

American Revolution  
Bicentennial Administration  
736 Jackson Place N.W.  
Washington, D.C. 20276  
(202) 382-1776



APR 22 1975

Mr. Phillip H. Townley  
The Institute of Cultural Affairs  
4750 N. Sheridan Rd.  
Chicago, Illinois 60647

Dear Mr. Townley:

It is my pleasure to inform you that the American Revolution Bicentennial Administration has accorded Official Recognition to "Town Meeting '76" for its contribution to the national Bicentennial effort.

To insure that we, as a nation, appropriately observe our Bicentennial it is essential that recognition be given to those selected projects which best commemorate this anniversary. In according such recognition, the ARBA is charged by the Congress to be particularly mindful of those events which are of "significance in the development of our national heritage of individual liberty, representative government, and the attainment of equal and inalienable rights." The Bicentennial is not only an occasion to review the events of our heritage but to bring to the challenges of our third century of national life the same vitality and vision which have characterized our 200 year growth.

The Town Meeting '76 program can make a tremendous contribution to the improvement of this nation's quality of life. We are also interested in the support it will give to the ARBA's national Citizen Involvement program, CALL FOR ACHIEVEMENT.

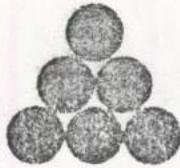
Your past efforts and accomplishments have already contributed greatly to the Bicentennial commemoration and a better future for this great nation. We are confident that your future efforts in the Town Meetings and your link to the CALL FOR ACHIEVEMENT program will make a lasting contribution to our quality of life.

A member of our staff will advise you on the use of the ARBA logo with respect to your program. We will appreciate hearing from you with regard to arranging an occasion suitable for presentation of the Certificate of Official Recognition.

In the Spirit of '76

A handwritten signature in dark ink, appearing to read "John W. Warner".

John W. Warner  
Administrator



NEW YORK STATE  
AMERICAN REVOLUTION  
BICENTENNIAL  
COMMISSION

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May 15, 1975

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Mr. Joseph H. Crocker and Mr. Carl Hickey  
The Institute of Cultural Affairs  
49 Claremont Avenue  
New York, New York 10027

Dear Sirs:

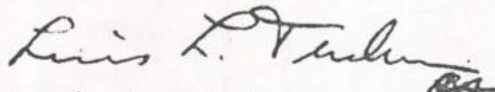
Together with supporting papers, the following was submitted to an Executive Committee meeting of the American Revolution Bicentennial Commission in New York City on April 24, 1975:

"INSTITUTE OF CULTURAL AFFAIRS - TOWN MEETING '76 PROGRAMS." Sponsored and developed by the Institute of Cultural Affairs, a New York-based non-profit organization, the "Town Meeting '76" involves one-day community forums, designed for use in American communities. Usually co-sponsored by local civic groups, the "Town Meeting" consists of a pre-structured program designed to bring out discussion of local issues and their possible solutions. It includes workshop sessions, a celebrative lunch and talks on the bicentennial era. Although new, the concept and programs have met with good reception in other areas. The institute asks the endorsement of this commission."

The motion to endorse the "TOWN MEETING '76" Programs was made by the Chairman, seconded and unanimously approved by the committee.

Please accept our best wishes in the carrying out of this project.

Respectfully,

  
Louis L. Tucker

LOUIS L. TUCKER  
Executive Director  
Office of State History  
99 Washington Avenue  
Albany, New York 12230

LLT:gc

March 21, 1975

Mr. Frederick W. Leonard  
The Institute of Cultural Affairs  
106 E. West Street  
Baltimore, Maryland 21230

Dear Mr. Leonard:

Thank you for your letter concerning Town Meeting '76. It is a most important project and one that is appropriate for the commemoration of the nation's Bicentennial Year.

As you know, however, funding is scarce and the City of Baltimore cannot possibly afford to finance a project of this scope single-handedly.

We will, however, contribute \$400.00 to do one pilot program in Baltimore with the understanding that your organization will seek funding for future Town Meetings '76 in Baltimore from other sectors of our community. I feel strongly that this project is not something that the city government should do for the people but rather something the people must support and bring about themselves.

It is my hope that the pilot program will bring about the support and attention this program deserves.

