

P.O. Box 471 Cooper Station
New York, N.Y. 10003

February 6, 1974

TO ALL REGIONAL ORGANIZERS

Dear Comrades,

Enclosed are four copies of the Young Socialist Teams Handbook for Spring 1974. Three of the copies are for team members and one is for your use.

It is important that they be studied before the team leaves. They should be useful in preparing the team's work before and after they are on the road.

Comradely,

Jim Little (SW)

Jim Little
YSA National Office

YOUNG SOCIALIST TEAMS HANDBOOK

Spring 1974

The YSA is fielding 14 Young Socialist teams this spring. Each team will be composed of 3 people and will be on the road for 6 weeks. The teams will leave on March 1 and return to the regional center on April 11. It is important that all the areas try to meet this schedule as changes are difficult to organize on a national scale, due to the large number of teams.

TASKS AND GOALS

The teams will carry out five main activities:

- 1) Sales of single copies of the Young Socialist, with a goal of 100 per week for the first 3 weeks and 150 per week for the last three weeks.
- 2) Sales of single copies of The Militant with a goal of 100 per week for the first three weeks and a goal of 150 per week for the last three weeks.
- 3) Sales of subscriptions for The Militant, with a goal of 30 subs per week for the first three weeks.
- 4) Building support for the SWP 1974 election campaigns and the YSA Watergate offensive. This includes setting up youth supporter groups for the SWP election campaigns and publicizing the YSA and SWP lawsuit.
- 5) Recruitment to the YSA.

The subs for The Militant can be obtained through sub sales in the dormitories two or three evenings a week, leaving other evenings and days open for single copy press sales and other activities.

In addition, the teams will sell International Socialist Review and Intercontinental Press and subs for the YS, ISR and IP. Wherever possible our press should be placed in campus bookstores. Other activities will include: 1) setting up literature tables; 2) campus forums; 3) getting Pathfinder books and pamphlets into campus bookstores; 4) making contacts with student governments and student organizations; 5) visiting campus speakers bureaus to set up engagements for the national

and regional speakers bureaus of our movement; 6) seeking campus press and media interviews.

Each team member should have at least one prepared talk. Emphasis should be given to our socialist answer to Watergate, speaking as victims of government harassment and plaintiffs in the YSA and SWP suit and as supporters of the 1974 SWP election campaigns.

The focus of all these activities of the team will be recruiting new at-large members and forming new YSA locals. When new members and locals are recruited, the team should discuss the general norms and organizational principles of the YSA with them. The team should be sure to have a thorough discussion with new recruits and prospective members about the YSA's security policy banning member's use of illegal drugs.

ROLE OF THE REGIONAL CENTER

The team's work is an important part of the regional work in each region. The regional centers will work with the team members in setting up their itineraries, as well as having a number of meetings with comrades assigned to regional work, finances, sales and other areas to plan out the team's work. Each team should have a list of all regional comrades and contacts as well as YS subscribers in their region. Housing should be set up in advance with these comrades and/or contacts and they should be invited to work with the team while it is in their area.

The collaboration between the team and the regional center should continue after the team is on the road. The regional centers will be responsible for following up on all the contacts made by the team. Newly recruited at-large members and locals should be visited as soon as possible, be kept in frequent contact with and invited to activities in the center.

The team should send regular weekly political reports to the regional center as well as to the YSA National Office and a regular phoning schedule should be arranged with the regional center before the team leaves. Regular reports on the activities of the team should be given to the local, so that all comrades will be on top of the progress of the team.

In general, the regional organizer will keep the team provided with any new information about the region and can supply them with materials on any regional activities. Material on the spring socialist conferences or election rallies should be sent to the teams as soon as it is available, as these are events that every contact and comrade in the region should be urged to attend. The regional organizer will also want to keep

the team informed of events in the center. We should encourage contacts and new members to plan on attending the socialist summer schools.

ORGANIZATIONAL TASKS

Each team has a designated captain, who in collaboration with the other team members sees that each team functions smoothly and that all the tasks are accomplished. The captain is responsible for sending in a weekly political report to the YSA N.O. and a copy to the regional center. The format for these reports is included in this handbook. A report should be made on each campus that the team visits. Also the captain is responsible for making sure that the weekly financial report is sent to the YSA N.O.

The other essential tasks which should be divided among the team members include:

- 1) The number of YSs, Militants, ISRs and IPs sold each day should be recorded.
- 2) The number of Militant subs (and any other subs) sold each day should be recorded.
- 3) Daily financial records and weekly summaries should be kept.
- 4) A daily inventory of all Pathfinder literature, YSA material, etc., should be done. Orders should be made well in advance.
- 5) Accurate lists of contacts should be kept. These as well as YSA interest cards should be sent to the regional center.

