

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

September 6, 1974

TO ALL ORGANIZERS AND NC MEMBERS

Dear Comrades,

Enclosed is a copy of the Fall 1974 YS Teams Handbook. Regional organizers will find three extra copies for team members, in addition to their own.

All comrades who are working on the teams should read the handbook thoroughly. Team members will also find it important to bring the handbook with them on the road.

Comradely,

Jude Coren (SM)

Jude Coren
YSA National Office

YOUNG SOCIALIST TEAMS HANDBOOK

FALL 1974

The YSA is fielding 15 Young Socialist teams this fall. Each team will have three members and will be on the road for eight weeks. The teams will leave October 1 and return Thanksgiving weekend.

TASKS AND GOALS

The teams will carry out six main activities:

- 1) Single copy sales of the Young Socialist, with a goal of 100 per week.
- 2) Single copy sales of The Militant, with a goal of 100 per week.
- 3) Subscription sales of The Militant, with a goal of 30 per week.
- 4) Subscription sales of the International Socialist Review, with a total 8-week goal of 20.
- 5) Building support for the 1974 SWP election campaigns.
- 6) Building the YSA convention and recruiting to the YSA.

In addition, the teams will sell the ISR and Intercontinental Press and subs for the YS 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; 6) seeking campus press and media interviews.

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 Organizing the YSA handbook will be very useful to new members and locals in organizing YSA activities in their areas. 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 meetings to plan out the team's sales, campaign activities, convention publicity and other work. Each team should have a list of all regional comrades and contacts 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 the 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 fall socialist conferences or campaign activities 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 encouraged to attend. The regional organizer will also want to keep the team informed of events in the center.

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 are listed below.

- 1) The number of Ys, Militants, ISRs and IPs sold each day should be recorded.

- 2) The number of Militant, ISR and other subs sold each day should be recorded.
- 3) Daily financial records of all income and expenditures and weekly summaries should be kept.
- 4) Complete daily records of all Pathfinder literature sold should be kept. In addition, a full inventory of all Pathfinder titles, YSA and other materials should be made by Friday of each week so the team can order needed books and materials over the phone on Saturday.
- 5) Accurate lists of contacts should be kept. These as well as YSA interest cards should be sent to the regional center for follow-up.

The experience of the past teams shows that the best way for the team to function is to work out a division of labor with clearly defined tasks before the team leaves on tour. Weekly meetings should also 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 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 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.

The phone schedule begins the first week that the team is on the road.

PHONE SCHEDULE

<u>Team</u>	<u>Day</u>	<u>Time (NY time)</u>
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	Saturday	2:30 - 3:00
St. Louis	Saturday	3:00 - 3:30
Houston	Saturday	3:30 - 4:00
Twin Cities	Saturday	4:00 - 4:30
Denver	Saturday	4:30 - 5:00
Seattle-Portland	Saturday	5:00 - 5:30
Los Angeles-San Diego	Saturday	5:30 - 6:00
Berkeley-San Francisco	Saturday	6:00 - 6:30

Note that all times indicated are New York time. The time difference must be accounted for. It is necessary to stick to the schedule to insure that team shipments are sent and arrive on time, as well as for accurate sales records.

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	\$ 160.00
Subsistence (based on \$25/member/week for eight weeks)	600.00
Misc. (tolls, parking)	<u>50.00</u>
TOTAL	\$ 810.00

Average income for a team on the road

Sales of <u>YS</u>	\$ 200.00
Sales of <u>The Militant</u>	200.00
Pathfinder sales	200.00
Other (<u>ISR</u> and <u>IP</u> sales, YSA material, contributions)	<u>50.00</u>
TOTAL	\$ 650.00

TEAM EXPENSES	\$ 810.00
TEAM INCOME	<u>650.00</u>
N.O. SUPSIDY	\$ 160.00

FINANCES

- 1) The YSA N.O. will provide each team with YSA materials, a stock of Pathfinder titles, YSs, Militants, ISRs and IPs. 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 \$80-\$90 per week. All money raised over what has been projected will be held by the team until its tour is over.

- 2) The N.O. will subsidize each team up to \$160.00. It will be sent to each team after the N.O. has received each team's itinerary and names of the team members. Any money left at the end of the tour, including money raised over expenses and unused subsidy will be returned to the N.O.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Payment of dues and sustainer must be arranged before each team member leaves.
- 7) Each team should always keep a minimum of \$20.00 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.
- 8) The N.O. will send each team a supply of weekly financial report forms. These record all income and expenditures on a daily basis and total for the week. Figures should be recorded precisely and neatly and the forms sent to the N.O. at the end of each week. Money for subscriptions cannot be kept by the team, but must be sent directly to the appropriate business office.

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) writing supplies; 5) at least one prepared talk; 6) 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) a 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 anything must be bought 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
<u>Militant</u> Business Office	(212) 929-3486
Jude Coren (at home)	(212) 499-9497
Delpfine Welch (at home)	(212) 473-0168

ADDITIONAL POINTS

1) All those requesting to join the YSA as at-large members should give the team \$4.00 (\$2.00 for their initiation fee and \$2.00 for their first month's dues.) The team should then send in the \$4.00 with the full name and address of the prospective member. When the NEC approves the application, the new member will then receive regular at-large mailings.

2) Team members should write articles for the YS and The

Militant on events and struggles taking place on a particular campus. News clippings and other related materials should accompany the articles. Photos and/or negatives should be sent to the N.O. along with the articles, if possible. Action shots of the team selling the press are extremely useful for team coverage in the YS and The Militant. (Note: only black and white Tri-X film should be used if negatives are to be sent. Color photos are not generally usable.)

- 3) 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.
- 4) All Militant and ISR 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.
- 5) The team should try to place the YS, The Militant and the ISR in campus bookstores. The YS and The Militant cost 12½¢ per copy. The ISR costs 37½¢ per copy.
- 6) 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. After the team returns, the sales kit should be sent back to Pathfinder immediately. The address is 410 West St., N.Y., N.Y. 10014.
- 7) 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.
- 8) The Militant is offering Militant shoulder bags to YS team members for \$2.00 each (regularly \$4.00.) Team members who would like one should contact The Militant Business Office.
- 9) Team members can tell friends or relatives that they may write to you in 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.
- 10) Be sure to schedule one day off from political activity per week.

- 11) If the team is faced with any serious legal problems be sure to call the regional center and the N.O. 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 to team

Briefly describe activities of team:

Young Socialist sales

Militant sales

Militant subs sold

ISR subs sold

Other press sales and/or subs sold

SWP campaign activities

Recruitment to the YSA

Meetings or forums held

Involving at-largers and contacts in team activities

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 the progress of the team

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

Any problems