Sincerely,



Walter S. Orlinsky

WSO/np



USIA  
UNITED STATES  
INFORMATION AGENCY  
WASHINGTON 20547

April 16, 1975

Dr. Joseph W. Mathews  
The Institute of Cultural Affairs  
4750 N. Sheridan Road  
Chicago, Illinois 60640

Dear Dr. Mathews:

Earlier this month I had the pleasure of meeting with Jim Phillips, Joe Pierce and Ron Fouts to discuss Town Meeting Seventy-Six.

Of the many Bicentennial projects I have encountered, yours is one of the best thought-out and, in my opinion, most deserving of support and encouragement.

The great majority of Bicentennial projects now being planned will deal with America's heritage, certainly an important aspect of the celebration. However, very few programs (of which I am aware) will address the Horizons theme of America's 200th Birthday.

Town Meeting Seventy-Six, a program in which local people sit down and identify their community's problems and attempt to define solutions for the future, is an exciting endeavor.

Ron Fouts has invited me to attend a meeting in the near future to determine if USIA should provide film or videotape coverage for our posts overseas. I am looking forward to the experience.

Sincerely,



Phillip L. Bonnell  
Special Assistant to the Assistant  
Director  
Motion Picture and Television Service

THE UNITED METHODIST CHURCH  
THE WASHINGTON AREA  
BISHOP JAMES K. MATHEWS  
100 MARYLAND AVENUE, N. E., WASHINGTON, D. C. 20002  
SUITE 400 (202) 547-2991

9 April 1975

Mr. Donald Cramer  
1212 Otis Street, N. E.  
Washington, DC 20017

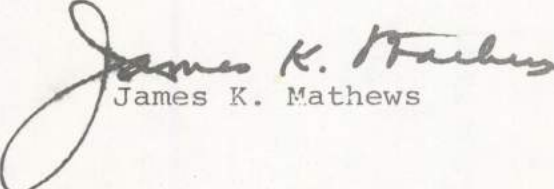
Dear Don:

I have followed with interest the development of the Town Meeting 76 program by the Institute of Cultural Affairs. It has been exciting to see the support which this innovative program has generated by several states and the responsiveness of local citizens and institutions to involvement in Town Meeting 76.

The demand to wrestle seriously with the complex issues facing our nation is the type of authentic grappling with the future which Town Meeting seeks to facilitate. I have been pleased with the successful launching of Town Meetings in Philadelphia and Washington on March 22 as well as the tested nature of the Town Meeting construct based on the Institute's thirty-nine Town Meetings held in June 1974.

I hope your staff will experience a continuing success and wider participation in Town Meeting by all sectors of the community. From my familiarity with the Town Meeting construct, it would appear to be an excellent vehicle for the local church to relate itself more directly to the concerns and service issues of the geographic community and citizenry around the church. I will be promoting this program with denominational executives and other leaders of the community.

Sincerely,

  
James K. Mathews

JKM:r



# RETAIL STORE EMPLOYEES UNION

LOCAL 782, RCIA, A.F.L.-C.I.O.

No. 1. West Linwood

Kansas City, Mo. 64111

HARRY HESS  
PRESIDENT  
CHIEF EXECUTIVE OFFICER

JACK WOOD  
SECRETARY-TREASURER

PHONE  
(816) 561-8472

February 24, 1975

Ms. Carolyn Levy  
Director  
Bicentennial Commission  
City Hall, 13th Floor  
414 East 12th Street  
Kansas City, Missouri

Dear Ms. Levy,

This letter is to express my firm support of Town Meeting '76, as proposed by the Institute of Cultural Affairs.

On several occasions I have had the opportunity to both witness and participate in the group methodologies utilized by I.C.A. and can attest to their effectiveness without reservation. They enable a diverse group of persons to focus on issues of common concern and, through a refined process, to create and agree upon proposals for dealing with them.

In my work as President of Retail Store Employees Union, Local 782, I have frequently employed these methods as outlined for use in Town Meeting '76, and have found the results to be extremely beneficial. Not only do they invite and incorporate input from all, but also they build a sense of community spirit and hope for the future.

Throughout this great Bicentennial Year, Town Meeting '76 can serve as a much needed vehicle to demonstrate the ideals of local broad-based participation on which the country was founded, to build practical plans for confronting the overwhelming challenges of our day and to renew the mood of hope which is essential to creating a significant future.

