & guests. In connection with this project, over 240 copies of the state booklet have been sold.

3. Was the project successful? (please describe)

The public forum was a successful method of creating enthusiasm for the month-long study item & provided an excellent overview by a Texas leader who eventually received national recognition as a result of her efforts in family law and in the state legislature. That enthusiasm spilled over to the unit meetings two weeks later & encouraged members to thoroughly read state & local materials. The local

4. Please attach copies of local publications, invitations, programs, and other insert printed materials to each copy of this report.

Attached: Local insert & Voter Flyer (mailed to organizations, libraries, businesses & individuals)
Handbook on Women's Legal Rights

Proved to be an important study aide & helped members relate to each item, particularly in the areas of parent-child relationships, domestic violence & rape.

(Purchase & distribution was not made available to members)

funded by this project but was

Signature of Director

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

ask Diana
6/2/82
today

finished
see letter

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 27 1982

PROJECT FINANCIAL REPORT

FROM: LWV of Dallas Date: May 19, 1982
FOR: Name of project: Women Under Texas Law

INCOME

Received from TEF: \$ 0
To be received from TEF: 589.20
From sales: 0
Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ 49.56

Office overhead: 83.30
Volunteers' expenses: 105.47
Other: _____
Honorarium 300.00
Supplies 19.49
Postage 31.38

TOTAL \$ 589.20

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Thyllis M. Walters

Additional 5% (or \$5.00 minimum) administration
fee for local League
project to be deducted
from LL account 29.46
\$ 618.66

Nona Beyer LWV-D
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓
State office _____

Completed

January 24, 1982

Julie Weissert
[REDACTED]

Dear Julie:

Your project request for \$1970 for printing VOTERS GUIDES for DISD school board election and state constitutional amendments for Nov. 3, 1981 election was approved by the TEF Board of Trustees on Jan. 19, 1982.

I note from the TEF Treasurers' report that your league has already been reimbursed from your funds on deposit in the LWV-T Education Fund. However, since the IRS requires that a complete record be on file as proof that funds are spent for tax-deductible purposes, I am enclosing the following forms and ask that you complete and forward them to the state office for the records:

1. Project Director's Report
2. Project Financial Report

Sincerely,

Margie Herrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Barbara Materka, LWV-Dallas President
State Office

PROJECT REQUEST FORM

DEC 18 1981

Supervisor: Julie Lowenberg

Date Dec. 14, 1981

From: LWV of Dallas

Proposed project: Voter Guide printing - for DISD School board election & state constitutional amendments election

Plans for execution, including distribution of any printed material:

Printed by the "Dallas Times Herald" at their cost & distributed by same.

Proposed Project Director: Name Julie Weissert

Phone: [REDACTED]

Address: [REDACTED] TX [REDACTED]

Proposed budget:

Income

Expenditures

see bill, attached

LL money on deposit: \$ _____

Printing: \$ 1970.

Donations from: _____

Promotion: _____

Distribution: _____

Office Overhead: _____

Volunteers' Expenses: _____

Non-deductible funds: _____

Other: _____

Sales: _____

Other: _____

TOTAL

TOTAL

1970 *

Barbara Materka, President

Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

FEB 22 1982

PROJECT FINANCIAL REPORT

FROM: LWV of Dallas Date: Feb 5, 1982
FOR: Name of project: Voter's Guide (School Board Election)

INCOME

Received from TEF: \$1,970.00
To be received from TEF:
From sales:
Other:

TOTAL \$1,970.00

EXPENDITURES

Printing: \$1,970.00

Office overhead:
Volunteers' expenses:
Other:

TOTAL \$1,970.00

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Julie D. Weisheit

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 98.50

Donna Bugli (J.D.W.)

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts
Project Supervisor ✓
State office

2
FEB 22 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Dallas PROJECT Voter's Guide Printing
PROJECT SUPERVISOR (TEF trustee) Julie D. Wessett

1. What was the primary accomplishment of the project:

Publication (please describe): Voter's Guide

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Citizens of City of Dallas through and/as an enclosed supplement in the Dallas Times Herald newspaper.

3. Was the project successful? (please describe)

Yes. It reached a wide populous and acted as a valuable source of information for Dallas citizens in regard to the Dallas School Board elections

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Julie D. Wessett
Signature of Director

Feb 5, 1982
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

Completed

January 24, 1982

Polly Cave
[REDACTED]

Dear Polly,

Your project request for mileage reimbursement and registration fees for the Election Laws Conference, totaling \$67.00, was approved by the LNV-TEF Board of Trustees January 19, 1982. However, since it is not a project, it is not necessary to go through the regular process. Such a request can be treated similarly to the way you purchase LNV-TEF publications. And let me point out at this time that VOTERS GUIDES purchased from the state office fall into this category. This method is outlined in Section 2, Page 7 in the League of Women Voters Education Fund Handbook published 9/80. This is the page entitled OPTIONS FOR USING TAX-Deductible FUNDS.

The method calls for a signed statement from your treasurer, with proof of expenditures attached, to be sent to the LNV-TEF Treasurer, Jeanette Vanderwater, 7914 Burning Hills, Houston, 77071, with a copy to state office. She will deduct from your LNV Le Fund account and issue your League a check.

Sincerely,

Margie Korrill, LNV-TEF Secretary

cc: Diane Clark, LNV-TEF Chairman
Jeanette Vanderwater, LNV-TEF Treasurer
State Office

1/13/82
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

JAN 11 1982
JAN 11 1982

FROM: LWV of Tarrant County

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Attendance of 2 representatives from LWVTC at LWV-TX Education Fund Conference on Election Laws and Practices, January 21-22, 1982, Austin, Texas.

Project request is to the Mary Harding Memorial account with the LWV-TX ED Fund and will be used to defray travel expenses and registration fees as described below.

Plans for execution, including distribution of any printed material:

Registration Fee: 2 @ 5.00 each \$10.00

Mileage reimbursement:

Round trip Fort Worth-Austin, 2 passengers in car, 380 miles @ 15¢/mi. \$57.00

Anticipated completion date: January 22, 1982

Proposed Project Director: Name Sydney Wirsdorfer

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 67.00

Printing: \$

Donations from:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Portion from LL taxable money:

Other: Reg. Fees 10.00

Sales:

Mileage reimbursement 57.00

Other:

TOTAL

\$67.00

TOTAL

\$67.00

*

(If more space needed, use another sheet)

Polly Carr
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

10/30

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

DEC 7 1981

PROJECT FINANCIAL REPORT

FROM: LWV of Baytown Date: Oct 4, 1981
FOR: Name of project: Con Amendment Voters Guides

INCOME

Received from TEF: \$ _____

To be received from TEF: _____

From sales: 23.72

Other: Paid from Ed Fund 47.43

TOTAL \$ 71.15

EXPENDITURES

Printing: \$ _____

Office overhead: _____

Volunteers' expenses: _____

Other: 3,000 Guides

Bill from
LWV of Texas 63.00

Shipping 8.15

TOTAL \$ 71.15

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR: _____

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ _____

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ☒ _____
State office _____

[REDACTED]

Georgia Kidwell
[REDACTED]

Dear Georgia:

The request of the LWV-Tarrant County for the use of Education Fund monies on deposit with LWV-TEF, for publication of 1981-82 "Your Local Elected Officials" was approved by the TEF Board of Trustees on June 19, 1981. You were appointed project supervisor since you are on the Board of Trustees.

I am enclosing a copy of "How To" For Local League Projects from the TEF Handbook of Policies and Procedures for Local Leagues revised September 1980. This explains your duties as project director and reporting procedures. The forms you will need are enclosed also. Be sure to get receipts for all expenses to be reimbursed and attach them to the financial report.

The Internal Revenue Service requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. When I receive your supervisor's report and financial clearance from the treasurer your project will be successfully completed. It is important that each project be successfully completed in order for your League to receive approval for future requests for the use of TEF funds.

Sincerely,

Margie Morrill
TEF Secretary

cc: Diana Clark, TEF Chair
Polly Cave, LWV-Tarrant Co. President
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUN 1 1981

PROJECT REQUEST FORM

FROM: LWV of TARRANT COUNTY

Approved _____
Disapproved _____ Date _____
Supervisor: _____

Distribution: Sec'y / Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Revision and printing of 1981-82 "Your Local Elected Officials." This publication is a pamphlet listing city council members, school board members and new to this year's edition, members of the Tarrant County Junior College Board of Trustees. The city council and school board listings covers all of these governmental entities in Tarrant County.

Plans for execution, including distribution of any printed material:

Updated information has been obtained. The same format used in previous years will be used. (see enclosure) Distribution will be to the public through the League office, placement in local libraries, during Voter Registration drives, through the League's Speakers Bureau and upon any request.

(We are not requesting funds for distribution costs.)

Anticipated completion date: August 1, 1981

Proposed Project Director: Name Georgia Kidwell

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 520.00

Printing: \$400.00

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Portion from LL taxable
money: _____

Volunteers' Expenses: _____

Sales: _____

Other: Typesetting 120.00

Other: _____

TOTAL \$ 520.00

TOTAL \$520.00 *

(If more space needed, use another sheet)

Polly Case

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

Y
June 9, 1981

To: Polly Cave, President
LWV-Tarrant County

From: Diana Clark

Re: ~~Re~~: Your request for TEF funds on deposit for Your Elected Officials

Your request came after the state board meeting so the board is being circularized by mail for approval, with a June 19th deadline for reply. After that date you will get a formal approval letter from Margie Morrill, TEF secretary. Since Georgia Kidwell is also on the state board we will make her project supervisor to supervise herself.

Regards,

c: Morrill, SO



LEAGUE OF WOMEN VOTERS OF TARRANT COUNTY
512 West 4th Street
Fort Worth, Texas 76102
336-1333

June 1, 1981

Diana Clark
LWV-TEF Chairman
1212 Guadalupe, #109
Austin, Texas 78701

Dear Diana,

The Tarrant County League is ready to begin the annual update of "Your Local Elected Officials," and is submitting the Project Request Form for use of LWV-TEF money to pay for the publication.

At the May 26 Joint Board Meeting, both the outgoing (1980-81) Board and the incoming (1981-82) Board approved applying for Education Fund money for the project.

We would like to have the publication available for the public as soon as possible and request prompt reply for our Project Request Form.

Thank you for moving things along.

Yours truly,

Polly Cave
President

JUN

1 1981

MM-

DC

3- JV

SO

TO: TEF Trustees

LWV-Texas Education Fund
June 5, 1981
State Board Mailing

FROM: Diana Clark

RE: Local League Project Requests

The following two project requests arrived June 1. If you have comments about the requests, please forward them to me, Diana, by June 19 at the latest. No response indicates approval. *the state office*

1. DENTON. They wish to print 5000 copies of a "Your Elected Officials" brochure. Folded size will be 3" x 8". Distribution is to be by "a committee on publications." Distributed to "contributors & public places."

Publication cost: \$213.55
Postage 36.00 (200 @ 18¢)

Proj. Dir.: Karen Jackson

Amt. requested \$249.55

2. TARRANT COUNTY wishes to revise & reprint their 1981-82 "Your Local Elected Officials." To list city council, school board, Tarrant Co. Jr. College Bd. of Trustees (a new addition), for all governmental entities in Tarrant Co.

Updated info is in hand. Same format as previous editions. Distributed to public thru LWV office, libraries, VR drives, Sp. Bureau, and to any requesting. NO funds requested for distribution.

Printing: \$400.00
Typesetng.: 120.00

Proj. Dir.: Georgia Kidwell

Amt. req.: \$520.00

COMMENTS:

Signed,

#



SOLID WASTE

Where will it go?

HOW TO GET INVOLVED

- ★ Become informed on the Congressional intent of the Resource Conservation and Recovery Act of 1976.
- ★ Learn what the immediate plans are of the State of Texas for municipal and industrial solid waste management.
- ★ Attend public forums held by the Texas Department of Water Resources on industrial solid waste management.
- ★ Attend public hearings being held by the Texas Department of Health on municipal solid waste management.
- ★ Using the enclosed list of information sources, send for "how-to" publications most suited to your needs, whether you are from private industry, a public official or an individual concerned with the issues of solid waste management, recycling, and recovery of items suitable for new markets.
- ★ Seek information from your local elected officials on how solid waste is managed in your community or vicinity.
- ★ Learn more about how waste is generated, who transports it, and where it goes.
- ★ Investigate starting a recycling center in cooperation with community organizations such as the Junior Chamber of Commerce, Scout troupes, League of Women Voters, Sierra Club and others, working together with a local beer and beverage distributor.

These suggestions are intended to lead to a better understanding of good management practices in the solid waste industry, and to lessen the often emotional arguments surrounding the issue.

Completed

September 13, 1981

Alane Edwards
[REDACTED]

Dear Alane:

The following Project Request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on September 9, 1981:

Two seminars on domestic violence sponsored by LWV-Baytown and Baytown Parks and Recreation Dept. Cost - \$80.

Your Project Supervisor is Jeanette Vanderwater, 7314 Burning Hills Houston 77071. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

I am also sending to your president some current (9/80) Project Request Forms for future use. Please do not use the old, out-dated, forms as they do not have the required information.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diane Clark, LWV-TEF Chairman
Jo Roosa, LWV-Baytown President
Jeanette Vanderwater, LWV-TEF Project Supervisor
State Office

League of Women Voters of Texas Education Fund
1212 Guadalupe, #109, Austin, Tx 78701

SEP 8 1981

MM ✓

Sup
Vandewater

7.

Project Request Form

From LWV of Baytown

Proposed Project: Two seminars on domestic violence sponsored by LWV of Baytown and Baytown Parks and Recreation Dept on behalf of Baytown Area Womens Center.

Plans for execution

Conduct 2 seminars with a pannel including a psychologist, Director of Womens Center and others. Show a film "Behind Closed Doors" produced by the Advisory Council on Family Violence. Provide baby sitting for children of the women and serve refreshments. The Parks and Recreation Dept will supply the rooms and fliers

Proposed Project Director Alane Edwards

Proposed budget

Income

Portion budgeted from
LL Ed Fund money on
deposit

80.00

Expenditures

— rent of film 60.00
— refreshments 20.00

Sales

- 0 -

total

80.00

total \$ 80.00

Frances Mocklock for
Jo Rossa Pres. LL

~~This copy has~~
~~original receipts.~~

The original copy
has been sent to
Mrs. Vanderwater
directly JMN

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

DEC 7 1981

PROJECT FINANCIAL REPORT

FROM: LWV of Baytown Date: Oct. 20, 1981

FOR: Name of project: Public Forum: Domestic Violence: Answers & Alternatives

INCOME

Received from TEF: \$ 7

To be received from TEF: 72.10

From sales: _____

Other: _____

TOTAL \$ 72.10

EXPENDITURES

Printing: \$ _____

Office overhead: _____

Volunteers' expenses: \$ 2.70
9.40

Other: Film Rental 60.00

TOTAL \$ 72.10

Receipts must be attached justifying all expenditures and should be attached on one report sent to the state office.

PROJECT SUPERVISOR: _____

Additional 5% (or \$5.00 minimum) administration fee for local League project to be deducted from LL account \$ 5.00

Frances Mookhoek
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓ _____
State office _____

Rec. 8/5/81

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County

PROJECT "Your Local Elected Officials
1981-82" pamphlet

1. Have you received copies of the following:

Project Director's Report Also serving as project Director

Financial Report Yes

Publication(s) Yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

No

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

No

In salaried jobs?

