

TULE LAKE RELOCATION CENTER

COMMUNITY ACTIVITIES

REPORT

For The Period

August 20, 1942

to

September 20, 1942

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## P R E F A C E

With the opening of the public schools on September 7 and opportunities for work outside the Project increasing, the Community Activities department lost many leaders, activities were curtailed and their schedules changed to avoid conflict with the school hours. Fortunately, these new developments were on the whole anticipated by the Classification Committee (five members of whom three were staff members and two outsiders) all appointed by the Community Activities Supervisor from a list of names of persons submitted by the C. A. staff members when it made the organization plan and chart. Another major development anticipated by the Committee was the changes in activities that would have to be made with the approach of inclement weather.

This report is a summary of activities within the Community Activities section for the period August 20 to September 20, 1942.

## I

### ADMINISTRATION

Personnel: Approximately 125 full time employees are on the C.A. staff--a drop of nearly fifty from last month. Work outside the Project, transfers to schools and other departments are the major reasons for the change.

Leadership Training Course is needed more than ever. Even though a group of boys or girls will not have adequate equipment or facilities, with the right type of leaders much of the current obstacles can be overcome successfully. Clubs and organizations have been organized, but due to the lack of capable leaders, many have dissolved.

Community Activities Commission: The present C.A. Commissioners are serving on an advisory capacity and therefore impotent so



far as administrative powers are concerned. It has become apparent that a Commission with authority to act is necessary. This proposed Commission could indirectly represent every organization and department within the Project, and would be allowed a certain amount of authority. To cite an example, if the Community Activities section wished to sponsor a Project-wide festival, the chairman for the event could immediately contact the Commissioners who in turn represent nearly every important organization in the Project.

Ward Leaders: The Community Activities are at present administered centrally but the need for block and ward activities has made it imperative that a decentralized administration be established. For this purpose, prospective ward leaders are now being approached and as soon as it is feasible, these leaders will begin to organize activities within the blocks and wards.

The organization plan and the job descriptions are as follows:

I. ADMINISTRATIVE STAFF:

A. Community Activities Commission consists of three members from each ward of which there are seven (nine blocks in each ward) making a total of twenty-one Commissioners. These members are chosen through ward elections and are to serve on a voluntary basis. Their functions are:

1. To advise on the control of donated equipment and funds.
2. To serve as advisors on matters of Project-wide scope.
3. To interpret to the people the problems and activities of the staff. (The Community Activities Commission has no concern whatever in the selection of personnel. The Commission functions only as a whole. Its members have no individual responsibilities in their own wards.)
4. To cooperate with ward leaders in the promotion of activities within their wards.

B. Adult Recreation Advisory Board is composed of seven members appointed by the Project Director and the C.A. Supervisor from a list of names of persons recommended by the C.A. staff members.



1. Members do not represent any ward or group in the colony and their services are voluntary
  2. Members confer with and advise the C.A. Supervisor and adult recreation leaders on problems, whether of personnel or activities, that may arise in the adult recreation department.
    - a. Members and the C.A. Supervisor advise on the production of all adult entertainment within the Project.
  3. The members recommended and the C.A. Supervisor appointed a member of the board to be the director of adult social activities.
- C. Supervisor: Under the supervision of the Chief of the division is responsible for the planning, stimulation and organization of the recreational and leisure time activities of community residents; in that capacity performs and supervises the staff described below in their various functions. He is also responsible for administrative liaison with religious groups.
- D. Assistant Supervisor: Carries into operation the policies and ideas of the Supervisor. In this capacity, he serves as a liaison man between the administration and the Community Activity directors. All departments of C.A. are directly responsible to the Assistant Supervisor, who in turn is responsible to the Supervisor.
- E. Coordinators: Act as a conciliation board which may be referred to in all cases of conflict that arise within Community Activities. Specifically, their work is to:
1. Prevent overlapping of activities;
  2. Act as liaison officers between various departments, and between departments and ward leaders;
  3. Aid the buildings and grounds clearance clerk in settling disputes over schedules;
  4. Aid in settling all jurisdictional problems that may arise. Authority is delegated to the coordinators at the discretion of the Supervisor.