Sincerely,

RETAIL STORE EMPLOYEES UNION  
LOCAL 782 R.C.I.A. AFL-CIO

Harry Hess  
President



HH/sw

cc: Mr. Douglas Druckenmiller  
The Institute of Cultural Affairs

It doesn't Cost It PAYS to belong to RCIA No. 782





ARIZONA

BICENTENNIAL COMMISSION

1807 NORTH CENTRAL AVENUE, SUITE 108

PHOENIX, ARIZONA 85004

(602) 271-4031

March 3, 1975



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SEN. STAN TURLEY  
Mesa

Institute of Cultural Affairs  
2206 West Monroe  
Phoenix, Arizona 85009

Re: Town Meeting '76  
Submitted by: Phoenix Institute of  
Cultural Affairs

Gentlemen:

On February 13, 1975, your proposal was submitted to the Arizona Bicentennial Commission for consideration.

It is my pleasure to inform you that the Town Meeting '76 project has been recognized as an official Arizona Bicentennial commemoration activity.

The Commission staff will be pleased to assist you in the development of this worthwhile Bicentennial endeavor.

Should Bicentennial funds become available, you will be notified.

Sincerely,

Maurice M. Giss  
Executive Director  
ARIZONA BICENTENNIAL COMMISSION



Telephone (202) 393-4332

# National Urban League, Inc.

Washington Bureau

Ronald H. Brown, Director

425 Thirteenth Street, N.W.

Suite 515

Washington, D.C. 20004

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April 9, 1975

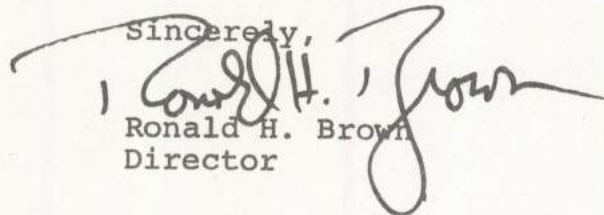
The Institute of Cultural  
 Affairs  
 4750 N. Sheridan Road  
 Chicago, Illinois 60640

Gentlemen:

This is to advise you that we strongly endorse the town meeting concept and approach as an important and viable mechanism for celebrating the Bi-centennial. I plan to insure that local Urbna League affiliates are made aware of your efforts. I urge you to have your field staff make direct contact with Urban Leagues across the country.

Best of luck in your endeavors.

Sincerely,



Ronald H. Brown  
 Director

RHB/bbj



D. C. FEDERATION OF CIVIC ASSOCIATIONS, INC.  
WASHINGTON, D. C.

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ROBERT W. EWELL, ESQ.  
1007 DOUGLAS STREET, N. E.  
WASHINGTON, D. C. 20018  
820-1849

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MRS. SAN JUAN W. BARNES  
1341 FRANKLIN STREET, N. E.  
WASHINGTON, D. C. 20017  
833-7088

April 14, 1975

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SYLVESTER A. MASON

Mr. Donald Kramer, Director  
Institute of Cultural Affairs  
1212 Otis Street, N.E.  
Washington, D.C. 20017

Dear Mr. Kramer,

The D.C. Federation of Civic Associations, Inc. has approved and look forward to sponsoring a series of successful Town Meeting '76 in cooperation with its affiliated local associations and the Institute of Cultural Affairs throughout the entire District of Columbia.

The general objective is to involve as many community people as possible in these series of discussions to determine the economic, political and cultural issues of the neighborhood - city wide, national and international. The priorities of these issues will be ascertained and their practical solution will be achieved through determined effort.

This is a process that has been anticipated for sometime by the Federation and now a possibility of making it a reality has created great enthusiasm for full participation in this coordinated procedure.

Sincerely yours,

*Robert W. Ewell, Esq.*

Robert W. Ewell, Esq.

cc:

Mayor Walter E. Washington  
Councilman Sterling Tucker



A city-wide organization of the people working together for the betterment of the Community for all.



# Bicentennial Cities



Vol. I No. 10A Monthly Newsletter Published By The United States Conference of Mayors Mar. 1, 1975

## ORGANIZING CITIZEN PARTICIPATION

Cities throughout the country have been finding creative ways to organize a precious resource for the Bicentennial: their citizens. The "Town Meeting - '76" in Lacey, Washington (pop. 10,000) is just one good example.

On February 1, Mayor William Bush and six city council members greeted citizens attending the city's all-day Bicentennial town meeting. Sponsored by the Kiwanis Club in cooperation with the Institute of Cultural Affairs, the meeting produced a set of citizen-generated goals for the city. The basic format of the meeting was developed by the Institute, which is a not-for-profit educational corporation.