No

Georgia B. Kudwill

Signature of Supervisor

July 30, 1981

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

September 13, 1981

Nita Clark
[REDACTED]

Dear Nita:

The following Project Request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on September 9, 1981:

Rework and republish "Vote Notes" to be renamed "They Represent You" - 3000 copies - cost \$145.50

Your Project Supervisor is Margie Morrill. Contact me if you have any questions concerning the project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Donna Custer, LWV-CC President
State Office
✓ Margie Morrill, LWV-TEF Project Supervisor

September 13, 1981

Wita Clark
[REDACTED]

Dear Wita:

The following Project Request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on September 9, 1981:

Rework and republish "Vote Notes" to be renamed "They Represent You" - 3000 copies - cost \$145.50

Your Project Supervisor is Margie Morrill. Contact me if you have any questions concerning the project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Donna Custer, LWV-CC President
State Office
Margie Morrill, LWV-TEF Project Supervisor

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

AUG 19 1981

DC
JU
MM
SO

Approved _____
Disapproved _____ Date _____

Supervisor: _____

From: LWV of Corpus Christi, Texas

Date _____

Proposed project:

Re work + Re publish our "vote notes" - Make legal size (with three folds) so we can include more information - up date information + re name "Your Elected Representatives" 5000 Copies

Plans for execution, including distribution of any printed material:

Type + up date all information + re publish -
Distribute through membership -

Proposed Project Director: Name

Lita Clark

Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

LL money on deposit:

\$831⁷⁹

Printing:

\$145⁵⁰

Donations from:

Promotion:

Distribution:

Office Overhead:

Volunteers' Expenses:

Non-deductible funds:

Other:

Sales:

Other:

TOTAL

831⁷⁹

TOTAL

145⁵⁰

Mrs. J. A. Custer
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

OCT 26 1981

PROJECT DIRECTOR'S REPORT

LWV of Corpus Christi PROJECT updating & re-working
PROJECT SUPERVISOR (TEF trustee) Margie Moril over vote rates into a
New "They Represent You"

1. What was the primary accomplishment of the project:

Publication (please describe):

"They Represent You" I am enclosing a copy with this report

Conference/workshop (please describe):

Other (please describe):

We worked as a committee in preparing the pamphlet

2. How many persons did the project reach? How was this accomplished?

A great many people - high schools, Del Mar College,
CCSU, libraries, senior citizens centers - city offices etc -

3. Was the project successful? (please describe)

yes - we are almost ready for a second printing

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Lita Clark

Signature of Director

Oct 15, 1981

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

OCT 26 1981

PROJECT FINANCIAL REPORT

FROM: LWV of Corpus Christi

Date: Oct 15, 1981

FOR: Name of project: Re-working "Vote notes" into "They Represent You" & bring up to date - Print 3000

INCOME

EXPENDITURES

Received from TEF: \$ _____

Printing: \$ 92 50

To be received from TEF: 92 50

From sales: _____

Other: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL \$ 92 50

Receipts must be attached justifying all expenditures and should be attached on one report sent to the state office.

TOTAL \$ 92 50

PROJECT SUPERVISOR:

Margie Maxwell

Additional 5% (or \$5.00 minimum) administration fee for local League project to be deducted from LL account \$ _____

Mary L. Vasquez

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ☒ _____
State office _____

[REDACTED]

Karen Jackson
[REDACTED]

Dear Karen:

The request of the LWV-Denton for the use of Education Fund monies on deposit for publication of "Your Elected Officials" was approved by the TEF Board of Trustees on June 19, 1981. Isabel Miller was appointed your project supervisor. Be sure to consult her if you have any questions concerning your project.

I am enclosing a copy of "How To" For Local League Projects from the TEF Handbook of Policies and Procedures for Local Leagues revised September 1980. This explains your duties as project director and reporting procedures. The forms you will need are enclosed. Be sure to get receipts for all expenses to be reimbursed and attach them to the financial report.

The Internal Revenue Service requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. When I receive your supervisor's report and financial clearance from the treasurer your project will be successfully completed. It is important that each project be successfully completed in order for your League to receive approval for future requests for the use of TEF funds.

Sincerely,

Margie Morrill
TEF Secretary

Enclosures: 3

cc: Diana Clark, TEF Chair
Sondra Ferstl, LWV-Denton President
Isabel Miller, TEF Project Supervisor
State Office

LWV Texas Education Fund
August, 1977

DC
-MM
VV
SO

PROJECT REQUEST FORM

TO: LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109
Austin, Texas 78701

Date May 25, 1981

FROM: Name Karen A. Jackson

Proj. Director Karen Jackson
(Name)

League of Women Voters of Denton

Address [REDACTED]

Address [REDACTED]

[REDACTED]

Phone [REDACTED]

Proposed Project: To fund the publication on "Your elected Officials" brochure.

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

We are going to print 5000 copies to be distributed by a committee on publications. The brochure is eight by eleven and folds into a three by eight brochure.

Donor(s):

Money is on deposit in the 2nd. fund.

Proposed budget for the use of the grant (include a 5% administration fee in this estimate):

Income

Expenditures

Publication cost.

\$ 213.55

Postage for 200 @ 18¢

36.00

Total requested \$ 249.55

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

Brochure will be distributed to contributors and public places.

Make four copies: Keep one for your files
Send three to the state office (address above)

TO: TEF Trustees

FROM: Diana Clark

RE: Local League Project Requests

LWV-Texas Education Fund
June 5, 1981
State Board Mailing

The following two project requests arrived June 1. If you have comments about the requests, please forward them to me, ~~Diana~~, by June 19 at the latest. No response indicates approval. *the state office*

- ✓ 1. DENTON. They wish to print 5000 copies of a "Your Elected Officials" brochure. Folded size will be 3" x 8". Distribution is to be by "a committee on publications." Distributed to "contributors & public places."

Publication cost: \$213.55
Postage 36.00 (200 @ 18¢)

Proj. Dir.: Karen Jackson

Amt. requested \$249.55

- copy* 2. TARRANT COUNTY wishes to revise & reprint their 1981-82 "Your Local Elected Officials." To list city council, school board, Tarrant Co. Jr. College Bd. of Trustees (a new addition), for all governmental entities in Tarrant Co.

Updated info is in hand. Same format as previous editions. Distributed to public thru LWV office, libraries, VR drives, Sp. Bureau, and to any requesting. NO funds requested for distribution.

Printing: \$400.00
Typesetng.: 120.00

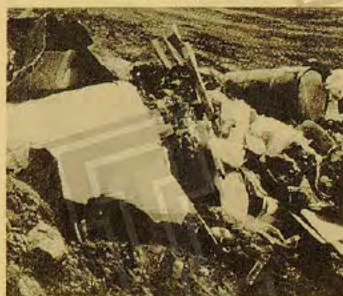
Proj. Dir.: Georgia Kidwell

Amt. req.: \$520.00

COMMENTS:

Signed,

#



SOLID WASTE **Where will it go?**

HOW TO GET INVOLVED

- ★ Become informed on the Congressional intent of the Resource Conservation and Recovery Act of 1976.
- ★ Learn what the immediate plans are of the State of Texas for municipal and industrial solid waste management.
- ★ Attend public forums held by the Texas Department of Water Resources on industrial solid waste management.
- ★ Attend public hearings being held by the Texas Department of Health on municipal solid waste management.
- ★ Using the enclosed list of information sources, send for "how-to" publications most suited to your needs, whether you are from private industry, a public official or an individual concerned with the issues of solid waste management, recycling, and recovery of items suitable for new markets.
- ★ Seek information from your local elected officials on how solid waste is managed in your community or vicinity.
- ★ Learn more about how waste is generated, who transports it, and where it goes.
- ★ Investigate starting a recycling center in cooperation with community organizations such as the Junior Chamber of Commerce, Scout troupes, League of Women Voters, Sierra Club and others, working together with a local beer and beverage distributor.

These suggestions are intended to lead to a better understanding of good management practices in the solid waste industry, and to lessen the often emotional arguments surrounding the issue.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Completed
SEP 1 1981

PROJECT FINANCIAL REPORT

FROM: LWV of Lubbock Date: 8-19-81
FOR: Name of project: Citizens Guides

INCOME

Received from TEF: \$ 280.00
To be received from TEF: 280.00
From sales: _____
Other: _____
TOTAL \$ 280.00

EXPENDITURES

Printing: \$ 280.00
Office overhead: _____
Volunteers' expenses: _____
Other: _____
TOTAL \$ 280.00

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR: _____

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 7.00

Linda Y Archer
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓
State office _____

SEP 1 1981

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

*5000 Citizens Guide were
produced & distributed to libraries,
banks, League Contributors*

3. Was the project successful? (please describe)

*Yes - we've had many phone calls
requesting the Citizens Guide.*

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Ruth J. Lauer
Signature of Director

8-17-81
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer____ Supervisor____ state office____
or
TEF Sec'y ☒

August 10, 1981

TO: Ruth Lauer, LWV-Lubbock President
FROM: Margie Morrill, LWV-TEF Secretary
RE: LWV-Lubbock Citizen's Guide

Even though you have already received the check from Jeanette Vanderwater, LWV-TEF Treasurer, in payment for your recent publication of your Citizens Guide, and, as pointed out in her letter to you dated July 22, 1981, you did not follow regular procedures by getting prior approval, there are a couple of forms that should be completed for the records.

I am enclosing a copy of HOW TO FOR LOCAL LEAGUES from TEF Handbook revised September 1980. Also enclosed is form for Project Director's Report and form for Project Financial Report.

Please complete the indicated number of copies of these forms and mail to the state office promptly. Since the education fund monies are tax deductible, the IRS requires that a complete record of each project be kept on file for proof that the funds are spent for tax deductible purposes.

Enclosures 3

cc: Diana Clark, TEF Chair
State Office

M. Merrill

rec. 7/25/81

July 22, 1981

LWV-Lubbock
Ruth Lauer, President
[REDACTED]

Dear Lubbock Leaguers:

Enclosed is check for \$280.00 for printing costs of the Citizens Guide. Please be aware that your account with TEF will be reduced by \$294.00, the printing costs plus 5% administrative fee. You will receive an account balance sometime in September. I plan to send account statements about four times a year.

✓ One very important procedure was not followed in the preparation of the Citizens Guide. On page 11 of the LWV-TEF Handbook, it states that PRIOR APPROVAL is required for all projects using funds on deposit with TEF. There are very good reasons for this as the trustees are responsible to the IRS for the use of these monies. In this instance, we could see no reason not to send you the money. Please, in the future, follow the procedures outlined in the Handbook.

Sincerely,

Jeanette Vanderwater,
Treasurer

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

Approved _____
Disapproved _____ Date _____

Supervisor:

From: LWV of Lubbock

Date 7-13-81

Proposed project:

Citizen's Guide

Plans for execution, including distribution of any printed material:

Proposed Project Director: Name ~~Dr.~~ Ruth Lawer Phone:

Address: _____

Proposed budget:

Income

Expenditures

LL money on deposit:

\$105.00

Printing:

\$ 280.00 *

Donations from:

Promotion:

Helen D. Jones

175.00

Distribution:

Office Overhead:

Non-deductible funds:

Volunteers' Expenses:

Sales:

Other:

Other:

TOTAL

280.00

TOTAL

280.00*

Ruth J. Lauer
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

May 8, 1981

Christina S. Little

filed
Completed

Dear Christina:

The request of the LWV-Austin for the use of Education Fund monies on deposit for an updated "Voters Key" for Travis County was approved by the TEF Board of Trustees on May 6, 1981. Toni Clem was appointed your project supervisor. Be sure to consult her if you have any questions concerning your project.

I am enclosing a copy of "How To? For Local League Projects" from the TEF Handbook of Policies and Procedures for Local Leagues revised September 1980. This explains your duties as project director and reporting procedures. The forms you will need are also enclosed. Be sure to get receipts for all expenses to be reimbursed and attach them to the financial report.

The Internal Revenue Service requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. When I receive your supervisor's report and financial clearance from the treasurer your project will be successfully completed. It is important that each project be successfully completed in order for your League to receive approval for future requests for the use of TEF funds.

Sincerely,

Margie Morrill
TEF Secretary

Enclosures: 3

cc: Diana Clark, TEF Chair
Joan Lava, LWV-Austin President
Toni Clem, TEF Supervisor
State Office

P.S. I'm so new that I do not have official stationery yet, but wanted to get this to you in view of your anticipated completion date.

MM

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

MAY 1 1981

Approved ☒
Disapproved ☐

Date 5/7/81

Supervisor:

Zoni Clem

From: LWV of Austin, Texas

Date April 28, 1981

Proposed project:

Anticipated completion date: May 30, 1981

An updated "Voters Key" for Travis County

Plans for execution, including distribution of any printed material:

15,000 copies of a three-fold brochure, single sheet, containing names, addresses, terms etc. of elected and key administrative officials of all governmental units and school systems in the county.

The brochure will also contain an election calendar + voter registration information.

Proposed Project Director: Name Christina S. Little Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

LL money on deposit:

\$1688.93

Printing:

\$724.46

Donations from:

Promotion:

* before any money taken out for Voters Guides

Distribution:

Office Overhead:

Volunteers' Expenses:

Non-deductible funds:

Other:

Sales:

layout

170.00

Other:

TOTAL

TOTAL

894.46*

Joan Savas by Christina Little
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

9-78 12/78

OCT. 31 1981

OCT 30 1981

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Austin, Texas PROJECT Voters Key 1981
PROJECT SUPERVISOR (TEF trustee) DeCoursey Kelley

1. What was the primary accomplishment of the project: Voter education through printing and distribution of Voters Key
Publication (please describe):
Voters Key - 3-fold brochure, single sheet, containing names, addresses, terms, etc. of elected officials of all governmental units in Travis County + info on voter registration, and election calendar.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

~ 20,000. Brochures printed. Distributed to membership, through public libraries, Welcome Wagon, Newcomer groups, organizations, churches, banks.

3. Was the project successful? (please describe) Yes. If by successful you mean that the brochures were printed and distributed and favorably received.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

DeCoursey Kelley
Signature of Director

10/26/81
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer 3 Supervisor ✓ state office
or
TEF Sec'y

OCT 30 1981

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Austin, Texas

Date: Sept. 29, 1981

FOR: Name of project: Voters Key

INCOME

Received from TEF: _____

To be received from TEF: 336.07

From sales: _____

Other: United Rent \$500

Lady Bird Johnson 471.41

TOTAL 1307.48

EXPENDITURES

Printing: \$1307.48

Promotion: _____

Distribution: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL \$1307.48

Receipts must be attached justifying
all expenditures and should be
attached to the report sent to the
TEF treasurer.

Additional 5% (or \$5.00
minimum) administration
fee for local League
projects to be deducted
from LL account

\$5% of \$336.07 requested.

Deborah Kelley

Signature of Project Director

Make four copies: Send one to state office.
one to Project Supervisor.
one to TEF Treasurer -- with receipts attached.
Keep one copy for your files.

Please submit as soon as possible following completion of the project.

Completed

September 13, 1981

September 13, 1981

FROM: Margie Morrill, LWV-TEF Secretary
TO: Georgia Kidwell, Project Supervisor and Project Director
RE: Second printing of 1981-83 Your Elected Officials, LWV-Tarrant County
Cost - \$125

Ethel Sturgis said that you should fill out a Project Financial Report on your second printing and send to state office. This is both for the records and so you can get your money from Jeanette. She needs this form for her records, too. So I'm enclosing the proper forms so you can shoot it back in.

*Copies to: Diana
Pally Lane
SO*

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

SEP 8 1981

FROM: LWV of TARRANT COUNTY

For state use only
Approved _____
Disapproved _____ Date _____
Supervisor: _____

Distribution: Sec'y _____ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Second printing of 1981-83 Your Elected Officials. This publication is a pamphlet listing federal, state and county officials.

Plans for execution, including distribution of any printed material:

Photo ready copy from the first printing will be used for a second printing, so the only expenditure will be for actual printing costs. We are not requesting funds for distribution costs. Distribution will be to the public through the League office, placement in local libraries, during Voter Registration drives, through the League's Speakers Bureau and upon request.

Anticipated completion date: September 30, 1981

Proposed Project Director: Name Georgia Kidwell

Phone: ()

Address: ()

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ 125.00

Printing: \$ 125.00

Donations from:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Portion from LL taxable
money:

Other:

Sales:

Other:

TOTAL \$ 125.00

TOTAL \$ 125.00 *

(If more space needed, use another sheet)

Paley Cave
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

Maogie - for the
Proj. Supers. -
whomever it may
be...

J. L.

Georgil Kidwell

OCT 5 1981

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Tarrant County Date: 9-19-81
FOR: Name of project: Your Elected Officials pamphlet-reprint

INCOME

Received from TEF: \$ _____
To be received from TEF: _____
From sales: _____
Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ 95.21
6,000
copies
Office overhead: _____
Volunteers' expenses: _____
Other: _____

TOTAL \$ 95.21

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Georgia B Kidwell

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 4.76

Marjorie S Williams 99.97
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ☒ _____
State office _____

League of Women Voters of Texas Education Fund
1212 Guadalupe, #109, Austin, Texas 78701
Sept 4, 1981

Dear Board Members

automatic
goes to treasury

SEP 8 1981

The Baytown League of Women Voters requests permission to use some of our funds on deposit to pay 25% of our PMP to the State and National Leagues.

State PMP \$385.00 x 25% = \$96.25

National PMP \$588.50 x 25% = 147.13

total \$243.38

all funds on deposit are unrestricted

yours truly,

Frances Mockheck for Jo Roosa, Pres of LWV of Baytown

Withdrawn

March 17, 1982

Barbara Materka, LWV-Dallas President
[REDACTED]

Dear Barbara:

To keep the Ed Fund records up to date, the project request your League previously submitted for publication of a study on health care was withdrawn at the LWVTEF Board of Trustees meeting March 12, 1982. This was in line with your conversation with Diana Clark, LWVTEF Chairman, since the publication did not show publication by the LWVTEF, which is a requirement.