F. Planning Board: The planning board is composed of two officers:

1. The planning specialist

a. The planning specialist plans the over-all program of Community Activities in order to

(1) Solve problems of organization,

(2) Eliminate gaps in the existing programs,

(3) Anticipate problems that may arise in the future.

2. The leadership training officer

a. The leadership training officer attempts to give direction to Community Activities through leadership training. His primary tasks are to train leaders for specific jobs, develop their character, build up morale, and inculcate democratic American ideals in Community Activity leaders; and through the latter to the program as a whole. He collaborates with the planning specialist in organizing programs which will achieve the purpose of his office.

II. OFFICE STAFF:

A. Office Manager:

1. Supervises the work of the office staff;

2. Assigns specific tasks to the clerical pool and messengers;

3. Requisitions for office supplies;

4. Handles petty cash.

B. Secretary to the Supervisor: handles his correspondence; maintains his file, and makes appointments with supervisor.

C. Personnel Clerk: is the personnel administrator of Community Activities. She interviews new applicants, deals with personnel problems, and maintains the personnel file.



- D. Buildings, Grounds Clearance Clerk: Schedules the use of recreation halls and grounds (except those delegated to the athletics director), and maintains a chart of their weekly assignments. He also assigns stages, lighting, public address systems, transportation, and wardens when used by Community Activities.
- E. Steno-filing Clerk: is secretary to the Assistant Supervisor, and maintains the files and records of the office.
- F. Receptionist and Information Clerk: receives all visitors and business inquiries, and gives general information which does not require the attention of specific officers. Keeps a schedule of the whereabouts of activity leaders.
- G. Steno-typists: constitute a pool of stenographers and typists that may be assigned to specific departments by the office manager for their use.
- H. Messengers: carry communications to all points in the community, and aid in maintenance duties about the office. They are also under assignment to the publicity department in posting posters.

### III. INFORMATION:

- A. Information Specialist: assembles all reports from the various departments of Community Activities and compiles them into a single report which is submitted to the Supervisor. He also directs and edits all publicity emanating from the C.A. divisions.
- B. Publicity Man: receives requests for publicity and writes them up, or seeks publicity when it is lacking.
- C. Poster Artists: draw posters when assigned by the information specialist.

### IV. MAINTENANCE AND SERVICE:

- A. Playground Service Man: Maintain the Community playgrounds in good repair, (for example, remove all irregularities on baseball fields, which in the past have caused some accidents.)
- B. Electricians: Maintain the lighting system for the outdoor stage and operate the public address system.



- C. Procurement and Property Control Clerk: requisitions supplies and equipment from various departments of the administration; for example, supply construction, community enterprise, and transportation departments. He controls all equipment not a part of the buildings or grounds.
- D. Equipment Room Clerks: One clerk controls the equipment (such as, table tennis sets and table games) in each ward equipment room.

V. ACTIVITY SECTIONS:

A. Director of Activities: (Fine Arts, Crafts, Athletics, etc.)

- 1. Acts as liaison officer between Assistant Supervisor and the leaders in his department.
- 2. Coordinates various activities under his department.
- 3. Accepts all requests for supplies and equipment to be turned over to the Procurement Clerk.
- 4. Makes weekly report of activities to the Information Specialist and is responsible for the reports of the various leaders in his department.

B. Leaders, Teachers, and Assistants:

- 1. Organize program within their sections.
- 2. Work with other leaders, teachers and assistants in the conducting activities.
- 3. Cooperate with ward leaders in promoting ward activities.
- 4. Make out weekly reports to be turned over to the Information Specialist.
- 5. Are functionally responsible to the Directors of their respective departments.

C. Ward Leaders:

- 1. Will be appointed by the C.A. Supervisor after recommendation by staff members and the C.A. Commissioners of the ward he will represent.



2. Will promote activities within the Ward and will handle those already established.
3. Will be definitely responsible to the people of his ward for promotion of activities and will cooperate with his Ward Commissioners, but he will be functionally responsible to the activity heads of the C.A. department.
4. Will act as a coordinating medium between wards in all activities that lend themselves to ward basis.