The morning portion of the meeting was devoted

to present challenges facing the city and the nation. Citizens participated in four workshops. Each participant was asked to identify three economic, three political, and three cultural issues. These issues were then grouped, listed, and described.

Afternoon workshops focused on goals for the future. In each of the four workshops, citizens brainstormed to develop proposals in response to the challenges that had emerged in the morning sessions.

By the end of the day, Lacey's citizens had produced a lot of ideas. But town meeting participants also produced a slogan and symbol for the Bicentennial "Town Meeting - '76" program, as well as a song.

## ARBA-LICENSED MANUFACTURERS

Manufacture of Bicentennial-related items is rapidly becoming a big business. However, this expansion could be a source of confusion to Bicentennial organizations at the community level. How do they decide what memorabilia to purchase for distribution?

ARBA's list of licensed manufacturers is an excellent purchasing guide for a number of reasons. First, only manufacturers who have been licensed by ARBA can use the official Bicentennial logo on their products. Before awarding a license, ARBA reviews the product for appropriateness and for quality.

Second, ARBA-licensed products can be used to raise funds for local Bicentennial programs. For example, local Bicentennial fund-raisers can purchase the Bicentennial logo lapel pin --

a popular item -- at a wholesale price, and market them at a retail price of \$1.00 or more. Proceeds from sales can then be used for local programs.

ARBA also gets a percentage of the manufacturer's profits. Some of these funds go to support ARBA projects, but a substantial share is distributed to locally sponsored projects.

You may want the ARBA list yourself, and you might also want to make this list available to your local chamber of commerce. To obtain copies, write:

Miss Nancy Turnbull  
Commemorative Sales & Licensing  
ARBA  
2401 E. St., N.W.  
Washington, D.C. 20276

# THIRD CENTURY U.S.A.

A NON-PROFIT CORPORATION

Greater Miami's Official American Revolution Bicentennial Organization  
Affiliated with the Bicentennial Commission of Florida

March 5, 1975

Mr. Marshall Jones  
Town Meeting '76  
Institute of Cultural Affairs  
4750 North Sheridan Road  
Chicago, Illinois 60640

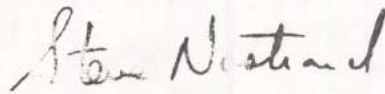
Dear Marshall:

We have been reviewing with interest all of the I.C.A. material that you sent us.

The question of how people at the neighborhood level could provide meaningful input to the decision makers is central to our democratic process. It appears that the town meeting format addresses the proper questions and anxieties of our citizenry. We are particularly impressed that I.C.A.'s success is not confined to the upper income, well educated areas of our society. The progress of your Chicago Fifth City effort is a case in point.

As we approach the 200th anniversary of our nation, a re-assessment of the country's directions is quite appropriate. The process of permitting an individual to contribute to national and local soul-searching is essential to develop an accurate understanding of what it means to create a society that is "of the people, by the people, for the people". Third Century is prepared at this point to co-sponsor with I.C.A. a demonstration town meeting before July, 1975. In addition, I have asked Paul Rothman of our staff to work with your organization to develop a coherent, expanded, long range program for Third Century and other interested parties to evaluate. We are ready at this point to proceed with the one demonstration project.

In the New Spirit of '76,

  
Stephen D. Nosstrand, Jr.  
Executive Director

SDN/cc



*City of Lacey*



"FASTEST GROWING CITY IN THE SOUTH SOUND AREA"

POST OFFICE DRAWER "B"  
LACEY, WASHINGTON 98503

PHONE 491-3210

PROCLAMATION

WHEREAS, the citizens of Lacey have a unique opportunity to participate in an all day Town Meeting on February 1, 1975 at Mountain View Elementary School under the sponsorship of the Lacey Kiwanis and the Institute of Cultural Affairs, and

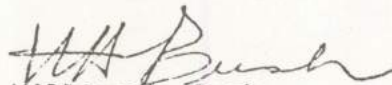
WHEREAS, the Lacey Town Meeting should give Lacey residents an excellent opportunity to expand their acquaintances in the community and to participate in a community discussion of Lacey's problems and possibilities in the present and in the future, and

WHEREAS, Lacey's Town Meeting has been designated as an official Bicentennial Event by the State Bicentennial Commission;

NOW THEREFORE BE IT RESOLVED: That the Lacey City Council declares February 1, 1975 to be Lacey Town Meeting and Bicentennial Celebration Day.

Signed and sealed at the City of Lacey this 23rd day of January, 1975.