It was good to get to know you in Abilene and I look forward to seeing you in Houston. I am planning to go as a Visitor from the Corpus Christi League and room with the president, Chris DuBois.

Sincerely,

Margie Morrill, LWVTEF Secretary

cc: Diana Clark
State Office

January 24, 1982

Kim Corney
[REDACTED]

Dear Kim:

The following project request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on January 19, 1982:

A study of the health care sector.

Cost - \$199.75

Your Project Supervisor is Barbara McCormick, 12113 Renewa, Houston 77024. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies on deposit to your League to pay for your project.

Sincerely,

Margie Merrill, LWV-TEF Secretary

Enclosures:

cc: Diana Clark, LWV-TEF Chairman
Barbara McCormick, LWV-TEF Project Supervisor
Barbara F. Materka, LWV-Dallas President
State Office

10/80

Completed ✓
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Montgomery Co. (Prov.) PROJECT Voters Guides

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

yes
3. Do you have suggestions for managing similar projects in the future?

The trustees approved this contingency on the local League raising the money. It worked, but it needs to be watched.

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Elizabeth L. Brown
Signature of Supervisor

6/2/82
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

4/14/82
✓ called Diana
w/ Bd approval

✓ write this
& bring records up to date
Rec 4/3/82

✓ immediate
get supervisor
form
for Beth

March 29, 1982

TO: Jeanette V.
Margie ✓
(Diana & Beth know, but are receiving copies of this)

FROM: Joann

RE: Montgomery County's Project Request

✓ paid for
w/ Beth

Have been holding the forms until the money arrived, lest confusion result. \$2000 in checks came today, so the project is covered. Beth has been in CLOSE contact with them and has been talking w/Diana. She (Beth) will give the emergency approval when she's satisfied that all is well with the project, and, in fact, has probably already done so. If anyone needs to know more, Beth's the one.

20 Paid 4/3/82
897.30

20 Paid 5/1/82
884.36

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only
Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM
PROVISIONAL

MAR 11 1982

FROM: LWV of _____
MONTGOMERY COUNTY

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

DISTRIBUTION OF VOTERS GUIDES IN CONNECTION WITH 4/3/82 AND 5/1/82 ELECTIONS

Plans for execution, including distribution of any printed material:

We plan to distribute 31,500 Guides through the local newspaper - the Courier - and place another 2000 copies in the contributing banks in connection with each of the above elections.

Anticipated completion date:

Proposed Project Director: Name _____ Election dates _____
Judith S. Zirkle

Phone _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: \$ 1700
(850 each)

Donations from: 2000
county banks

Postage: 50

Supplies: 50

Office Overhead: _____

Portion from LL taxable money: _____

Volunteers' Expenses: 25
(phone)

Sales: _____

Other: _____

Other: _____

TOTAL

TOTAL

1825

*

(If more space needed, use another sheet)

Frances K. Moritz

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

APR 29 1982
MAY 1 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROVISIONAL

PROJECT DIRECTOR'S REPORT

LWV of MONTGOMERY COUNTY PROJECT DISTRIBUTION OF VOTERS GUIDES
PROJECT SUPERVISOR (TEF trustee) _____

1. What was the primary accomplishment of the project:

Publication (please describe):

VOTERS GUIDE FOR APRIL 3, 1982 ELECTION

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

33,500 copies were distributed - 31,500 through the Courier and
2,000 copies were placed in contributing banks

3. Was the project successful? (please describe)

Extremely.

4. Please attach copies of local publications, invitations, programs, and other
printed materials to each copy of this report.

Judith S. Zerbe
Signature of Director

4-20-82
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ☒

MAY 1 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

APR 29 1982

PROVISIONAL

PROJECT DIRECTOR'S REPORT

LWV of MONTGOMERY COUNTY PROJECT DISTRIBUTION OF VOTERS GUIDE
PROJECT SUPERVISOR (TEF trustee) 5/1/82 Election

1. What was the primary accomplishment of the project:

Publication (please describe): VOTERS GUIDE - 5/1/82 Primary Election

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

We distributed 31,500 copies through the Courier and placed another 2000 copies in county banks which contributed funds to finance the project.

3. Was the project successful? (please describe)

Extremely - as you can tell by the distribution.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

4/27/82

Signature of Director

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

APR 30 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 26 1982

PROJECT FINANCIAL REPORT

PROVISIONAL LEAGUE OF WOMEN VOTERS
OF MONTGOMERY COUNTY

FROM: LWV of

Date: 4/20/82

FOR: Name of project:

VOTERS GUIDE - 4/3/82 ELECTION

INCOME

Received from TEF: \$

To be received from TEF:

From sales:

Other:

TOTAL

\$

EXPENDITURES

Printing:

\$ 850.00

Office overhead:

Volunteers' expenses:

7.71

Other:

20.00

Stamps

Envelopes

2.53

Xerox

17.06

TOTAL

\$ 897.30

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account.

\$

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts
Project Supervisor
State office

MAY 13 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 26 1982

PROVISIONAL

PROJECT FINANCIAL REPORT

FROM: LWV of MONTGOMERY COUNTY

Date: 5/8/82

FOR: Name of project: VOTERS GUIDE - 5/1/82 ELECTION

INCOME

Received from TEF: \$ 884.36

To be received from TEF: _____

From sales: _____

Other: _____

TOTAL \$ 884.36

EXPENDITURES

Printing: \$ 850.00

Office overhead: _____
PHONE _____

Volunteers' expenses: 10.86

Other: XEROX 3.50

POSTAGE 20.00

TOTAL \$ 884.36

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR: _____

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ _____

Sullivan Johnson
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓ _____
State office _____

4/9/82
bcc: Morrill, Clark, Vanderwater, file

April 5, 1982
April 5, 1982

TO: Carolyn January

Dear Carolyn,

Margie Morrill's letter of March 17 indicated that Jeanette Vanderwater is the Project Supervisor of your League's Voters Guide project. Both Jeanette and I recalled that it was I, not she, who was appointed. Therefore, please send your director's report, the financial report, copies of the publications, and any questions to me rather than to Jeanette. It will be a pleasure for me to work with you.

Cordially,

Beth Brown
[REDACTED]

Completed

March 17, 1982

Carolyn January
[REDACTED]

Dear Carolyn:

Your League's project request for use of Education Fund monies you have on deposit in the amount of \$300 for local and county Voters Guides for the May 1982 Primary elections was approved by the TEF Board of Trustees March 12, 1982.

Brown
Your Project Supervisor is Jeannette Vanderwater, 7914 Burning Hills Houston 77071. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Betty Conner, LWV-Galveston President
~~Jeannette Vanderwater~~, Project Supervisor
State Office

Betty Brown
ultr 7 april 5, 1982

LEAGUE OF WOMAN VOTERS OF TEXAS EDUCATION FUND
2212 Guadalupe, Suite 109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____

PROJECT REQUEST FORM

MAR 4 - 1982

Supervisor: _____

From: LWV of Galveston, Texas

Date 3/1/82

Proposed project:

Local & County Voter's Guides for the May 1982 Primary elections.

Plans for execution, including distribution of any printed material:

Local league members will collect & collate information. A local typesetter and printer have been hired to do the final work. Distribution to local LWV members will be through the mail using our postage permit. Distribution throughout our area will be accomplished by using volunteers from our Local High School student council to distribute guides to various area businesses and other points throughout our area. Citizens will be informed through local radio & newspaper as to the locations where they may pick up a Voter's Guide.

Proposed Project Director: Name Carolyn January

office

Address: _____

Proposed budget:

	<u>Income</u>		<u>Expenditures</u>
LL money on deposit:	\$ 300.00	Printing:	\$ 150.00
Donations from:		Promotion:	-0-
	-0-	Distribution:	-0-
		Office Overhead:	-0-
		Volunteers' Expenses:	-0-
Non-deductible funds:	-0-	Other:	
Sales:	-0-	typeset & layout	300.00
Other: Local LWV	150.00		
TOTAL	450.00	TOTAL	450.00 *

Betty F. Conner
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

Completed 6/2/82

file

PROJECT SUPERVISOR'S EVALUATION

LWV of Galveston PROJECT Voters Guides

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Elizabeth L. Brown
Signature of Supervisor

6/2/82
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Subject to supervisor's report - Clark
MAR 29 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Beaumont, Texas PROJECT J JEFFERSON COUNTY GOVERNMENT
PROJECT SUPERVISOR (TEF trustee) Diana Clark

1. What was the primary accomplishment of the project:

Publication (please describe): The Beaumont League revised and printed our JEFFERSON COUNTY GOVERNMENT, A Citizens Handbook and distributed it to schools, libraries, contributors, county employees, etc.

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Each copy of the handbook is used countless times, since it is used both as a reference and as a resource for projects in the social studies classes in all of the high schools in the county. With 3000 copies circulated, an off the cuff estimate of usage during the 4-5 years of each edition would be 20,000 ^{30,000}.

3. Was the project successful? (please describe)

These handbooks are always in demand. This service is equal to the work we do in preparing Voters Guides - perhaps greater.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Louise Loomis
Signature of Director

March 23, 1982
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ☒

M/M
MAR 29 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Beaumont Texas

Date: 3-24-82

FOR: Name of project: Jefferson County Government Booklet

INCOME

Received from TEF: \$ 0
To be received from TEF: + \$800 balance (?)
From sales: 200.00
Other: balance from
local funds - savings 2000.00
TOTAL \$ 2926.05

EXPENDITURES

Printing: \$ 2,773.35
Office overhead: —
Volunteers' expenses: —
Other: inserts 43.20
envelopes 97.95
stickers 11.55
TOTAL \$ 2926.05

Receipts must be attached justifying all expenditures and should be attached on one report sent to the state office.

PROJECT SUPERVISOR:

Diana Clark

Additional 5% (or \$5.00 minimum) administration fee for local League project to be deducted from LL account \$

Margie

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts
Project Supervisor
State office

10/80

Margie Diana Clark
copy. They sent 4 copies.
9.

Completed

✓

OK

March 17, 1982

Louise Loomis
[REDACTED]

Dear Louise:

Your project request for use of funds you have on deposit in the League of Women Voters of Texas Education Fund for revision of the Jefferson County Handbook was approved by the TEF Board of Trustees on March 12, 1982 subject to the following:

- a. The League of Women Voters of Texas Education Fund name must appear of the handbook as publisher.
- B. Your league must have sufficient money on deposit to cover the requested amount.
- c. The Project Supervisor must read and approve the publication.

Your Project Supervisor is Diana Clark, 3504 Harvard Avenue, Dallas, Texas 75205.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing the project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman & Project Supervisor
Carol Flatton, LWV-Beaumont President
State Office

FEB 16-1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of Beaumont, Texas

Distribution: Sec'y ✓ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Revision Jefferson County Handbook

Plans for execution, including distribution of any printed material:

Committee wrote revisions, submitted to printer,
to proofread & distribute with local league
manpower

Phone response from Clark. Ed feared credit needs to be on pay, will look for approval after seeing printed matter. Dollars unit to be determined when additional checks rec'd. No need to write letter yet. D. Clark

Anticipated completion date: 3-1-82

2/17/81

League -

Proposed Project Director: Name Louise Loomis Phone: [REDACTED]

Address: [REDACTED]

<u>Proposed budget:</u>	<u>Income</u>	<u>Expenditures</u>
Portion budgeted from LL		
Ed. Fund money on deposit: <u>\$ 600.00</u>		Printing: <u>\$ 2700.00 +</u>
Donations from:		Postage: <u>-0-</u>
<u>First Security Bank \$ 200.00</u>		Supplies: <u>-0-</u>
<u>others to come 250.00</u>		Office Overhead: <u>-0-</u>
		Volunteers' Expenses: <u>-0-</u>
Portion from LL taxable money: <u>1700.00</u>		Other: _____
Sales: <u>-0-</u>		
Other: _____		
TOTAL <u>\$ 2700.00</u>		TOTAL <u>2700.00 *</u>

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

Completed?

March 17, 1982

Barbara Ellis
[REDACTED]

Dear Barbara:

The following project request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on March 12, 1982:

1. Layout and printing local Voters Guide for AISD School Board Election on April 3, 1982 *775*
2. Layout and printing of Voters Guide for Republican/Democratic Primaries on May 1, 1982 *4/6/15 + 1,539*

Your project supervisor is Evelyn Bonavita, 8601 Candelaria Drive, Austin 78737. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Joan Lava, LWV-Austin President
Evelyn Bonavita, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

MAR 4 - 1982

From: LWV of Austin

Date March 4, 1982

Proposed project:

Anticipated completion date: March 30, 1982

Layout and printing of local Voters Guides for A15D School Board Election to be held on April 3, 1982.

Plans for execution, including distribution of any printed material: 15,000 total copies to be published. 3300 will be furnished, at their expense, to a local group studying desegregation of Austin school system.

11,700 will be distributed, free of charge, to LWV-A members and contributors, banks and other financial institutions, the public library, major employers in the area and neighborhood centers. (see reverse side of sheet)

Proposed Project Director: Name Barbara Ellis

Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

LL money on deposit: \$565

Printing: \$740

Donations from:

Promotion: _____

Local Funding _____

Distribution: mailing to members \$5

Sources - Unidentified 210

Office Overhead: _____

Non-deductible funds: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Other: _____

TOTAL

\$775

TOTAL

\$775*

Gone Love by Barbara A. Ellis
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

12/78

The guides are proposed to be 11x17, folded once; with a single sheet 8 1/2 x 11 inserted.

Included will be biographical data and answers to questionnaire from all candidates for AISD School Board of Trustees. An election calendar and list of polling places are to be included.

The insert is proposed to contain factual information and positions from proponent and opponent groups on local referendum issue (Mo Pac) to be held on the same date using the same polling places.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

Approved _____
Disapproved _____ Date _____

Supervisor: _____

From: LWV of Austin

Date March 4, 1982

Proposed project:

Anticipated completion date: April 23, 1982

Layout and printing of Voters Guide for Republican/Democratic Primary to be held on May 1, 1982.

Plans for execution, including distribution of any printed material: 25,000 total
Copies to be published and distributed to LWV-A members and contributors, banks and other financial institutions, the public library, major employers in the area and neighborhood centers free of charge.

(See reverse side of sheet)

Proposed Project Director: Name Barbara Ellis Phone: 512-444-9856

Address: 6903 Windrift Way Austin 78745

Proposed budget:

Income

Expenditures

LL money on deposit: \$1500

Printing and layout \$1500

Donations from:

Promotion: _____

Local Funding _____

Distribution & mailing 50

Sources - Unidentified 115

to members _____

Office Overhead: _____

Non-deductible funds: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Certified mailings to candidates 25

Other: _____

Camera-ready copy from LWV-TEF 40

TOTAL \$1615

TOTAL \$1615*

Barbara Ellis
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

~~12/78~~ 12/78

The guides are proposed to be 16 or 20 page newsprint
tabloids containing information on all state and local candidates.
Information on state candidates is proposed to be printed
using camera-ready copy furnished by LWU-TEF with appropriate
credit to LWU-TEF for such material.

Biographical data and answers to questionnaire from all
opposed local candidates will also be included. Unopposed
candidates will be listed only.

Guide will include list of polling places for Travis
County and 1982 election calendar.

4/17/82

444-9256 (B.C.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Austin PROJECT Voters Guide for School Board Candidates

1. Have you received copies of the following:

✓ Project Director's Report

✓ Financial Report

✓ Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

Yes

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

No

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Barbara Ellis
In salaried jobs? *Possibly*

Paula Bonavita

Signature of Supervisor

April 14, 1982

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Austin PROJECT Voters Guide - May, 1982
Primary

1. Have you received copies of the following:

Project Director's Report - yes

Financial Report - yes

Publication(s) - yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes, except the printer left out 4 pages of the first 25,000 copies. He provided 25,000 more copies.

3. Do you have suggestions for managing similar projects in the future?

no

4. Do you have other comments?

no - it was very successful.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Barbara Ellis

In salaried jobs?

yes, if she'd be willing

Julien Bonavita

Signature of Supervisor

May 25, 1982

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

March 17, 1982

Martha Lankford
[REDACTED]

Dear Martha:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$539 for two Voters Guides, one for local school boards and municipalities for the April 3rd election and one for the May 1st party primary elections, was approved by the TEF Board of Trustees March 12, 1982.