The experience of the past teams shows that the best way for the teams to function is that the team works out a division of labor with clearly defined tasks before the team leaves on tour. Also weekly meetings should be held to collectively assess the work of each week and to plan out the coming week.

TELEPHONE CALLING

Each team should call the YSA N.O. once a week on a specific day and time. Each team should report the following:

- 1) Where they want their weekly YS bundle sent. The YS will be sent by Greyhound every Tuesday. Five to six

days should be allowed for the West Coast, Twin Cities, Denver, and Austin-Houston teams; three to four days for the Midwest and Southeast; and two days for the East Coast.

- 2) Where they want their Militant bundle sent. The Militant will be mailed every Thursday night to general delivery or a specific address in the city where the team designates. In the case of the West Coast, Twin Cities, Denver, and Austin-Houston teams at least ten days should be allowed for delivery; five to six days for the Midwest and Southeast; and about three days for the East Coast.
- 3) Any additional material will be sent Greyhound or parcel post. This includes additional Pathfinder titles and YSA material.

When picking up packages, each team should check to see that they have received all of them. For example, if two packages are sent they will be marked "1 of 2" and "2 of 2." They will be sent in the name of the team captain.

Phone schedule begins the first week that the team is on the road.

<u>TEAM</u>	<u>DAY</u>	<u>TIME</u> (NY Time)
Boston	Saturday	10:30 - 11:00 am
New York	Saturday	11:00 - 11:30
Philadelphia-Pittsburgh	Saturday	11:30 - 12:00 pm
Washington D.C.	Saturday	12:00 - 12:30
Atlanta	Saturday	12:30 - 1:00
Cleveland	Saturday	1:00 - 1:30
Detroit	Saturday	2:00 - 2:30
Chicago-St. Louis	Saturday	2:30 - 3:00
Austin-Houston	Saturday	3:00 - 3:30
Twin Cities	Saturday	3:30 - 4:00
Denver	Saturday	4:00 - 4:30
Seattle-Portland	Saturday	4:30 - 5:00
L.A.-San Diego	Saturday	5:00 - 5:30
Berkeley-San Francisco	Saturday	5:30 - 6:00

Note that all times indicated are New York time. The time difference must be accounted for. It is necessary to stick to the schedule because of the weekly Young Socialist sales letter scoreboard and the coverage of the YS teams in The Militant.

SAMPLE BUDGET FOR A REGIONAL TEAM

This budget is an estimate of how an average team is expected to perform. It is based on the experience of previous teams.

Average expenses for a team on the road

<u>Item</u>	<u>Amount</u>
Gas, oil	\$ 132.00
Subsistence (based on \$25/mem/week for six weeks)	450.00
Misc. (tolls, parking, supplies)	<u>60.00</u>
Total	\$ 642.00

Average income for a team on the road

Sales of <u>YS</u> , <u>Militant</u> , <u>ISR</u>	\$ 350.00
Pathfinder sales	150.00
Other (donations, YSA materials, honoraria)	<u>30.00</u>
Total	\$ 530.00
Team expenses	\$ 642.00
Team income	<u>530.00</u>
N.O. subsidy	\$ 112.00

FINANCES

- 1) The YSA N.O. will provide each team with free YSA materials, a stock of Pathfinder titles, Ys, Militants, ISRs and IPs.
- 2) Each regional center is responsible for obtaining a reliable car and making sure it is in working condition before it leaves. Experience shows that each car should have a standard tune up before leaving. This will indicate any major unknown malfunctions before the team gets on the road. The N.O. cannot be responsible for any car repairs including the initial tune up. If any car repairs are needed, this is the responsibility of the regional center. All cars must be insured for all drivers. Due to the fuel shortages extra care and planning must be given to fuel. It should be kept in mind that no gas is available on Sundays and there are

greater shortages at the end of each month.

- 3) Each team member will receive weekly subsistence not to exceed \$25.00 to cover meals, laundry, and other personal expenses. This should be paid on a designated day every week.
- 4) Wherever possible the team should arrange to use the kitchen of the comrades or contacts that they are staying with to prepare their meals. Experience shows that when the team members purchase food in supermarkets and cook their own meals, they are able to sustain themselves on \$25.00 per week.
- 5) Payment of dues and sustainer must be arranged before each team member leaves.
- 6) Each team should always keep a minimum of \$20 in travelers checks to cover unexpected emergencies. These should be kept in a safe place and not used for anything other than emergencies. As soon as any of it is used, it should be replaced.
- 7) The income raised by each team along with the cash subsidy provided by the N.O. is the means by which each team will sustain themselves. The teams will keep all the income raised through single copy sales of the YS, The Militant, ISR, IP as well as YSA material, Pathfinder titles, contributions, collections, etc. A certain pace should be set and schedules worked out so that this income can be raised beginning with the first week the team is on the road. Each team should be able to raise \$85-\$90 per week. All money raised over what has been projected will also be kept by the team until its tour is over.
- 8) The subsidy of \$112.00 will be sent to each team after the N.O. has received each team's itinerary and name of the team captain. This will cover \$75.00 for the first week's subsistence, \$20.00 for emergency money (to be put into travelers checks), and \$22.00 for gas.