KF:bdm

  
William A. Bush  
Mayor



**North Dakota  
American  
Revolution  
Bicentennial  
Commission**

CAPITOL BUILDING, BISMARCK,  
NORTH DAKOTA 58501  
701-224-2424



**John Conrad**  
Commission Chairman

**Dan Selmann**  
Executive Director

**David Brown**  
Coordinator

**TO WHOM IT MAY CONCERN:**

This letter serves to introduce Dr. Wesley Mathews, a sponsor of Town Meeting '76, a project of the Institute of Cultural Affairs. Mr. Mathews is interested in establishing sponsors and leadership for this concern.

The Town Meeting '76 is a part of a nationwide project for the Bicentennial. The meeting will enable community residents of this nation to develop their local concerns and out of these, to create effective proposals to do something about them.

Please make an opportunity to hear his presentation and then ask your questions. You'll find the Institute of Cultural Affairs has a program that will merit your active interest. If you have particular questions about this, please contact me as I recently attended an actual Town Meeting and can share with you my impressions.

Thank you for this consideration,

I remain,

Sincerely yours,



Dan Selmann  
Executive Director



# Iowa American Revolution Bicentennial Commission

STATE HOUSE, DES MOINES, IOWA 50319  
Phone (515) 281-5754

February 5, 1975

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MARGARET RANDOLPH  
OFFICE MANAGER

Mr. Bruce Macomber, Director  
St. Louis Regional Training Center  
The Institute of Cultural Affairs  
1840 Hogan Street  
St. Louis, Missouri 63106

Dear Mr. Macomber:

The Iowa American Revolution Bicentennial Commission has unanimously endorsed the project of the Institute of Cultural Affairs -- Town Meeting '76. This project fits into our Horizons '76 thematic area.

The Commission will look forward to the completion of your project.

Cordially yours,

Robert W. Dillon  
Chairman

RWD:MG:mir



# community of bartlesville

BICENTENNIAL COMMITTEE / 402 SOUTH KEELER

March 17, 1975

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John Van Aken  
Dearl Watson  
Jim Willaford

Mr. Roger Alexander  
774 AB

Dear Roger:

This is to advise that the American Revolution Bicentennial Committee of Bartlesville, Oklahoma has reviewed and agree that the "Town Meeting '76" would be a worthwhile project as part of Bartlesville's Bicentennial celebration.

It is our understanding that you, Jack Burkett and others will be working with the Institute of Cultural Affairs of Tulsa on this project.

We certainly appreciate your interest in this endeavor and wish you well in having a successful and meaningful meeting.

Very truly yours,

Ernest Sewell, Chairman  
Bartlesville Community  
Bicentennial Committee

ES:dp

*a past to remember/a future to mold*

Philadelphia

March 27, 1975



Mr. Richard H. T. Alton  
Institute of Cultural Affairs  
3725 Chestnut Street  
Philadelphia, Pa. 19104

William L. Rafsky  
Executive Director

Allan M. Goldberg  
Deputy Executive Director

Dear Mr. Alton:

It is my pleasure to inform you that the Board of Directors of Philadelphia '76 Inc. has voted approval of your organization's Town Meeting project as a recognized activity of the Philadelphia Bicentennial observance.

Under the terms of this endorsement, you are entitled to display the Philadelphia Bicentennial symbol with the credit line "A recognized activity of the Philadelphia Bicentennial observance." Should you wish to display the symbol and credit, please return the enclosed licensing agreement indicating proposed usage. A booklet outlining approved uses of the symbol will be sent to you shortly.

Best wishes for the successful completion of your project. We look forward to working with you during the Bicentennial period.

Sincerely,

William L. Rafsky  
Executive Director

WLR:atk

Enc.

Board of Directors:

- Richard C. Bond, chairman
- The Hon. Walter G. Anderson
- The Hon. Harry B. Beehler
- Mr. Martin Brown
- Richard W. Gumbert
- William S. Gumbert, Jr.
- Dr. Morris F. Harsh, Jr.
- Dr. F. J. Harsh, Jr.
- Dr. O. H. Hays
- James L. Everett
- Clarence Lerner
- Ray, Nelson Lynd
- Nath S. Conlin
- Dr. E. Otto Haas
- John D. Hays
- Dr. Arthur E. Hittel
- Dr. Caspary John Lerner
- Dr. Harold Mason
- Dr. M. A. M. M. M. M. M. M. M.
- Vernon J. Long
- Frank C. B. McElroy
- Martin Meyerson
- The Hon. Kenneth L. Meek
- W. Beverly Murphy
- G. Joseph O'Donoghue
- R. Anderson Jew
- Edward J. Pirock
- Dr. Robert L. Roper-Dexter
- Peter Ryan
- Dr. John R. Taylor
- The Hon. George X. Schwartz
- Edward F. Tenney
- Charles R. Tyson