Your Project Supervisor is Nancy Price, 225 Windcrest, San Antonio. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Mary White, LWV-San Antonio Area President
Nancy Price, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

MAR 3 - 1982

FROM: LWV of SAN ANTONIO

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:
VOTERS GUIDES

Plans for execution, including distribution of any printed material:

We plan to produce two voters Guides - one for the local school boards and municipalities for the April 3rd election. A second Voters Guide will be published on April 25th for the May 1st primary. In both cases, our local board approved the questions to be sent to the candidates we mailed each candidate a certified letter, and will get the copy ready for the San Antonio Express News, which will print and distribute the Guides with Sunday editions of the newspaper.

Anticipated completion date: _____

Proposed Project Director: Name Martha Lankford

Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$539.00

Printing: \$ _____

Donations from: _____

Postage: \$4.00

Supplies: \$35.00

Office Overhead: \$104

Portion from LL taxable
money: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Other: _____

TOTAL _____

TOTAL 539

(If more space needed, use another sheet)

Signature of LL President or TEF Trust: Martha Lankford

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of San Antonio Area PROJECT Voter's Guides

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

No

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Martha Larkford, Ann Hines

In salaried jobs?

as above

Nancy B. Price
Signature of Supervisor

6/7/82
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

March 17, 1982

Sue Smith
[REDACTED] [REDACTED]

Dear Sue:

The following project request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on March 12, 1982:

Printing Voters Guides in Denton Record/Chronical for:

1. City Council/School Board elections.
2. May Primaries) Also in Lewisville Daily Leader
3. General Election) Total cost \$790

Your Project Supervisor is Isabel Miller, 711 West Sycamore, Denton. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for the tax deductible purposes. I am enclosing the following forms for your use in completing this project:

- a. "How To" for Local League Projects
- b. Project Director's Report
- c. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Sondra Ferrell, LWV-Denton President
Isabel Miller, Project Supervisor
State Office

6
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

MAR 5 - 1982

FROM: LWV of Denton

Proposed Project: Printing Voters Guides in
Denton Record/Chronicle for
1. City Council / School Board elections
2. May Primaries & Also in Lewisville
3. General Election Daily Leader

Plans for execution, including distribution of any printed material:

We will order extra V.G. from Denton R/C for
distribution at various locations in Denton County.
Amounts listed below for printing #2 & 3 are estimates,
prices for extra V.G. have not been determined.
Postage amount is estimate and depends on the
number of candidates.

Anticipated completion date: #1: March 28 #2: April 25 #3: October

Proposed Project Director: Name Sue Smith Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 790.00

Donations from:

Portion from LL taxable
money:

Sales:

Other:

TOTAL

\$790.00

Printing: #35 for #1 \$ 235.00
100 for #2

Postage: 100 for #3 50.00

Supplies: Voter for 15.00
Lewis. Leader

Office Overhead:

Volunteers' Expenses:

Other: Ads for 490.00

Primaries V.G. 245

Gen. Election 245

TOTAL

\$790.00*

(If more space needed, use another sheet)

Frederic M. Ferrell
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

Rec 8/10/82

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Denton PROJECT Printing of Voters Guides

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Sue Smith is very competent.

In salaried jobs?

Isabel Muller
Signature of Supervisor

Aug 6, 1982
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

April 14, 1982

Barbara Lischer
[REDACTED]

Dear Barbara:

Your League's project request for use of Education Fund monies you have on deposit in the amount of \$738 for publication of Voters Guide for the May 1982 primary election was approved by the TEF Board of Trustees April 10, 1982.

Your Project Supervisor is Diana Clark, 3504 Harvard Ave., Dallas 75205. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures:

cc: Diana Clark, LWV-TEF Chairman & Project Supervisor
Barbara Materka, LWV-Dallas President
State Office

Approved _____
Disapproved _____ Date _____

Supervisor:
Julie Lowenberg

Date March 23, 1982

Publication of Voters Guide for May, 1982 primary election

Guide will be published in the Dallas Times Herald on Sun. April 25. In addition, 1000 copies will be sent to the Dallas Public Library branches, and 1000 will be available in the League office. Herald will print colored posters advertising the Guide in advance for League to distribute.

Address: [REDACTED]

Expenditures

\$ 3900.

Volunteers' Expenses:

50.

Other:

TOTAL

3950.

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

9-78

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

6/30/82

JUN 30 1982

JUN 22 1982

PROJECT DIRECTOR'S REPORT

LWV of Dallas PROJECT Publication of Voters Guide
PROJECT SUPERVISOR (TEF trustee) Diana Clark

1. What was the primary accomplishment of the project:

Publication (please describe): Education of local voters on the background and positions of candidates in the May, 1982 primary election.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Normal Sunday circulation of Dallas Times Herald (Voters Guide was printed as a supplement) - plus 16,000 additional copies of Guide distributed by Leagues in Richardson, Irving & Dallas. (LWV-Dallas distributed 2000 to public libraries, 4250 to corporations, & 1000 from League office.)

3. Was the project successful? (please describe)

The wide distribution made possible by the Times Herald's supplement system was a definite plus. While there is no quantitative means to measure the success of printing the Guide, phone calls to the LWV Dallas office & other comments were generally positive.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Pamela B. Stein, C.R. Vice President
Signature of Director

June 19, 1982
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Dallas Date: June 18, 1982
FOR: Name of project: Publication of Voter's Guide

INCOME

Received from TEF: \$
To be received from TEF: 733.07
From sales: 650.00
Other: LWV-Dallas 3116.93

TOTAL \$4500.00

EXPENDITURES

Printing: \$4500.00

Office overhead:
Volunteers' expenses:
Other:

TOTAL \$4500.00

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR: Diana Clark
Barbara Lischer & Pamela
Steen

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account. \$36.15

Relen Narving
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts
Project Supervisor
State office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____

Disapproved _____ Date NOV. 1 1982

Supervisor: _____

PRCV.

PROJECT REQUEST FORM

FROM: LWV of MONTGOMERY COUNTY

Proposed Project:

DISTRIBUTION OF VOTERS GUIDE FOR NOVEMBER 2, 1982 ELECTION

Automatic Approval ?
DC

Plans for execution, including distribution of any printed material:

We plan to distribute 31,000 copies of the Guide through the Daily Courier and another 2,000 through banks, savings & loan associations, and libraries

Anticipated completion date: 11/2/82

Proposed Project Director: Name Karen Shaw

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$240.00

Printing: \$251.67

Donations from:

Judith Zirkle

15.00

Postage: _____

(in mail)

Supplies: _____

Office Overhead: _____

Portion from LL taxable money: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Other: _____

TOTAL

255.00

TOTAL

251.67 *

(If more space needed, use another sheet)

Judith S. Zirkle
Signature of LL President or LEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

NOV 19 1982

11/24/82

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROVISIONAL PROJECT DIRECTOR'S REPORT
MONTGOMERY COUNTY
LWV of _____ PROJECT PUBLICATION OF VOTERS GUIDE
PROJECT SUPERVISOR (TEF trustee) _____

1. What was the primary accomplishment of the project:

Publication (please describe): PUBLICATION OF VOTERS GUIDE IN
CONNECTION WITH 11/2/82 ELECTION

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

We distributed 31,000 copies of this Voters guide through our
county newspaper, the Courier, and placed an additional 2000 copies
in banks, S & L Institutions, libraries, & Chambers of Commerce

3. Was the project successful? (please describe)

Extremely - we had numerous complimentary comments about it.

4. Please attach copies of local publications, invitations, programs, and other
printed materials to each copy of this report.

Karen Shaw

Signature of Director

11-16-82

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ☒

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

DEC 30 1982

JAN 5 1983

PROVISIONAL

PROJECT FINANCIAL REPORT

FROM: LWV of MONTGOMERY COUNTY Date: 12/10/82
FOR: Name of project: VOTERS GUIDE - 11/2/82 ELECTION

INCOME

Received from TEF: \$ _____
To be received from TEF: _____
From sales: _____
Other: _____
TOTAL \$ _____

EXPENDITURES

Printing: \$ 280.71
283.55 sc
Office overhead: _____
Volunteers' expenses: _____
Other: _____
TOTAL \$ 280.71 sc
283.55

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR: _____

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from FL account \$ _____

Jandra B. Coleen
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor / _____
State office _____

Completed

September 21, 1982

Nita Clark
[REDACTED]

Dear Nita:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$982 for publication of Voters Guides for the Nov. 2, 1982 election was approved by the TEF Board of Trustees September 15, 1982.

Your Project Supervisor is Margie Morrill, 435 Williamson. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Frances Cummings, LWV-Corpus Christi President
✓ Margie Morrill, LWV-TEF Project Supervisor
State Office

9/21/82
AMENDED PROJECT REQUEST FORM SEP - 2 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
 1212 Guadalupe, #109, Austin, Texas 78701

SEP - 2 1982

PROJECT REQUEST FORM

FROM: LWV of Corpus Christi

Proposed Project:

Publish Voters Guide for state and local candidates prior to November general election.

Plans for execution, including distribution of any printed material:

Since local voters guides will no longer be a joint project of the Caller-Times and LWV-CC, we plan to purchase one set of negatives from LWV-TEV and prepare 4 pages on local candidates, these to be combined in a 12 page voters Guide printed by a local firm. We plan distribution with help of local media publicizing central pickup locations.

Anticipated completion date: Oct. 11, 1982

Proposed Project Director: Name Rita Clark

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 382.00

Donations from:

Portion from LL taxable money:

Sales:

Other:

TOTAL

382.00

Printing: \$ 312.00

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Other:

70.00

TOTAL

382.00

*

(If more space needed, use another sheet)

Chris DeBorja
 Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
 keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

OCT 18 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Cordus Christi Date: 10/14/82
FOR: Name of project: Voters Guides for Nov. 2, 1982 General Election

INCOME

Received from TEF: \$ _____
To be received from TEF: Balance on deposit
From sales: _____
Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ 1225.00
Office overhead: _____
Volunteers' expenses: _____
Other: _____

TOTAL \$ _____

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Margie Morrill

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ _____

Margaret A. Miller
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ☒ _____
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

OCT 18 1982

PROJECT DIRECTOR'S REPORT

LWV of Corpus Christi PROJECT Voters Guides for Nov. 82 Gen.
PROJECT SUPERVISOR (TEF trustee) Margie Morrill Election

1. What was the primary accomplishment of the project:

Publication (please describe): 10,000 copies of Voters Guides including
state and local contested races.

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

10,000. By distribution to membership, contributors, libraries,
schools, senior citizens centers, clubs and individuals.

3. Was the project successful? (please describe)

Yes. If we could have afforded more we could have
better served the voters.

4. Please attach copies of local publications, invitations, programs, and other
printed materials to each copy of this report.

Nita Clark
Signature of Director

Oct. 14, 1982
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor ☒ state office _____
or
TEF Sec'y _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Coryus Christie PROJECT Voter Samples Nov 2, 1982

1. Have you received copies of the following:

Project Director's Report ☒

Financial Report ☒

Publication(s) ☒

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future? no

4. Do you have other comments? no

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? The US Union, Rita Clark

In salaried jobs? no

Margie Merrill
Signature of Supervisor

10/25/82
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

11/24/82

November 23, 1982

TO: LWV-TEF Officers Diana
 Nancy
 Jeanette V.
 Margie

FROM: Lovelace

RE: LWV-Austin's refused request for \$105 (or \$106, or whatever)

Had a call from Barbara Ellis yesterday; she'd just received Margie's letter of refusal. She's going to call you Diana, to discuss the conversation she and Christina Little had had with you the day they came by the state office. It was one of those horrible debate days, and life was not calm here.

Barbara says they mentioned their feeling that since the money was not going to be used for actual printing, but to contact the candidates, and since the newspaper had insisted on making some changes to the copy, and since the paper can be extremely squirrely about anything it chooses, the Austin League was considering leaving the Ed. Fund's name off the Guide.

I haven't the vaguest idea what they were told. The prime purpose of their visit was NOT to discuss that point, but to lay out some concerns they had about the direction they had been given regarding changes in the TEF copy for the Guide.

Barbara isn't upset--it's only \$106. But is confused.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV OF Lubbock

PROJECT VG's for Nov. 1982 Election

1. Have you received copies of the following:

Project Director's Report? *yes*

Financial Report? *yes*

Publication? *yes*

Conference invitation? *Not Applicable*

Other printed material? Please list. *NA*

2. Was the project implemented as planned? *yes*

3. Do you have any suggestions for managing similar projects in the future? *no*

4. Have you other comments? *no*

5. Are there any particular individuals that worked on the project that you would recommend for future TEF projects? *Did not have close enough contact to judge.*

In salaried jobs? *—*

Lois Carpenter
Signature of Supervisor

11-30-82
Date

Please fill in this form as soon as possible after completion of the project and mail to the TEF secretary.

Ch. # 7336 from
Aetna received
today —

\$2525⁰⁰

92

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

NOV 12 1982

PROJECT FINANCIAL REPORT

FROM: LWV of Lubbock Date: 11/6/82
FOR: Name of project: Voters Guides for 1982 General Election

INCOME

Received from TEF: \$ 70.00
To be received from TEF: 1,958.99
From sales: _____
Other: _____

TOTAL \$ 2028.99

EXPENDITURES

Printing: \$ 1958.99

Office overhead: _____
Volunteers' expenses: _____
Other: _____
State Voter's Guide 70.00

TOTAL \$ 2028.99

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Bobbi Murphy Bobbi S. Murphy

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 101.45

Linda L. Archer

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓ _____
State office _____

11/17/82
Vandewater
asked about
Fin's Report

November 15, 1982

Ms Bobbi Murphy
[REDACTED]

Dear Bobbi:

How did your Voters Guide project turn out? I imagine it went quite well since the Lubbock League is experienced in these matters.

Just thought I would drop you a note to remind you that as the appointed supervisor for the project, I need to receive a copy of the publication, the financial report, and your director's report before the LWV-TEF Treasurer can transfer your TEF funds to your League to pay for the project.

There is no huge rush about this, but it should be attended to as soon as possible. Don't hesitate to call if you have any difficulties.

Sincerely,

KOIS CARPENTER
Programs and Services President

cc: Ruth Lauer, LWV-Lubbock President

✓ bcc: Margie Morrill

September 21, 1982

Bobbi Murphy
[REDACTED]

Dear Bobbi:

Your League's Project Request for use of Education Fund monies you have raised in the amount of \$2523 for publication of Voters Guides for the Nov. 2, 1982 election was approved by the TEF Board of Trustees September 15, 1982.

Your Project Supervisor is Lois Carpenter, 2603 Racquet Club Dr., Midland, 79701. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diane Clark, LWV-TEF Chairman
Ruth Lauer, LWV-Lubbock President
Lois Carpenter, LWV-TEF Project Supervisor
State Office

SEP - 8 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

FROM: LWV of Lubbock

Proposed Project:

85,000 Voters Guides for Nov, 1982 election

Plans for execution, including distribution of any printed material:

distributed in Sunday edition of Lubbock A-J
in Oct.

Anticipated completion date: Oct 17, 1982

Proposed Project Director: Name Babbi Murphy Phone: [REDACTED]

Address: [REDACTED]

<u>Proposed budget:</u>	<u>Income</u>	<u>Expenditures</u>
Portion budgeted from LL Ed. Fund money on deposit: \$		Printing: \$2,266.65
Donations from: <u>Aetna Casualty and</u>		Postage: 40.00
<u>Surety Co.</u>	2525.00	Supplies: 40.00
<u>(see attached letter)</u>		Telephone Office Overhead: 15.00
Portion from LL taxable money:		Volunteers' Expenses:
Sales:		Other:
Other:		States Voter Guide 70.00
TOTAL	2,525.00	TOTAL 2431.65*

(If more space needed, use another sheet)

Burt D. Lauer
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

Aetna

Commercial Insurance Division
[REDACTED]
[REDACTED]

SEP -8 1982

August 10, 1982

Mrs. Ruth Lauer
Dick Lauer Agency
[REDACTED]
[REDACTED]

"FOCUS" Request For Funding
League Of Women Voters

Dear Ruth:

I am pleased to confirm that Aetna Life & Casualty Foundation has approved our recommendation to grant the League Of Women Voters of Lubbock the sum of \$2,525. It is our understanding that the money will be used to help pay the cost for printing and distribution of a supplement to the Lubbock Avalanche-Journal describing all candidates for office who will be up for election this coming November.

Aetna Life & Casualty Foundation will be issuing checks in October and we can anticipate receiving one for your grant by October 20th. Hope this will be O.K.

We are pleased to be able to participate in this worth-while endeavor. Let me know if you have any questions.

The name of the individual in Hartford who approved your request is:
Robert H. Roggeveen, Program Officer
Aetna Life & Casualty Foundation
[REDACTED] [REDACTED]

Good luck!