WHAT TO BRING

Each team member should have:

- 1) a small suitcase or knapsack packed lightly with essentials only; 2) a good, warm sleeping bag; 3) sufficient identification; 4) hospitalization insurance, if possible; 5) writing supplies; 6) at least one prepared talk; 7) personal items (shampoo, aspirin, etc.)

Each team should have:

1) a portable typewriter; 2) a camera (black/white Tri-X film only); 3) a cassette tape recorder, if possible; 4) a supply of thumbtacks, string, masking tape, magic markers; 5) a compact table for literature display; 6) a small metal cashbox with a key; 7) ledger book for financial records; 8) plastic tarp or covering for books and boxes in case of rain; 9) good road maps.

These supplies should be made available to the team by the regional center. If there is any necessity to buy anything, such as a cashbox, the regional center should pay for it and can use it when the team returns.

Each car should have:

1) insurance for all drivers; 2) registration and valid license plates; 3) working jack and spare tire.

EMERGENCIES

In case of emergency call the YSA National Office in New York, as well as the regional center. Below are some important phone numbers you may need in an emergency.

YSA National Office	(212) 989-7570
Militant Business Office	(212) 929-3486
Jim Little (at home)	(212) 499-9497
Delpfine Welch (at home)	(212) 473-0168

ADDITIONAL POINTS

- 1) Team members should write articles for the YS and The Militant on events and struggles taking place on a particular campus. Photos and/or negatives should be sent to the N.O. along with the articles. Action shots of the team selling the press are extremely useful for team coverage. (Note: only black and white Tri-X film should be used if negatives are to be sent. Color photos are not usable.)
- 2) Students who are interested in international politics should be encouraged to buy subs to Intercontinental Press. Send subs with checks or money orders to IP, P.O. Box 116 Village Station, N.Y., N.Y. 10014. Each team member will receive IP free for the duration of the team.

- 3) All Militant subs should be sent directly to The Militant Business Office, 14 Charles Lane, N.Y., N.Y. 10014. All YS subs should be sent to the Young Socialist, P.O. Box 471 Cooper Station, N.Y., N.Y. 10003. Be sure to send checks or money orders covering the amount for subs sold.
- 4) The team should try to place the YS, The Militant and the ISR in campus bookstores. The YS and The Militant cost bookstores 12½ ¢ per copy. The ISR costs 37½¢ with a cover price of 75¢.
- 5) Each team has a supply of Pathfinder newsprint catalogs and a Pathfinder representative sales kit. At each campus the team should try to get the campus bookstore to take an order. The "Sales Handbook" explains in more detail the Pathfinder promotional work of the team.
- 6) Each team should visit the campus speakers bureaus or the group or committee that is in charge of bringing speakers onto campus with literature from both the national and regional speakers bureaus.
- 7) The Militant is offering Militant shoulder bags to YS team members for \$2.00 each (regularly \$4.) Team members who would like one should contact The Militant Business Office.
- 8) Team members can tell friends or relatives that they may write to you care of the YSA N.O. and the letters will be forwarded to you. Team members should not put a general forward order on their mail, as the YSA then must pay for second class and junk mail.
- 9) Be sure to schedule one day off from political activity per week.
- 10) If the team is faced with any serious legal problems be sure to call the regional center and the National Office. You should seek the intervention of local comrades or sympathizers who can contact local groups to support your right to canvass, etc. If you are told to leave a dorm or campus by a campus or city official, you should leave making it clear that you will check it out with the student government, the Dean of Students, etc. Avoid being arrested in all cases.

OUTLINE FOR WEEKLY POLITICAL REPORT (reports should be typed)

Name of school

City

Dates visited

Type of school

Size of school

Briefly describe the activities and politics of the organizations on campus

General mood on campus -- response of students

Briefly describe activities of team:

Young Socialist sales

Militant sales

Militant subs sold

Other press sales and/or subs sold

Meetings or forums held

Involving at-largers and contacts in activities of team

Recruitment to the YSA

Sales of Pathfinder literature

Distribution of YSA material

Pathfinder promotional work

Contacts with speakers bureaus

Engagements with honoraria

Radio, TV or newspaper interviews (enclose clippings)

Describe any key contacts with addresses and phone numbers; also indicate if they endorsed the SWP candidates

Any general comments on progress of team

Any significant incidents, anecdotes, statistics that could be used in articles on the teams

Any problems