## METROPOLITAN DADE COUNTY - FLORIDA

SERVICE PROGRAMS FOR THE ELDERLY  
PROJECT IN-STEP  
1451 NORTH BAYSHORE DRIVE  
9th FLOOR  
MIAMI, FLORIDA 33132  
TEL: 371-6441

OFFICE OF HUMAN RESOURCES

February 12, 1975

Dr. Joseph Matthews, Dean  
Institute of Cultural Affairs  
3444 West Congress Parkway  
Chicago, Illinois 60624

Dear Dr. Matthews:

I would like to express my sincere appreciation for the extraordinary job Joe Hayes and the I.C.A. staff here in Miami did in putting our staff through seven planning sessions for the development of our master plan. The comments I heard from the IMPACT staff members were all to the effect that none of them had ever before experienced such an innovative and comprehensive approach to planning. We count it an immeasurable experience, and we would not hesitate to recommend the I.C.A. to anyone anywhere who is seriously seeking a plan of action for social and cultural progress.

If we can ever be of any assistance to the Institute, please do not hesitate to call on us.

Sincerely,

Bill Willis, Director  
IMPACT Program

BW:cam  
cc: Joe Hayes



NEW ORLEANS  
BICENTENNIAL  
COMMISSION

Verna S. Landrieu  
Chairperson

Sidney H. Cates III  
Vice-Chairman

Dr. Ralph Thayer  
Treasurer

Jane K. Buchsbaum  
Turner Catledge

Millie Charles

Dr. Gene Geisert

Veris S. Hackett

Bill Hess

Clarence J. Jupiter

Suzanne P. Keevers

Claire H. Martin

Emmett S. Moten, Jr.

Charles O'Neill, S.J.

W. D. O'Regan

William D. Reeves  
Executive Director

February 26, 1975

Mr. Joe Clift  
Institute of Cultural Affairs  
1925 Milan Street  
New Orleans, La. 70115

Dear Joe:

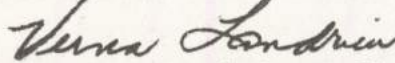
The New Orleans Bicentennial Commission, at its last meeting on February 21, 1975, reviewed your project, Town Meeting Seventy-Six, and endorsed it in Category B.

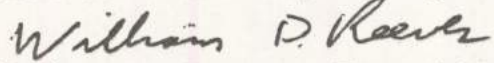
This category of Bicentennial recognition carries the full endorsement of the NOBC, provides for registration on the official calendar of Bicentennial activities, and assists you in promotion and publicity. In addition, it authorizes you to use the NOBC logo on any invitations or program for this particular event. Enclosed you will find a copy of our logo for this purpose.

Unfortunately, because of our very limited funds and the demands made upon them from so many crucial areas, we are unable to assist you with funding. We sincerely hope that in spite of this, your excellent program will materialize. It promises to be a most significant and worthwhile event.

It is gratifying to have citizens like you and organizations like the Institute of Cultural Affairs which are interested in participating in the Bicentennial celebration and thus in strengthening the Bicentennial spirit of this community.

Sincerely,  
NEW ORLEANS BICENTENNIAL COMMISSION

  
Verna S. Landrieu, Chairperson

  
William D. Reeves, Executive Director

VSL/WDR; eas

City of Bartlesville  
Executive Office

John C. Hoyt  
Mayor

TOWN MEETING '76

WHEREAS, it is in the interest of the City of Bartlesville to promote unity and harmony among its citizens; and

WHEREAS, engaging creative participation of community residents is essential for the functioning of democracy; and

WHEREAS, the nation will soon be celebrating the American Bicentennial; and

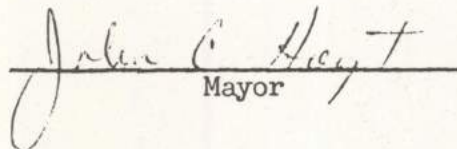
WHEREAS, historically, town meetings were used to hear citizens' concerns and enable their involvement in shaping the community's future; and