Sincerely,

Bob Paulowski

General Manager

cc: M. Morgan, CLU, Life General Agent, Lubbock
D. Schmitt, Manager, Employee Benefits Division, Lubbock

*Rescinded
11/17/82*

November 18, 1982

Barbara Ellis
[REDACTED]

Dear Barbara:

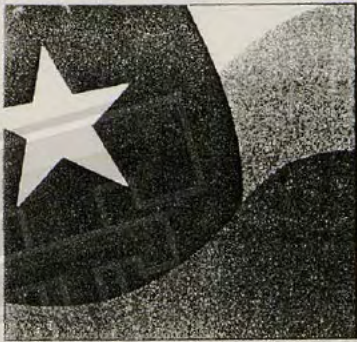
Approval of your League's request for use of education fund monies in the amount of \$106.80 which you have on deposit in the LNVof Texas Education Fund was rescinded by the Board of Trustees of the League of Women Voters of Texas Education Fund at its meeting in Denton, Nov. 17, 1982. LWS regulations require that the name League of Women Voters of Texas Education Fund must appear somewhere on each publication that is paid for out of this fund. And the TEF Handbook for local Leagues makes this very clear. In your Voters Guide for the Nov. 2, 1982 General Election you failed to include the name anywhere in the Guide.

We are sorry for the mixup, but we, as Trustees of the Fund, must carry out the regulations or we would be subject to withdrawal of the designation as a tax deductible entity.

Sincerely,

Margie Morrill
LNV-TEF Secretary

cc: Diana Clark, LNV-TEF Chairman
Frances McIntyre, LNV-Austin President
Evelyn Bonaville, LNV-TEF Supervisor
State Office



Agenda Nov 82 mtg

NOV. 1 1982

MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

To: Evelyn Bonavita, project supervisor, Austin TEF request for \$106.60 for VG preparation.

From: Diana Clark, Chairman TEF

While I think the Austin VG is excellent, the name LWVTexas Education Fund does not appear anywhere. If you note in the TEF Handbook for Local League use, that is the one bottom line requirement.

I recommend that we notify the Austin League that we will not grant them the funds this time because of the omission.

cc: Vanderwater, Morrill, Price.

Diana Clark

September 21, 1982

Barbara Little
[REDACTED]

Dear Barbara:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$100.00 to assist in publishing Voters Guides for the Nov. 2, 1982 election was approved by the TEF Board of Trustees Sept. 15, 1982.

Your Project Supervisor is Evelyn Bonavita, 8601 Sandelaria Dr., Austin, 77586. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To: For Local League Projects"
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Frances McIntyre, LWV-Austin President
Evelyn Bonavita, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

SEP 13 1982

Approved _____
Disapproved _____ Date _____
Supervisor: _____

From: LWV of Austin

Date Sept. 10, 1982

Proposed project:

Anticipated completion date: Oct. 24, '82

Voters Guide containing material on statewide and local candidates in the Nov. 2 General Election. It will be a twelve page tabloid publication.

Plans for execution, including distribution of any printed material:

The Guide will be published in the Austin American-Statesman (circulation 165,000) with all candidate information supplied by LWV-A. Copies will be made available in the league office for members and the public who do not have access to the Guide via circulation of the Statesman.

Proposed Project Director: Name Barbara Ellis

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

LL money on deposit: \$106.60

Printing: \$ _____

Donations from: _____

Promotion: _____

Distribution: _____

Office Overhead: _____

Volunteers' Expenses: _____

LWV-A Operating
Non-deductible funds: 31.98

Other: *(45 cand.)*
Certified Mailing 69.75

Sales: _____

LWT-EF Voters Guide Fee 50.00

Other: _____

Preparation of Cond. Letters 13.50

and Questionnaires 5.33

5% Admin Fee to TEF 138.58

TOTAL 138.58

TOTAL 138.58

Frances M. Ginter, by Barbara Ellis
Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

12/76



SEP 13 1982
League of Women Voters of Austin

1011 WEST 31ST STREET
AUSTIN, TEXAS 78705
512-451-6710

September 10, 1982

Board of Trustees
League of Women Voters of Texas
Education Fund
1212 Quadalupe #109
Austin, Texas 78701

The Austin League is working with the Austin American Statesman in producing a Voters Guide to be published and distributed by them prior to the November 2 General Election.

We would like to use the statewide candidate information as given in the LWV-TEF Voters Guide, reserving the option to delete question 4 from the Governor's and Lieutenant Governor's questions (concerning additional taxes or minerals) and also delete question 3 from the Commissioner of the General Land Office questions (concerning increasing revenues from mineral development of state lands). This option is requested because of possible space limitations which may develop.

We would also like to use the explanation of the Constitutional Amendments as developed by the Secretary of State. The excellent discussion of these Amendments furnished by LWV-TEF is deemed by the newspaper to be too long for available space but we have been informed by the LWV-T it cannot be altered. The proposed explanation has been determined to be a better option than our attempting to develop original material at the local level, especially in view of time constraints.

Thank you for your actions to these requests.

Sincerely yours,

Barbara Ellis
Voter Service Director

BE/cn

PUBLIC NOTICE
BRIEF EXPLANATORY STATEMENTS
OF PROPOSED
CONSTITUTIONAL AMENDMENTS
GENERAL ELECTION
NOVEMBER 2, 1982

**PROPOSITION NO. 1
ON THE BALLOT**

House Joint Resolution 1 proposes a constitutional amendment that prohibits any state ad valorem tax. Receipts from previously authorized state ad valorem taxes that are collected after the effective date of the proposed amendment shall be deposited to the credit of the general fund of the county collecting the taxes and may be expended for county purposes. Taxes collected before that date shall be distributed by the legislature among educational institutions eligible to receive those funds under prior law. The proposed amendment also repeals a section of the Constitution levying an ad valorem tax for a construction fund for 17 state colleges and universities.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment repealing the state property tax."

**PROPOSITION NO. 2
ON THE BALLOT**

House Joint Resolution 62 as amended by Senate Joint Resolution 10 proposes a constitutional amendment that would eliminate the \$80,000,000 ceiling on state welfare aid during any fiscal year.

The amendment would set the state welfare spending limit at \$160,000,000 for the 1982-1983 biennium.

The amendment further provides that, for each subsequent biennium, the maximum amount spent for state welfare shall not exceed one percent of the state budget.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment to authorize the legislature to provide assistance through the appropriations process to needy persons and to place a ceiling on payments for needy dependent children at one percent of the state budget."

**PROPOSITION NO. 3
ON THE BALLOT**

Senate Joint Resolution 8 proposes a constitutional amendment that would exempt machinery and equipment used in the production of farm and ranch products from taxation. No dollar limits would be imposed and the exemption would apply to corporations and partnerships as well as to families and individuals.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment exempting implements of husbandry (agricultural machinery and equipment) from ad valorem taxation."

**PROPOSITION NO. 4
ON THE BALLOT**

House Joint Resolution 77 proposes a constitutional amendment that would authorize the Legislature to set a four year maximum term of office for board members of certain water districts and conservation and reclamation districts.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment authorizing the Legislature to provide terms not to exceed four years for members of governing boards of certain water districts and conservation and reclamation districts."

**PROPOSITION NO. 5
ON THE BALLOT**

House Joint Resolution 118 proposes a constitutional amendment that would authorize Tarrant and Bee counties to hold county-wide elections to abolish the county treasurer's office by majority vote.

Should the county treasurer's office be abolished, the duties, powers, and functions of that office would be transferred to the county auditor or the successor to the auditor's functions.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment to abolish the office of county treasurer in Tarrant and Bee counties."

**PROPOSITION NO. 6
ON THE BALLOT**

Senate Joint Resolution 6 proposes a constitutional amendment that would raise the constitutional interest rate limit on state general obligation bonds from 6% to 12%. The new 12% ceiling does not, however, apply to bonds issued by the Veterans' Land Board.

The proposed amendment will appear on the ballot as follows:

"The constitutional amendment increasing the maximum interest rate allowed on state general obligation bonds to a weighted average annual interest rate of 12%."

Source: Office of Sec. of State

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Austin PROJECT Voters Guide for
November, 1982, election

1. Have you received copies of the following:

- ☒ Project Director's Report
- ☐ Financial Report
- ☒ Publication(s)
- ☐ Conference invitation
- ☐ Other printed material. Please list.

2. Was the project implemented as planned? *No, the newspaper changed pictures, and used the wrong one for candidate Ford.*

3. Do you have suggestions for managing similar projects in the future? *Perhaps we should send out, once again, information that the Voters Guide is copyrighted and should not be changed.*

4. Do you have other comments? *- The words "LWV-Texas Education Fund" were not included as they should have been. Diana Clark recommends that this project, therefore, should not receive its funds.*

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

*Money denied 11/17/82 by
bd. decision*

Rulyn Bonarita
Signature of Supervisor

Nov. 17, 1982
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

*Have board
confirm at Nov. mtg.
for minutes*

completed

October 25, 1982

Jamie Luebbehusen
[REDACTED]

Dear Jamie:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$80 for registration fees for 2 representatives at a seminar on Oct. 28, 1982, was approved by the LWF Board of Trustees October 22, 1982.

Enclosed are copies of two forms that should be completed and forwarded as indicated on the bottom. These forms are necessary because the Internal Revenue Service requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes.

Sincerely,

Margie Morrill, LWF-LWF Secretary

Enclosures

cc: Diana Clark, LWF-LWF Chairman
Shirley Johnson, LWF-Tarrant County President
State Office

NOV 29 1982

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

LEAGUE OF WOMEN VOTERS OF TARRANT CO.

PROJECT FINANCIAL REPORT
512 W. 4th ST.
FORT WORTH, TEXAS 76102

FROM: LWV of TARRANT County

Date: 24 Nov 82
12/1/82

FOR: Name of project: Seminar Attendance - "Thinking on your Feet"

INCOME

Received from TEF: \$ _____

To be received from TEF: _____

From sales: _____

Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

Seminar Atten. 80.00

TOTAL \$ 80.00

PROJECT SUPERVISOR:

Jamie L. Luebke

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account

\$ 4.00

Margaret L. Williams
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor MM
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Mary Harding

LEAGUE OF WOMEN VOTERS OF TARRANT CO.
PROJECT DIRECTOR'S REPORT 512 W. 4th ST.

LWV of TARRANT County PROJECT SEMINAR ATTENDANCE

PROJECT SUPERVISOR (TEF trustee) JAMIE LUEBBEHOSEN

1. What was the primary accomplishment of the project:

Publication (please describe):

Conference/workshop (please describe): "Thinking on your feet",
presented by Miller-keys ASSO. This 6-hour seminar gave
instruction in public speaking. (10-28-82)

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

3. Was the project successful? (please describe)

4. Please attach copies of local publications, invitations, programs, and other
printed materials to each copy of this report.

Jamie Luebbehosen
Signature of Director

11-3-82
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer____ Supervisor____ state office____
or
TEF Sec'y____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701.

Approved _____
Disapproved _____ Date _____
Supervisor: _____

Mary Harding
PROJECT REQUEST FORM LEAGUE OF WOMEN VOTERS OF TARRANT CO.

512 W. 4th ST.

FORT WORTH, TEXAS 76102

FROM: LWV of _____ Tarrant County

Distribution: Sec'y _____ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Attendance of 2 representatives from LWVTC at the Seminar "Thinking on Your Feet" by Miller-Keys Associates on Oct. 28, 1982, in Fort Worth, Texas.

Project request is to the Mary Harding Memorial account with LWV-Tx
Plans for execution, including distribution of any printed material: ED Fund.

Registration Fee: 2 @ \$40.00 \$80.00

Anticipated completion date: Oct. 28, 1982

Proposed Project Director: Name Jamie Luebbehusen Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:	Income	Expenditures
Portion budgeted from LL		
Ed. Fund money on deposit: \$ 80.00		Printing: \$
Donations from:		Postage:
		Supplies:
		Office Overhead:
		Volunteers' Expenses:
Portion from LL taxable money:		Other: Reg. fees 80.00
Sales:		
Other:		
TOTAL \$ 80.00		TOTAL \$ 80.00 *

(If more space needed, use another sheet)

Jamie Luebbehusen
Signature of LL President or TEF Trustee

AKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your acc. at based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

*with known
to be withdrawn*

September 21, 1982

Diane Radin
[Redacted]

Dear Diane,

Your League's Project Request for use of Education Fund monies in the amount of \$3,800 to publish a "Citizens Guide to Austin & Travis County" was approved by the TEF Board of Trustees on Sept. 18, 1982. This approval is contingent upon your success in raising that amount from foundations and local businesses and depositing the contributions in the League of Women Voters of Texas Education Fund.

Your Project Supervisor is Evelyn Bonavita, 8001 Candelaria Dr., Austin, 78788. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diane Clark, LWV-TEF Chairman
Frances McIntyre, LWV - Austin President
Evelyn Bonavita, LWV-TEF Project Supervisor
State Office

9/15/82

For state use only

Distribution: Sec'y ✓ Pres.
Treas. S.O.

Proposed Project:

"Citizens Guide to Austin & Travis County "

Research completed by league members
Bids taken for typesetting and printing
Letters to go out to potential purchasers, e.g., schools, banks,
businesses.
* Money to be raised from foundations and local businesses will be
deposited in TEF

Proposed Project Director: Name Diane Radin

Phone: [REDACTED]

Address: [REDACTED]

Income

Expenditures

\$ 3,600

Printing: \$ 3,600

Donations from:

Postage:	500
----------	-----

Supplies: 25

Office Overhead: 500

Volunteers' Expenses:	200
-----------------------	-----

Portion from LL taxable money:

Other:

Sales:

Other:

TOTAL	3,600
-------	-------

TOTAL	4,825	*
-------	-------	---

France McIntyre

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

Completed

January 15, 1983

Georgia Kidwell
[REDACTED]

Dear Georgia:

Your League's Project Request for use of \$350 of your Ed Fund monies for printing of a 1983-84 Your Elected Officials was approved by the LWV-TEF Board of Trustees on January 12, 1983.

Since you are a Trustee no Project Supervisor is required. Enclosed are the following forms for completion as a record for the files:

1. Project Director's Report
2. Project Financial Report

You know, of course, that the publication must carry the name League of Women Voters of Texas Education Fund somewhere on the publication to meet IRS regulations.

Sincerely,

Margie Norrill, LWV-TEF
Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Shirley Johnson, LWV-Tarrant Co. President
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of TARRANT COUNTY

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Printing of 1983-84 Your Elected Officials. This publication is a pamphlet listing federal, state and county officials.

Plans for execution, including distribution of any printed material:

Distribution will be to the public through the League office, placement in local libraries, during Voter Registration drives, through the League's Speakers Bureau and a mailing will be made to contributors and others.

Anticipated completion date:

Proposed Project Director: Name Georgia Kidwell Phone: [REDACTED]

Address: [REDACTED]

<u>Proposed budget:</u>	<u>Income</u>	<u>Expenditures</u>
Portion budgeted from LL		
Ed. Fund money on deposit: <u>\$ 350.00</u>		Printing: <u>\$ 200.00</u>
Donations from: _____		Postage Typesetting <u>100.00</u>
_____		Supplies /Distribution <u>50.00</u>
_____		Office Overhead: _____
Portion from LL taxable money: _____		Volunteers' Expenses: _____
Sales: _____		Other: _____
Other: _____		_____
TOTAL <u>\$ 350.00</u>		TOTAL <u>\$ 350.00</u>

(If more space needed, use another sheet)

Shirley [Signature]
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account used on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

MAR. 21 1983

MAR 14 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

3/14/83

PROJECT FINANCIAL REPORT

FROM: LWV of Tarrant County, 512 W. 4th St., FT Worth, TX 76102 Date: 2-12-83
FOR: Name of project: "Your Elected Officials" pamphlet
1983-85

INCOME

Received from TEF: \$ _____
To be received from TEF: _____
From sales: _____
Other: _____
TOTAL \$ _____

EXPENDITURES

Printing: \$128.00
TYPE SETTING 56.00
Office overhead: _____
Volunteers' expenses: _____
Other: _____
TOTAL \$ 184.00

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Georgia B. Kidwell

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 9.20

Marjorie S. Williams
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓ _____
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Tarrant County PROJECT Your Elected Officials 1983-85
PROJECT SUPERVISOR (TEF trustee) Georgia Kidwell

1. What was the primary accomplishment of the project: pamphlet

Publication (please describe):

Your Elected Officials 1983-1985
5,000 copies

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

The pamphlet will be available for distribution
over the next two years. It will be put
in libraries, public places etc, sent to contributors and

3. Was the project successful? (please describe) the general public

Continuing project - well received in community

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Georgia B Kidwell

Signature of Director

2-12-83

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer____ Supervisor____ state office____
or
TEF Sec'y____

*Completed
except for signature*

January 30, 1983

Pat Castanon
[REDACTED] [REDACTED]

Dear Pat:

Your League's Project Request for use of \$120 of your Education Fund money for printing a directory of public officials was approved by the TEF Board of Trustees on January 28, 1983.