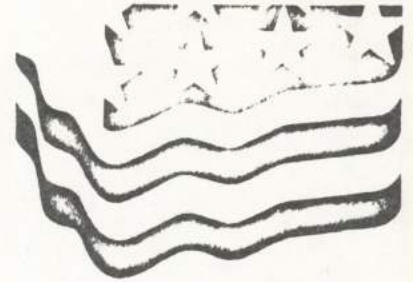
WHEREAS, the Bartlesville Bicentennial Committee has authorized this one day community gathering as part of Bartlesville's Bicentennial celebration;

THEREFORE, I, John C. Hoyt, Mayor of the City of Bartlesville, issue this proclamation that May 10, 1975 is hereby designated

BARTLESVILLE TOWN MEETING DAY

IN WITNESS WHEREOF, I have hereunto set my hand this  
24<sup>th</sup> day of March, 1975.

  
\_\_\_\_\_  
Mayor



## Washington State American Revolution Bicentennial Commission

Headquarters: 315 No. Stadium Way • Tacoma • Washington 98403 • 206/593-2830  
January 17, 1975 206/272-1776

Rev. Richard J. Berkey  
Lacey Community Church  
4501 19th Avenue SE  
Lacey, WA 98503

Dear Rev. Berkey:

It is my pleasure to inform you that the Town Meeting '76 project, as outlined in your prospectus, has been endorsed as an official Bicentennial activity under the Horizon theme.

As an endorsed project, you may use the state and national logos in publicizing the meetings. In every instance where the national logo is used, these words must appear: "Endorsed by Washington State Bicentennial Commission."

Congratulations on receiving this endorsement and for planning such a meaningful Bicentennial project.

Sincerely,

WASHINGTON STATE AMERICAN  
REVOLUTION BICENTENNIAL COMMISSION

Norwin D. Burbidge  
Executive Director

NDB:pk

Governor, Daniel J. Evans; Chairman, Bruce Le Roy; Executive Assistant, Norwin D. Burbidge; Members: Bernard E. Bobb, Pullman; John C. Brougher, Vancouver; Ruby Chow, Seattle; Rep. Phyllis Erickson, Tacoma; James M. Furman, Olympia; John F. Gordon, Seattle; Frank Hayes, Tacoma; Al Hunter, Olympia; Sec. of State A. L. Kramer; Walter E. Lowrie, Tacoma; Paul McCarthy, Mount Vernon; Charles Odegaard, Olympia; Dorothy Prior, Yakima; Rev. Andrew M. Prouty, Auburn; Maryan E. Reynolds, Olympia; Glynn Ross, Seattle; William H. Trogdon, Spokane; Joan E. Van Divort, Wenatchee; Sen. Nat Washington, Ephrata; Wilhelmina C. Weaver, Pullman; George Whitney, Olympia; Frank Wright, Tacoma; Rep. Harold S. Zimmerman, Camas.



GEORGE A. MURPHY  
12<sup>TH</sup> DISTRICT

THE ASSEMBLY  
STATE OF NEW YORK  
ALBANY

February 26, 1975

Mrs. Mildred Lloyd-Davies  
3661 Hilaire Way  
Seaford, New York

Dear Mrs. Lloyd-Davies:

This is to acknowledge with gratitude your kind letter dated February 21, 1975 in connection with my participation in the Town Meeting on February 17, 1975.

I want to, most sincerely, compliment you and all of your colleagues who organized this enlightening and interesting community exercise. It was a truly enjoyable and constructive day for me.

The program was beautifully handled, completely satisfying in all respects, and afforded all of us an opportunity to join together in a candid and sincere probe of our community life and times. We all went away feeling much more neighborly, definitely better informed and, I believe, with a firm commitment to attend to our community obligations more studiously, cooperatively and productively in the future.

As an elected representative of those who gathered on this occasion I was greatly impressed with the insights that were shown. I was moved deeply by the sincerity and dedication that were so apparent throughout the day's session.

Please accept my congratulations for your good work in this effort and express my gratitude to the Institute for its professional performance and fine leadership in presenting the program.