I know you have talked with Diana Clark, Chairman of the Board of Trustees, about this project, but since the IRS requires a complete record of each project as proof that funds are spent for deductible purposes, I am enclosing the following for completion as indicated:

1. Project Director's Report
2. Project Financial Report

All publications funded by TEF money must carry the name League of Women Voters of Texas Education Fund somewhere on the publication.

Your promptness in completing the enclosed forms will speed up the process and the LWV-TEF Treasurer can then make the transfer to your League to pay for your projects.

Sincerely,

Margie Morrill, LWV-TEF
Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
State Office

JAN 19 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

JAN 24 1983

PROJECT REQUEST FORM

FROM: LWV of Edinburg - McAllen

Distribution: Sec'y / Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Directory of Public Officials

Plans for execution, including distribution of any printed material:

To enclose with Finance Drive letter
To distribute in commercial buildings

Anticipated completion date:

Proposed Project Director: Name Mrs. Pat Castanon

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$492.53

Printing: \$120.00

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Other: _____

Portion from LL taxable
money: _____

Sales: _____

Other: _____

TOTAL

TOTAL

\$120.00 *

(If more space needed, use another sheet)

Pat Castanon
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAR 8 1983

MAR 4 1983

PROJECT DIRECTOR'S REPORT

LWV of Edinburg + McAllen PROJECT Directory of Public Officials
PROJECT SUPERVISOR (TEF trustee) Pat Castanon

1. What was the primary accomplishment of the project:

Publication (please describe): A list of national, state, county, city elected officials with voter information was prepared to distribute to public to provide information

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

We have printed 2,000 brochures which are still being distributed in neighborhoods, Libraries, Chambers of Commerce, to media, school, church, and civic organizations.

3. Was the project successful? (please describe)

Yes. No organization except the league provides this service. Elected officials have been most impressed with it.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Pat Castanon

Signature of Director

Feb. 7, 1983

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAR 4 1983

MAR 8 1983

PROJECT FINANCIAL REPORT

FROM: LWV of Edinburg and McAllen

Date: Feb. 25, 1983

FOR: Name of project: Directory of Elected Public Officials

INCOME

Received from TEF: \$ _____

To be received from TEF: _____

From sales: _____

Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ 111.17

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL \$ 111.17

PROJECT SUPERVISOR:

Pat Castanon

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ _____

Maria Luisa Guerra

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓ ?
State office _____

~~HR~~ *used for the sample form*
February 13, 1983

Patti E. Holcomb

Dear Patti,

Your League's Project Request for use of \$45 of your Education Fund money on deposit for printing a Directory of Elected Officials guide was approved by the LWV-TEF Board of Trustees on Feb. 11, 1983.

Your Project Director is Georgia Kidwell, 303 Brookview, Hurst, 76058. Contact her if you have any questions.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF money must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diane Clark, LWV-TEF Chairman
Donna England, LWV-Maco President
Georgia Kidwell, LWV-TEF Project Supervisor
St ate Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

JAN 24 1983

FROM: LWV of Waco Area

Proposed Project: Directory of Elected
Officials guide

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Plans for execution, including distribution of any printed material: -

Copies are printed, available to civic organizations,
speakers bureaus, Voters Services, Community
Service programs, library, Chamber of
Commerce, schools.

Anticipated completion date: February 1, 1983

Proposed Project Director: Name Patti K. McLaughlin Phone: 767-1000

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: \$ 45.00

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable
money: _____

Other: _____

Sales: _____

Other: _____

TOTAL _____

TOTAL

45.00

*

(If more space needed, use another sheet)

Catherine M. Gordon-Treasurer

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

10/30

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Waco

PROJECT Directory of YOE - \$45

1. Have you received copies of the following: *No*

Project Director's Report

Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

I wrote Patti McLaughlin requesting a copy of the Directory before it went to press - No reply received. I do not

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

believe the League should receive the TEF funds when they do not cooperate and go thru the process.

Georgia B. Kidwell

Signature of Supervisor

June 16, 1983

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

*Completed
4/9/83*

March 29, 1983

Nita Clark
[REDACTED]

Dear Nita:

Your League's Project Request for use of Education Fund money you have on deposit in the amount of \$105.50 to pay the printing cost of a directory of elected officials to be called They Represent You was approved by the TEF Board of Trustees on March 28, 1983.

Your Project Supervisor is Margie Morrill, 435 Williamson, Corpus Christi. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures:

cc: Diana Clark, LWV-TEF Chairman
Frances Cummings, LWV-CC President
Margie Morrill, Project Supervisor
State Office

MAR 16 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

FROM: LWV of Corpus Christi

Proposed Project:

Publication of a directory of elected officials to be called
Your Elected Representatives

3000 copies to be printed and distributed

Plans for execution, including distribution of any printed material:

It will be an update of our publication done in 1981, and will be distributed to members, high schools, colleges, libraries, senior citizens centers, city hall, etc.

Anticipated completion date:

Proposed Project Director: Name Nita Clark Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$

Printing: \$ 105⁵⁰

Donations from:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Other:

Portion from LL taxable money:

Sales:

Other:

TOTAL

TOTAL 105⁵⁰*

(If more space needed, use another sheet)

Frances M. Cummings
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Corpus Christi PROJECT They Represent You

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? yes - Anita Wells

In salaried jobs?

Margie Merrill
Signature of Supervisor

3/31/83
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

APR 6 1983
4/9/83

PROJECT FINANCIAL REPORT

FROM: LWV of Corpus Christi, Texas Date: 4/4/83
FOR: Name of project: "They Represent You" Brochure

INCOME

Received from TEF: \$ _____
To be received from TEF: _____
From sales: _____
Other: _____

TOTAL \$ _____

EXPENDITURES

Printing: \$ 105.50

Office overhead: _____
Volunteers' expenses: _____
Other: _____

TOTAL \$ 105.50

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Margie Morrill

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 5.28

Margaret A. Miller
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor _____
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

APR 6 1983
4/9/83

PROJECT DIRECTOR'S REPORT

LWV of Carpus Christi PROJECT up date our "They Represent You"
PROJECT SUPERVISOR (TEF trustee) Marjorie Merrill

1. What was the primary accomplishment of the project:

Publication (please describe): a directory of elected officials to be called "They Represent You"

Conference/workshop (please describe):

Other (please describe):

Planned & executed by committee of Voter Service / C. Information

2. How many persons did the project reach? How was this accomplished?

We hope many people - we printed 3000 & these are being distributed to schools (high), colleges, Sr. Citizens centers, city hall, Jr. League - County officials & clerks all over city -

3. Was the project successful? (please describe)

Yes - everyone has welcomed our "update" & it has been very well received -

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Lita Clark

Signature of Director

April 3, 1983

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor / state office _____
or
TEF Sec'y _____

*all
forms
attached*

2-a

Example

Completed

April 20, 1983

Read Billz

Dear Read:

Your League's Project Request for use of \$4135 of your Education Funds for attendance of 5 representatives from LWVTC at the Conference on Community Based Corrections to be held in Fort Worth April 30, 1983 was approved by the TEF Board of Trustees on April 14, 1983.

Your Project Supervisor is Ethel Sturgis, 3613 Wooten, Fort Worth 76115. Contact her if you have any questions.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF funds to your League to pay for the project.

Sincerely,

Margie Merrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Shirley Johnson, LWV-Tarrant Co. President
Ethel Sturgis, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

APR 9 1983

FROM: LWV of Tarrant County

Distribution: Sec'y _____ Pres. _____
Treas. _____ S.O. _____

Proposed Project: Attendance of 9 representatives from LWVTC at the Conference on Community Based Corrections to be held in Fort Worth, TX, April 30, 1983.

This request is to the Mary Harding Memorial account with LWV-TX Education Fund. Plans for execution, including distribution of any printed material:

It is proposed that registration fees for one representative from each of our nine units will attend and be prepared to share the information and ideas from the conference with other members of the units.

Anticipated completion date: May 30, 83

Proposed Project Director: Name Reed Bilz

Phone

Proposed budget:	Income	Expenditures
Portion budgeted from LL Ed. Fund money on deposit:	<u>\$ 135.00</u>	Printing: <u>\$</u>
Donations from:		Postage: <u></u>
		Supplies: <u></u>
		Office Overhead: <u></u>
		Volunteers' Expenses: <u></u>
Portion from LL taxable money:		Other: <u>Reg. fees</u> <u>135.00</u>
Sales:		
Other:		
TOTAL	<u>\$ 135.00</u>	TOTAL <u>\$ 135.00</u>

(If more space needed, use another sheet)

Shirley Johnson
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701.

MAY 12 1983

MAY 4 1983

PROJECT DIRECTOR'S REPORT

LWV of Tarrant County PROJECT Conference on Community
PROJECT SUPERVISOR (TEF trustee) Ethel Sturgis Based Corrections

1. What was the primary accomplishment of the project:

Publication (please describe):

Conference/workshop (please describe): all day conference on Probations
and other community based alternatives to incarceration

Other (please describe): 9 members attended on scholarships
provided by TEF

2. How many persons did the project reach? How was this accomplished?

Over 50 persons attended, about half were
League people

3. Was the project successful? (please describe)

Yes - good attendance and participation
Follow-up discussion held at local unit meetings.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Hud N. Bi
Signature of Director

4-30-83
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor X state office _____
or
TEF Sec'y _____

5/16/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County PROJECT Conference on Community Based
Corrections

1. Have you received copies of the following:

Project Director's Report Yes

Financial Report Yes

Publication(s)

Conference invitation Yes

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future? No

4. Do you have other comments? No

5. Are there any individuals who worked on the project whom you would
recommend for future TEF projects?

DNA

In salaried jobs?

Ethel E. Sturges
Signature of Supervisor

May 13, 1983
Date

Please fill out this form as soon as possible after completion of the project
and mail to the TEF secretary.

Completed

March 1, 1983

Ruth Lauer
[REDACTED]

Dear Ruth:

Your League's Project Request for use of \$350 of your Education Fund money on deposit for printing a Citizens Guide giving information on public officials was approved by the LWV-TEF Board of Trustees on Feb. 25, 1983.

Your Project Director is Georgia Kidwell, 303 Brookview, Hurst, 76053. Contact her if you have any questions.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "New To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by Education Fund money must carry the name of League of Women Voters of Texas Education Fund somewhere on the publication.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Georgia Kidwell, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

FEB. 14 1983

PROJECT REQUEST FORM

FEB 7 1983

FROM: LWV of Lubbock

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Citizens Guides that give current public officials,
addresses, & other information.

Plans for execution, including distribution of any printed material:

Costs will be shared with Chamber of Commerce and
Junior League. Distributed to all members of three
organizations, to other organizations as requested, through
schools, to contributors, & to others on request.

Anticipated completion date:

Proposed Project Director: Name Ruth Lauer Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 50.00

Printing: \$ 300.00

Donations from:

Helen Devitt Jones 300.00

Postage: 50.00

Supplies: _____

Office Overhead: _____

Portion from LL taxable
money: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Other: _____

TOTAL 350.00

TOTAL 350.00*

(If more space needed, use another sheet)

Ruth Lauer
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

APR 12 1983

PROJECT FINANCIAL REPORT

FROM: LWV of Lubbock Date: 3-31-83
FOR: Name of project: Citizen's Guides

INCOME

Received from TEF: \$ _____
To be received from TEF: 329.61
From sales: _____
Other: _____

TOTAL \$ 329.61

EXPENDITURES

Printing: \$ 300.00

Office overhead: _____
Volunteers' expenses: _____
Other: 29.61

TOTAL \$ 329.61

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Georgia Kidwell

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 16.48

Linda X Archer
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor ✓
State office _____

APR 12 1983

PROJECT DIRECTOR'S REPORT

LWV of Lubbock PROJECT Citizen's Guides
PROJECT SUPERVISOR (TEF trustee) Georgia Kidwell

1. What was the primary accomplishment of the project:

Publication (please describe):

*Citizen Guide - listing of elected & appointed Federal, State
& local officials plus voting information, how to register to vote, etc.*

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

*5000 were published & distributed.
LWV mailed 400 to members & contributors
1800 were mailed by Chamber of Commerce to their members
500 were mailed & distributed to members & public by Junior League*

3. Was the project successful? (please describe)

and we distribute to citizens at the 2 libraries.

*Project was very successful - had approximately
15 calls requesting citizen guide be mailed, many
compliments on it.*

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Ruth G. Lauer

Signature of Director

4-4-83

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y _____

FEB. 14 1983

LWV-Texas Education Fund
February 11, 1983
State Board Mailing

*approve date
Project supervisor
George Kidwell*

TO: State Board
FROM: State office
RE: Project Request of the week

*Date approved &
supervisor?*

This one from Lubbock. No date listed for completion--don't think it should wait until the April board meeting!

Project: Citizens Guides that give current public officials, addresses, and other information. Costs to be shared w/Chamber of Commerce & Junior League. Distrib. to all members of three orgs, to other orgs as requested, through schools, to contributors & others.

Printing cost \$300.00
Postage 50.00
\$350.00

Money to come from general TEF \$\$ on deposit
plus a \$300 contrib. from Helen Dev. Jones.

Project Director: Ruth Lauer, 2506 60th, Lbb. 79413

LEAGUE OF WOMEN VOTERS OF TEXAS

COUNCIL WORKBOOK

March 1982

TABLE OF CONTENTS

Introduction	Grey
Agenda	Avocado
LWV-Texas Officers & Directors/Trustees	Pink
Local League Presidents	Pink
Membership Report	Pink
LWV-Texas Proposed Budget.	White
LWV-Texas Education Fund Proposed Budget.	Yellow
LWV-Texas 1/31/82 Budget Analysis	White
LWV-Texas Education Fund 1/31/82 Budget Analysis	Yellow
Development Report	Green
Publications Report.	Green
Organization & Field Service Report	Blue
Members at Large & State Units Report.	Blue
Program Reports	White
Evaluation Form	Beige

Abilene Council Co-Chairmen
Kay Dillard
Pennie Boyett

State Board Council Liaison
Jeanette Davis

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Lubbock PROJECT Citizens Guide

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes
3. Do you have suggestions for managing similar projects in the future?
No
4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Georgia B. Kidwell
Signature of Supervisor

June 16, 1983
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK

Not time
this Nov. election

need proj director
& proj. supervisor
reports

March 17, 1982

to be completed
Nov. 1982

Joyce Morgan, LWV-Arlington President

Dear Joyce:

The following Project Request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on March 12, 1982:

VS/CI information project entitled Elections 82, to set up a telephone Hotline to provide voter information from the 1st week in March, 1982 through the 1st week in November, 1982. Cost \$668

Your project supervisor is Georgia Kidwell, 308 Brookview, Hurst, Texas, 76053. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Georgia Kidwell, Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Lubbock PROJECT Citizens Guide

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Georgia B. Redwell
Signature of Supervisor

June 16, 1983
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK

Noting
this was stated

will proj director
& proj supervisor
reports

March 17, 1982

to be completed
Nov. 1982

Joyce Morgan, LWV-Arlington President
[REDACTED]

Dear Joyce:

The following Project Request your League made for use of Education Fund monies you have on deposit in the League of Women Voters of Texas Education Fund was approved by the TEF Board of Trustees on March 12, 1982:

VS/CI information project entitled Elections 82, to set up a telephone Hotline to provide voter information from the 1st week in March, 1982 through the 1st week in November, 1982. Cost \$668

Your project supervisor is Georgia Kidwell, 308 Brookview, Hurst, Texas, 76053. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Georgia Kidwell, Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

FEB 26 1982

FROM: LWV of ARLINGTON

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project: VOTERS SERVICE/CITIZEN INFORMATION PROJECT ENTITLED ELECTIONS '82
TO SET UP A TELEPHONE HOTLINE, MANAGED BY LWV VOLUNTEERS, PROVIDING ARLINGTON CITIZENS
WITH A CENTRAL OFFICE FROM WHICH TO RECEIVE ANY AND ALL PERTINENT VOTER INFORMATION.

Plans for execution, including distribution of any printed material:

BEGINNING THE 1ST WEEK OF MARCH THROUGH THE 1ST WEEK OF NOVEMBER 6 DAYS A WEEK FROM
10:00 AM - 2:00 PM LWV WILL OPERATE AN EXCLUSIVE VOTERS SERVICE INFORMATION CENTER IN
SPACE DONATED BY THE ARLINGTON CHAMBER OF COMMERCE. THE PURPOSE OF THIS PROJECT IS TO
PROVIDE THE VOTERS OF ARLINGTON WITH ONE CENTRAL LOCATION AND ONE WIDELY PUBLICIZED
TELEPHONE NUMBER FROM WHICH CITIZENS CAN OBTAIN INFORMATION ON ALL ASPECTS OF THE
ELECTORAL SYSTEM. WE WILL UTILIZE PRECINCT AND DISTRICT MAPS STREET GUIDES LISTS OF REGISTERED
VOTERS BY PRECINCTS AND WILL MAINTAIN AN ACCURATE AND UP TO DATE FILE ON PERSONNEL INVOLVED
IN THE ELECTIONS.

Anticipated completion date: NOVEMBER 1982

Proposed Project Director: Name JOYCE MORGAN

(817)
Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 668.00

Donations from:

Portion from LL taxable
money:

Sales:

Other:

TOTAL

Printing: XEROX \$ 30.00 (EST)

Postage: 50.00 (EST)

Supplies: BOOKS
MAPS
PAPER
POLL LISTS
ETC 150.00 (EST)

Office Overhead:

Volunteers' Expenses: 50.00

Other: Telephone

\$80.00 (min) INSTALLATION 80.00

\$32.00 PER MONTH 288.00

9 mos service

TOTAL

668.00*

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;

keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington PROJECT VS/CI Hotline, Nov. 1982
- \$668

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s)

Conference invitation

Other printed material. Please list.

Description of Project

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

No

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Georgia B. Kidwell

Signature of Supervisor

Dec. 1982

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK

*Just for [unclear]
frag for reports*

June 7, 1982

Georgia Kidwell

Dear Georgia:

Your project request for use of \$500 from funds your League has on deposit in the League of Women Voters of Texas Education Fund to publish a revision and printing of 1982-83 "Your Local Elected Officials" was approved by the TEF Board of Trustees June 2, 1982. Since you are project director and also a trustee no project supervisor is necessary.

Enclosed are the following forms:

Project Director's Report
Project Financial Report

With this letter I am beginning a new process - a reminder that the name League of Women Voters of Texas Education Fund must appear on publications funded by the monies contributed to the fund. (I know you know this but I'm getting in practice in using this reminder to the local Leagues.)

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

CC: Polly Cave, President Tarrant Co. League
Diana Clark, LWV-TEF President
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____

Disapproved _____

Supervisor: _____

Date _____

MAY 26 1982

PROJECT REQUEST FORM

MAY 13 1982

FROM: LWV of TARRANT COUNTY

Distribution: Sec'y / Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Revision and printing of 1982-83 "Your Local Elected Officials." This publication is a pamphlet listing city council members, school board members and members of the Tarrant County Junior College Board of Trustees. The city council and school board listings cover all of these governmental entities in Tarrant County.

Plans for execution, including distribution of any printed material:

Updated information is being obtained. The same format used in previous years will be used. (see enclosure) Distribution will be to the public through the League office, placement in local libraries, during Voter Registration drives, through the League's Speakers Bureau and upon any request.

We are not requesting funds for distribution costs.

Anticipated completion date: July 15, 1982

Proposed Project Director: Name Georgia Kidwell

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 500.00

Printing: _____

\$ 375.00

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable money: _____

Other: Typesetting

125.00

Sales: _____

Other: _____

TOTAL

\$ 500.00

TOTAL

\$ 500.00

*

(If more space needed, use another sheet)

Polly Cone
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;

keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County

PROJECT 1982-83 YOY - \$500

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *Yes*

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

No.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

No

In salaried jobs?

Georgia B. Kidwell

Signature of Supervisor

Nov. 1982

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK *red*
new proj list
Supervisor
(1)

Copy of original
January 30, 1983

Susan Morris

Susan Morris
305 El Dorado
Arlington, Texas 76011

Dear Susan:

Your League's Project Request for use of \$250.00 of your Education Fund money on deposit for two printings of Your Elected Officials was approved by the LWV-TLF Board of Trustees on January 28, 1983.

Your Project Supervisor is Georgia Kidwell, 308 Brockview Dr., Hurst, Texas 76038. Contact her if you have any questions.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TLF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TLF Treasurer can then make the transfer of your TLF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TLF
Secretary

Enclosures

cc: Diana Clark, LWV-TLF Chairman
Joyce Morgan, LWV-Arlington President
Georgia Kidwell, LWV-TLF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

JAN 24 1983

PROJECT REQUEST FORM

FROM: LWV of ARLINGTON

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Two printings of YEO. The 1st one NOW & 2nd after city elections in the spring. The 2nd printing should be good for one year.

Plans for execution, including distribution of any printed material:

Normal distribution thru Schools Library, U.T.H. City Hall, members etc.

Anticipated completion date: *1st printing by Feb. 15 2nd - by May 30.*

Proposed Project Director: Name Susan Morris

Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$250.00

Printing: \$200

Donations from: _____

Postage: _____

Supplies: *Includ. typewriter* 50

Office Overhead: _____

Portion from LL taxable money: _____

Volunteers' Expenses: _____

Sales: _____

Other: _____

Other: _____

TOTAL _____

TOTAL

250.00*

(If more space needed, use another sheet)

Susan Morris - Pres.
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington

PROJECT 2 printings YOE, \$250.00

1. Have you received copies of the following:

Project Director's Report ☒

Financial Report ☒

Publication(s) ☒ (2)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments? no -

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Georgia B. Kidwell
Signature of Supervisor

June 16, 1982
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK

Formal
line

~~and peng. dir. +~~
~~supr. report~~

Your League's Project Request for use of \$100 of your Education Funds for membership in the Center for Nonprofit Management was approved by the TLF Board of Trustees on January 12, 1983.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the requires forms will speed up the process and the LSW-TEF Treasurer can then make the transfer of your TEF funds to your League to pay for the project.

Sincerely,

Margie Morrill, 287-727
Secretary

cc: Diana Clark, LWV-TEF Chairman
Barbara Katerka, LWV-Dallas President
Eleanor Sutherland, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date JAN. 5 1983
Supervisor: _____

PROJECT REQUEST FORM

DEC 30 1982

FROM: LWV of Dallas

Distribution: Sec'y / Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Membership in the Center for Non-Profit Management

Plans for execution, including distribution of any printed material:

The Center for Non-Profit Management assists many Dallas organizations in designing finance campaigns, targeting appropriate corporations & foundations, record-keeping, and related activities. We feel that membership in the Center will be an invaluable means of placing our finance & development drive on a more professional basis.

Anticipated completion date: 6 months

Proposed Project Director: Name Pamela Stein

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 100

Printing: _____

\$ _____

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable money: _____

Other: _____

Sales: _____

Other: _____

TOTAL

100

TOTAL

*

(If more space needed, use another sheet)

Barbara J. Materka

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;

keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Dallas PROJECT Membership in Center for Nonprofit Management

1. Have you received copies of the following:

Project Director's Report yes
Financial Report yes
Publication(s) n/a
Conference invitation no

Other printed material. Please list. Copy of Professional Services agreement defining work plan: "To streamline and organize fund raising approaches and to tie fund raising to community patterns of giving."

2. Was the project implemented as planned?
yes

3. Do you have suggestions for managing similar projects in the future?

This project involved a different format which does not lend itself to the normal TEF project in that no publications or conferences are planned. It has to be evaluated by results, i.e., more response by way of fund raising results. At least one visit with supervisor should be mandatory.

4. Do you have other comments? Although I reminded them several times, the project director and her co-directors did not invite me to any of the consultation meetings. It would have been helpful to observe the work being done together with the Center.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In spite of their having overlooked my role as a project supervisor, it seems to me that either Pam Stein or Pat Sabin might be considered to take on a TEF project. Pat McGowan who is the Dallas Development Director would also like to be considered.

The comments of Pam Stein about salaried jobs is that she felt it was a very good experience in being able to look at the process because she would like to work in the field of fund raising. Both Pat Sabin and Pat McGowan are also likely candidates for working toward that goal, although specific career areas were not mentioned.

Eleanor W. Sutherland
Signature of Supervisor

June 28, 1983
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

OK

*not Proj Director
& supervisor
reports*

September 21, 1982

Pamela Stein
[REDACTED]

Dear Pamela:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$3900 for publication of Voters Guides for the Nov. 2, 1982 election was approved by the TEF Board of Trustees September 15, 1982.

Your Project Supervisor is Eleanor Sutherland, 7614 Midbury Dr., Dallas, 75230. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Diana Clark, LWV-TEF Chairman
Barbara Materka, LWV-Dallas President
Eleanor Sutherland, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved: _____
Disapproved: _____ Date: _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of Dallas

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Publication of Voter's Guide for Nov. 2, 1982 election

Plans for execution, including distribution of any printed material:

Printing by & distribution in Dallas Times Herald, Sun,
Oct. 24, 1982.

Free copies available at LWV-D office & area libraries
copies sold at cost to local corporations & other
local leagues.

Anticipated completion date: Nov. 2, 1982

Proposed Project Director: Name Samela Stein

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ 3900

Printing: \$ 3900

Donations from: _____

Postage: 150

Supplies: 100

Office Overhead: 200

Volunteers' Expenses: 50

Portion from LL taxable
money: _____

Other: Duplicating 100

Sales: 600

Other: _____

TOTAL 4500

TOTAL 4500 *

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

10/80

Marjorie M -

Sorry about this!

Sharon

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Dallas

PROJECT Voters Guide, Nov. 1982

JUN 20 1983

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publication(s) yes

Conference invitation n/a

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

Not having had much involvement with this project, am not sure what is necessary for the project supervisor to do.

4. Do you have other comments?

Because this kind of work is carried out frequently, much of the supervision took place over the telephone. If hands on supervision is required, there was none.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

No first hand experience with volunteers in this project.

In salaried jobs? see above

Eleanor Sutherland

Signature of Supervisor

6/13/83

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

Completed

June 12, 1983

Nita Clark
[REDACTED]

Mary N. Porter
1201 N. Westview

Dear Nita:

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$601.50 plus the balance to be raised for Voters Guides for the August 13, 1983 city council election was approved by the TEF Board of Trustees June 8, 1983.

Your Project Supervisor is Margie Morrill. Contact me if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

- cc: Lois Carpenter, LWV-TEF Chairman
Mary Rhodes, LWV-Corpus Christi President
✓ Margie Morrill, Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

AUG 15 1983

AUG. 25 1983

PROJECT FINANCIAL REPORT

FROM: LWV of Corpus Christi Date: _____

FOR: Name of project: Aug. 13, 1983 City Council Election Voters Guides

INCOME

Received from TEF: \$ -0-

To be received from TEF: 1617.64

From sales: -0-

Other: _____

TOTAL

\$ 1617.64

EXPENDITURES

Printing: \$ 1548⁰⁰

Office overhead: _____

Volunteers' expenses: _____

Other: Postage + 44.95

(PIP) 200 copies for candidates 11.95

letters + fund raising

Postage for mailing 12.74

Voters guides

TOTAL

\$ 1617.64

PROJECT SUPERVISOR:

Margie Morrill

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account

\$ 80⁸⁸

\$ 1698.52

Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor / _____
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Corpus Christi PROJECT Voter Guide - Aug 13, 1983
PROJECT SUPERVISOR (TEF trustee) Margie Monill

1. What was the primary accomplishment of the project:

Publication (please describe): Voter Guide City Council Election
Aug. 13

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

10,000 - general distribut-con to contributors, banks, libraries,
senior citizens centers, individuals

3. Was the project successful? (please describe)

yes

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Nita Clark

Signature of Director

Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer____ Supervisor____ state office____
or
TEF Sec'y____

1011a

FOR THE PRESIDENT OF THE UNITED STATES OF AMERICA

THE WHITE HOUSE, WASHINGTON, D. C. 20503

OFFICE OF THE PRESIDENT

1978

LETTER TO THE PRESIDENT OF THE UNITED STATES OF AMERICA

FROM THE PRESIDENT OF THE UNITED STATES OF AMERICA

TO THE PRESIDENT OF THE UNITED STATES OF AMERICA

SECRET (BY THE PRESIDENT)

CONFIDENTIAL (BY THE PRESIDENT)

RESTRICTED (BY THE PRESIDENT)

THE PRESIDENT OF THE UNITED STATES OF AMERICA

OFFICE OF THE PRESIDENT

1978

SECRET

OFFICE OF THE PRESIDENT

LETTER TO THE PRESIDENT OF THE UNITED STATES OF AMERICA

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Corpus Christi PROJECT Voters Guide - City Council
election Aug. 13, 1983

1. Have you received copies of the following:

Project Director's Report

Financial Report yes

Publication(s) yes

Conference invitation yes

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

more help from members on distribution

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Margie Manuell

Signature of Supervisor

8/22/83

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

MAY 24 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 31 1983

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of Casper Christi

Distribution: Sec'y / Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Publish a Voter's Guide prior to City Council Election, to include pro's & con's of including extra territory on Del Mar College District -

Plans for execution, including distribution of any printed material:

Send certified letters to all candidates - asking them to answer questions which committee will formulate - collect all these & compile a dummy for printer - including explanation of our new single member district plan - Also include pro's & con's of extension of Del Mar District - Publication will be distributed by members to area centers - libraries, city hall - schools in session etc.

Anticipated completion date: Aug 13, 1983Proposed Project Director: Name Lita Clark Phone: [REDACTED]Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$601⁵⁰Printing: \$2778⁰⁰

Donations from:

Postage: 200⁰⁰Balance to beSupplies: 22received from

Office Overhead: _____

Current fund drive

Volunteers' Expenses: _____

Portion from LL taxable money: _____

Other: _____

Sales: _____

Other: _____

TOTAL _____

TOTAL 3000 *

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee Mary Rhodes President

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

February 18, 1983

Lora Broadhurst

Dear Lora:

Your League's Project Request for use of \$149 of your Education Fund money on deposit for postage for your Voters Guide--Spring 1983 was approved by the LNV-TLF Board of Trustees on Feb. 18, 1983.

Your Project ^{Supervisor} Director is Nancy Price, 225 Windcrest Dr., San Antonio 78239. Contact her if you have any questions.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TLF money must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LNV-TLF Treasurer can then make the transfer of your TLF money to your League to pay for your project.

Sincerely,

Margie Morrill, LNV-TLF Secretary

Enclosures

cc: Diana Clark, LNV-TLF Chairman
Sally Coughlin, LNV-San Antonio President
Nancy Price, LNV-TLF Project Supervisor
State Office

and project dir
of super forms

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FEB 3 1983

FROM: LWV of San Antonio

Distribution: Sec'y ✓ Pres. _____
Treas. _____ S.O. _____

Proposed Project: The Voter's Guide - Spring 1983

FEB 5 1983

Plans for execution, including distribution of any printed material:

In cooperation with Greater Chamber of Commerce of San Antonio and the San Antonio Light Newspaper
The guide will include City Council, Local Municipalities, and School Board Candidates, to be published Sunday March 27, 1983 in the Light

Anticipated completion date: March 27, 1983

Proposed Project Director: Name Lora Broadhurst Phone: ██████████

Address: ██████████

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 149.00

Printing: \$ 0

Donations from:

Postage: 149.00

Light Newspaper 0

Supplies: 0

Greater Chamber of 200.00

Office Overhead: 0

Commerce _____

Volunteers' Expenses: 0

Portion from LL taxable money: 0

Other: 0

Sales: 0

Other: _____

TOTAL

149.00

TOTAL

149.00 *

(If more space needed, use another sheet)

Sally Couslin

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

OK

recd Supervisor
report

September 21, 1982

Martha Lankford

Dear Martha,

Your League's Project Request for use of Education Fund monies you have on deposit in the amount of \$130 to assist in publishing Voters Guides for the Nov. 2, 1982 election was approved by the TEF Board of Trustees September 15, 1982.

Your Project Supervisor is Nancy Price, 235 Windcrest Dr. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Dicks Clark, LWV-TEF Chairman
Mary White, LWV-San Antonio President
Nancy Price, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of SAN ANTONIO

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

FALL, VOTERS GUIDE

Plans for execution, including distribution of any printed material:

The San Antonio League, in cooperation with the Greater San Antonio Chamber of Commerce, the San Antonio Express-News and the San Antonio Light, will publish a Guide in the Sunday, October 31st editions of the papers. The Chamber met with the local League, and together, we came up with the questions to be sent to the candidates. The Chamber made copies of the questions and cover letters. The League mailed the questionnaires, and then will proofread them and send them on to the Newspapers.

Anticipated completion date: October 16, 1982

Proposed Project Director: Name Martha Lankford / Barbara Foreman Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 130.00

Printing: _____

\$

Donations from:

Chamber of Commerce 100.00

Postage: \$175.00

Supplies: 25.00

Office Overhead: 40

Volunteers' Expenses: _____

Portion from LL taxable money: _____

Other: _____

Sales: _____

Other: _____

TOTAL

230.00

TOTAL

\$230 *

(If more space needed, use another sheet)

Nancy Price
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

JAN 20 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of San Antonio PROJECT Voters Guide
PROJECT SUPERVISOR (TEF trustee) Nancy Price

1. What was the primary accomplishment of the project:

Publication (please describe): Voters Guide Fall, 1982 general election

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Over 300,000. Both the local newspapers, The San Antonio - Express News and The San Antonio Light published the guide in their Sunday, October 31, 1982 edition.

3. Was the project successful? (please describe)

We feel it was very successful. For the 1st (and last) time, both papers published the Guide. This was also the 1st time we worked with the Greater San Antonio Chamber of Commerce. They printed our questionnaires and questions for the candidates. They also paid for the mailing of the questionnaire.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Martha Lankford
Signature of Director

1-19-83
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer _____ Supervisor _____ state office _____
or
TEF Sec'y ✓

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

AUG 26 1983

amended PROJECT REQUEST FORM

FROM: LWV of _____ Rockwall County

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Printing and distribution of
Know Your Elected Officials

closed
closed

AUG. 27 1983

Plans for execution, including distribution of any printed material:

Printing to be completed by Quick Print Shop in Rockwall.

1000 copies to be printed, distribution will be by hand and mailed
in the Voter for September.

Anticipated completion date: May 15, 1983.

Proposed Project Director: Name Connie Jolley Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL *Received from TEF funds*
Ed. Fund money on deposit: \$ 160.00

Printing: \$ 69.10

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

see 92
Returning check for \$90.90 to Ed. Fund.
Portion from LL taxable money: _____

Volunteers' Expenses: _____

Other: _____

Sales: _____

Other: _____

TOTAL

TOTAL \$ 69.10 *

(If more space needed, use another sheet)

Evelyn Wallace

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

Pending

*will pay for
of copy forms*

January 30, 1983

Connie Jolley
[REDACTED]

Dear Connie:

Your League's Project Request for use of \$150 of your Education Fund money on deposit for printing of a Leaflet "Know Your Elected Officials" was approved by the LWV-TEF Board of Trustees on January 28, 1983.

Your Project Supervisor is Diana Clark, 3054 Harvard Ave. Dallas 75205. Contact her if you have any questions.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated on the forms:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF monies must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF monies to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF
Secretary

Enclosures:

cc: Diana Clark, LWV-TEF Chairman
& Project Supervisor
Stella Brightman, Prov. League-Rockwall Co. President
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date JAN 24 1983
Supervisor: _____

PROJECT REQUEST FORM

JAN 21 1983

FROM: LWV of Rockwall County

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

PRINTING OF LEAFLET "KNOW YOUR ELECTED OFFICIALS" - 1,000.

Plans for execution, including distribution of any printed material:

FOR USE IN OUR FINANCE DRIVE AND FOR DISTRIBUTION AT OUR NEXT CANDIDATE'S FORUM. These will be mailed out to BUSINESSES, ORGANIZATIONS, elected OFFICIALS, etc. PRIOR TO OUR CONTACT FOR CONTRIBUTIONS.

Anticipated completion date: ONE WEEK FROM DATE OF RECEIPT OF FUNDS
WE WOULD LIKE TO GET THEM PRINTED BEFORE FEB 1 1983

Proposed Project Director: Name CONNIE JOLLEY

Phone: 17

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$160.00

Printing: \$60.00

Donations from: _____

Postage: 100.00

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable money: _____

0

Other: _____

Sales: _____

0

Other: _____

0

TOTAL

\$160.00

TOTAL

160.00*

(If more space needed, use another sheet)

Stella Brightman
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

10/30

Completed

September 20, 1983

Diane Karlsson
[REDACTED]

Dear Diane:

Your League's Project Request for use of \$771.65 of the Education Fund money you have on deposit to publish a Guide to Elected Officials 1983-1985 was approved by the LNV-TEF Board of Trustees on September 18, 1983.

Your Project Director is Eleanor Sutherland, 7014 Midway Drive, Dallas, 75230. She will be overseeing this project and must see a draft copy before printing.

The IRS requires that a complete record of each TEF project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use for this project:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

We are in the process of revising the LNV-TEF Handbook and the forms. I have adapted the enclosed so your project can go forward without waiting for the revised forms.

All publications funded by TEF money must carry the name League of North Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LNV-TEF Treasurer can then make the transfer of your TEF money to your league to pay for your project.

Sincerely,

Enclosures

cc: Lois Carpenter, LNV-TEF Chairman

Mary G. Hoell, LNV-TEF President

Eleanor Sutherland, LNV-TEF Project Supervisor
State Office

Margie Merrill, LNV-TEF Secretary

full 10/18/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____

Disapproved _____ Date _____

Supervisor: _____

PROJECT REQUEST FORM

SEP 12 1983

FROM: LWV of _____

Plano

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project: *Guide to Elected Officials 1983-1985*

Plans for execution, including distribution of any printed material:

*Gather information through official
and other channels.*

*Distribute to contributors, clubs,
libraries, readers, and all interested.*

Anticipated completion date: _____

Proposed Project Director: Name *Diane Karlsson*

Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: *\$771.65*

Donations from: *Bank of Plano*

100.00

Postage: _____

Goodman Homes

250.00

Supplies: _____

Dr Joan Robertson Cross

100.00

Office Overhead: _____

Mandell's Curly Hair Factory

150.00

Volunteers' Expenses: _____

Realty World Randy Wright

200.00

Other: _____

Red Carpet Mannequin Services

25.00

US Brass

100.00

Portion from LL taxable
money: _____

Sales: _____

Other: _____

TOTAL

925.00

TOTAL

*771.65 **

(If more space needed, use another sheet)

Mary H. Snell *9/10/83*
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is
submitted.

10/80

Sutherland - Supervisor

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

*Copy attached
+ put in local
file*

PROJECT DIRECTOR'S REPORT

LWV of Plano PROJECT Guide to Elected Officials / 1983-85

PROJECT SUPERVISOR (TEF trustee) Eleanor Sutherland

ADDRESS: 76 [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe):

Guide to Elected Officials 1983-1985

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

*We are publishing 15,000 copies and will distribute through
City Hall, County Center, libraries, local Businesses, Chamber of Commerce,
Real Estate Brokers etc.*

3. Was the project successful? (please describe)

In the past it has been.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Alvane M. Karlsson
Signature of Director

10/1/83
Date

Make two copies. Send one to your project supervisor
Keep one for your files

For state use only: Distribution -- Treasurer -- Supervisor -- state office

or
TEF Sec'y

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For State Use

PFR with receipts
mailed to TEF treasurer

PROJECT FINANCIAL REPORT

Date _____ By _____

FROM: LWV of Plano Date: 10-10-85
Project: Guide to Elected Officials 1983-85
Project Supervisor (TEF trustee) Eleanor Sutherland
Address [REDACTED]

INCOME

EXPENDITURES

Requested from TEF: \$ 771.65

Printing: \$ 771.65

From sales: _____

Other: _____

Office overhead: _____

Volunteers' expenses: 6.40

TOTAL \$ 771.65

Other: _____

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

TOTAL \$ 778.05

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 38.90

[Signature]
Signature of local League treasurer

Make 3 copies: Send 2 to the supervisor --with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor _____
State office _____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Plano

PROJECT Guide to Elected Officials/ 1983-85

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

yes, with exception: "LWV-T Education Fund

Is it important to spell out "League of Women Voters of Texas Education Fund"?

3. Do you have suggestions for managing similar projects in the future?

No. Local guides to elected officials seem to be solely and well handled by the local League personnel.

4. Do you have other comments?

When the Plano people received your instructions as to how to proceed, the guide was already at the printer, hence I did not receive a draft prior to production. Since this is a recurring incident with Voters Guides and other VS material, perhaps a simplified list of instructions should be put into the handbook as a part of the blanks which cover requests, reports, and financial reports.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

No.

In salaried jobs?

No.

Eleanor W. Seideland

Signature of Supervisor

October 14, 1983

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

*Director's report
7 Fin. Report*

June 12, 1983

Georgia Kidwell
[REDACTED]

Dear Georgia:

Your League's Project Request for use of Education Fund money you have on deposit in the amount of \$300 was approved by the TEF Board of Trustees June 8, 1983.

Your Project Supervisor is Myrtle McMahan. Contact her if you have any questions concerning your project.

The IRS requires that a complete record of each project be filed as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing this project:

1. Project Director's Report
2. Project Financial Report

All publications funded by TEF money must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secty.

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Shirley Johnson, LWV-Tarrant County President
Myrtle McMahan, Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

JUN 2 1983

FROM: LWV of Tarrant County

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Revision and printing of 1983-84 "Your Local Elected Officials."
This publication is a pamphlet listing city council members, school board members and members of the Tarrant County Junior College Board. The city council and school board listings cover all of these governmental entities in Tarrant County.

Plans for execution, including distribution of any printed material:

Updated information is being obtained. The same format used in previous years will be used. (see enclosure) Distribution will be to the public through the League office, local libraries, during Voter Registration drives, through the League's Speakers Bureau and upon request.

We are not requesting funds for distribution costs.

Anticipated completion date: July 15, 1983

Proposed Project Director: Name Georgia Kidwell

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 500.00

Printing: \$ 375.00

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable money: _____

Other: Typesetting 125.00

Sales: _____

Other: _____

TOTAL \$ 500.00

TOTAL \$ 500.00

(If more space needed, use another sheet)

Shirley J. Moore
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County

PROJECT Your Local Elected Officials

1. Have you received copies of the following:

Project Director's Report - *yes*

Financial Report - *yes*

Publication(s) - *yes*

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Myrtle S. McMahon
Signature of Supervisor

8/25/83
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

June 12, 1983

Mary M. Porter
[REDACTED]

Dear Mary:

Your League's Project Request for use of \$866.59 of the Education Fund money you have on deposit to publish a Guide to Elected Officials for Richardson residents was approved by the LWV-TEF Board of Trustees on June 8, 1983.

Your Project Director is Sandra Ferstl, 1505 Victoria, Denton 76201. Contact her if you have any questions.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects
2. Project Director's Report
3. Project Financial Report

All publications funded by TEF money must carry the name ^{full name:} League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Sandra Ferstl, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

JUN 2 1983

FROM: LWV of Richardson

Proposed Project:

Publication of a Guide to Elected Officials for Richardson residents

Plans for execution, including distribution of any printed material:

Free distribution to the public through library, city hall, Chamber of Commerce, voter registration drives, schools and civic groups.

Anticipated completion date: 7-15-83

Proposed Project Director: Name Mary M. Porter

Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 866.59

Donations from: _____

Portion from LL taxable money: _____

Sales: _____

Other: _____

TOTAL

866.59

Printing: \$ 723.52

Postage: 25.00

Supplies: 25.00

Office Overhead: _____

Volunteers' Expenses: 20.00

Other: Misc. 29.74

Admin. fee 43.33

TOTAL

866.59 *

(If more space needed, use another sheet)

Mary M. Porter
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

10/80

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Richardson PROJECT Guide to Elected Officials

PROJECT SUPERVISOR (TEF trustee) Sondra Ferstl

(Name)

(Address)

1. What was the primary accomplishment of the project: Provide the residents of Richardson with a compact, easy to read listing of National, State and Local officials Publication (please describe): and their addresses and phone numbers. In addition the Guide gives voting information for Dallas and Collin Counties, voter registration information, and an election calendar.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished? 10,000⁺ persons*. An initial mailing was made to contributors, potential contributors, and elected officials asking them to help with the distribution. Included was a tearoff sheet. Followup phone calls were made to contributors. Phone calls were made to organizations. *Copies were reserved to handout when LWV registers voters.
3. Was the project successful? (please describe) Arrangements have just been made for reprinting 5000 copies to be paid for by a contributor (not TEF!). Yes, as can be seen by the previous sentence. The Guide is always received well by the community, but this year even more so. It is a great PR tool - we appeared before the City Council, RISD, PISD to present those officials with their personal copies. We received excellent coverage in the local paper - even received a "rose" for publishing it.

Attachments: Guide, Cover letter, Instructions, News clippings.

Sue Sloos & Mary Porter
Signature of Project Director

November 7, 1983
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

*15,000 total
10/83

Welding Projects Dir. Report

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Richardson

PROJECT Guide to Elected Officials

1. Have you received copies of the following:

Project Director's Report *no*

Financial Report *Interim report yes*

Publication(s) *yes*

Conference invitation *n/a*

Other printed material. Please list.

first copy was made
no printed proof of booklet before

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future? *no*

4. Do you have other comments? *no*

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Linda Fursel

Signature of Supervisor

10-16-83

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary.

We request that the amount below be paid so that we might
reimburse our operating account. We will then submit a final
report within the month. Thank you for your consideration.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Sue Sloos

OCT. 5 1983

SEP 30 1983

PROJECT FINANCIAL REPORT

FROM: LWV of Richardson Date: 9/27/83

FOR: Name of project: Guide to Elected Officials (enclosed)

INCOME

Received from TEF: \$ _____

To be received from TEF: 623.60

From sales: _____

Other: _____

TOTAL \$ 623.60

EXPENDITURES

Printing: \$ 623.60

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL \$ 623.60

PROJECT SUPERVISOR:

John Furst

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ _____

Sue Sloos for Marge Wood
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts _____
Project Supervisor / _____
State office _____

*completed
4/26/84*

April 17, 1984

Nita Clark
[REDACTED]

Dear Nita:

Your League's Project Request for use of \$822.08 of the Education Fund money you have on deposit to publish Voters Guides for the primary election in 1984 was approved by the LWV-TEF Board of Trustees on April 13, 1984.

Your Project Supervisor is Margie Morrill, 435 Williamson, Corpus Christi, 78411. Contact her if you need any help.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report.

All publications funded by Education Fund money must carry the full name: League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Mary Rhodes, LWV-Corpus Christi President
Margie Morrill, LWV-TEF Project Supervisor
State Office

Marilyn Ferguson

MAR 29 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

Approved _____

Disapproved _____ Date _____

Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of Corpus Christi

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Anticipated Completion Date _____

Publish a Voters Guide prior to May 5 Primary

Plans for execution, including distribution of any printed material:

Purchase 4 page Velox from State LWV & add 4 pages to make an 8 page edition - using questionnaires from candidates in local contested races. Distribute by LWV members through schools, Sr. Citizens Centers - libraries & other central

Proposed Project Director: NAME Vita Clark PHONE: [REDACTED]

Address [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL Ed. Fund money on deposit: \$ 782.93

Printing: \$ 747.43

Anticipated donations to Ed. Fund account from: _____

Postage: 35.50

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general fund: _____

Other: _____

Expected sales: _____

Subtotal: _____

Other: _____

*Administration fee: 39.15

TOTAL \$ 782.93

TOTAL \$ 822.08

Mary Rhodes
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for your files.

* A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Corpus Christi PROJECT Voters Guides Party Primary
PROJECT SUPERVISOR (TEF trustee) Margie Morrill 1984
(Name)
(Address)

1. What was the primary accomplishment of the project:

Publish Voters Guide
Publication (please describe): *Voters Guide - Combining State Guide*
(we purchased Velox) with local, contested races - Democratic +
Republican - + lists 17 polling places in both parties
Conference/workshop (please describe):

Other (please describe):

a committee of 5 of us worked on
Gathering material + assembling

2. How many persons did the project reach? How was this accomplished?

We published 15,000 so we hope we reached that
many people - members of League, distributed to Libraries,
High Schools + Colleges - Senior citizens centers - Banks -
city offices - other public, centrally located places

3. Was the project successful? (please describe)

Yes - see above

Leta Clark
Signature of Project Director

April 23, 1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

*Margie's
Copy for files*

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Corpus Christi

PROJECT: Voters Guides Party Primary 1984

Project Supervisor (TEF Trustee) Name: Margie Morrill

Address: [REDACTED]

INCOME

Requested from TEF: \$ 838.79

From sales: _____

Other: _____

TOTAL: \$ 838.79

EXPENDITURES

Printing: \$ 819.40
Cert. Mail-
copies & stamps 19.39

Office overhead: _____

Volunteers' expenses _____

Other: _____

SUBTOTAL: \$ 838.79

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 41.94

TOTAL COST OF PROJECT \$ 880.73

4/25/84
Date

Margaret A. Miller
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Corpus Christi or state TEF (check) _____

Project Voters Guides for party primary 1984

1. Have you received copies of the following:

Project Director's Report *yes*

Financial Report *yes*

Publication(s) *yes*

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future? *no*

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Margie Marill

Signature of Supervisor

4/26/84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)