Sincerely,

*George A. Murphy*  
George A. Murphy  
Assemblyman

GAM:JN

# OKLAHOMA BICENTENNIAL COMMISSION

4111 NORTH LINCOLN BOULEVARD, SUITE 5 OKLAHOMA CITY, OKLAHOMA 73105 405/528-4442



Hon. David Boren  
Governor of Oklahoma

Mrs. Gladys Warren  
Chairman-Director

Elizabeth Simon  
Assistant Director

Paul Patton  
Director of Communications

February 7, 1975

Mr. William R. Bailey, Director  
Institute of Cultural Affairs  
1415 North Hudson Avenue  
Oklahoma City, OK 73103

RE: "Town Meeting '76" HO-212

Dear Mr. Bailey:

This is to advise The American Revolution Bicentennial Authority of Oklahoma met January 27, 1975, and approved your project in concept.

We are delighted to have "Town Meeting '76" among our approved projects as we feel you have a tremendous service to offer to the community, if they so desire.

Sincerely,

GLADYS WARREN  
CHAIRMAN-DIRECTOR

GW:mm



# New Mexico

## American Revolution Bicentennial Commission



141 East DeVargas  
P.O. Box 1147  
Santa Fe, New Mexico  
87503  
(505) 827-3281

April 4, 1975

**Governor Jerry Apodaca**

*Honorary Chairman*

**Sam Graft**

*Executive Director*

**Chris Krahlung**

*Division Director*

**Edmundo R. Delgado**

*Chairman*

**Commissioners:**

**Benny Atencio**

*Santo Domingo Pueblo*

**Charles Becknell**

*Albuquerque*

**Edward T. Begay**

*Gallup*

**Howard Klein**

*Las Cruces*

**John Lopez**

*Silver City*

**Joseph Mullins**

*Albuquerque*

**Jack O'Guinn**

*Albuquerque*

**John Shepherd**

*Hobbs*

**Donna Shipler**

*Logan*

**Hubert Velarde**

*Dulce*

To Whom It May Concern:

On behalf of the New Mexico American Revolution Bicentennial Commission, it gives me a great deal of pleasure to formally advise you that your project, "Town Meeting '76" has been wholeheartedly endorsed by the commission and enthusiastically adopted as an official New Mexico Bicentennial program.

A major philosophy of the New Mexico Bicentennial Commission is to develop a greater awareness of the ideals set forth in the Declaration of Independence and how they could be applied to the country today. Your project will be a tremendous asset toward fulfilling this objective, and I am very happy to extend our sincere compliments.

If I can be of service to you in any way, please feel free to contact me any time.

Sincerely,

*Chris Krahlung*

Chris Krahlung  
Division Director

CK:jcg

cc: Mr. Mark E. Poole, Director  
The Institute of Cultural Affairs  
2206 West Monroe  
Phoenix, Arizona 85009



**United Way**  
OF AMERICA

March 24, 1975

Mr. Joseph A. Slicker  
Associate Director  
The Institute of Cultural Affairs  
4750 North Sheridan Road  
Chicago, Illinois 60640

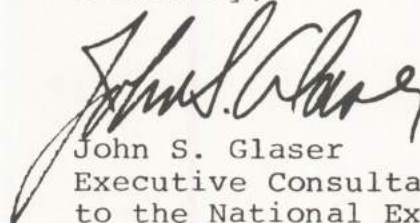
Dear Mr. Slicker:

I wish to thank you for inviting us to the Town Meeting  
kick-off in Philadelphia on March 22.

I found the sessions highly stimulating, and I was particu-  
larly impressed with the caliber of the instructors and  
the methodology used to develop the final product.

Let Bill or I know if we can be of any help in encouraging  
participation in the local communities.

Sincerely,

A handwritten signature in dark ink, appearing to read "John S. Glaser". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

John S. Glaser  
Executive Consultant  
to the National Executive

jd

cc Richard H. T. Alton  
William Aramony

801 N. Fairfax Street, Alexandria, Virginia 22314, (TWX: 710-832-0617), 703-836-7100

James B. Kerr, Chairman of the Board of Governors; Charles I. Stone, Vice Chairman of the Board and Chairman of the Executive Committee;

Charles F. Adams, Vice Chairman; Bayard Ewing, Vice Chairman; Glenn E. Watts, Secretary; James L. Knight, Treasurer; William Aramony, National Executive

The United Way of America (6) 1-7





Post Office Box 19045

**DISTRICT OF COLUMBIA JAYCEES**

Washington, D. C. 20036



ICA  
Attn: F. Crevor  
1212 Otis Street, N.E.  
Washington, D.C. 20011

REPLY TO:

Donald W. Mauney, Jr.  
US. Jaycee Director  
18 Madison St., N.E.  
Washington, D.C. 20011

31 March 1975

Dear Mr. Crevor:

Please be advised that the District of Columbia Jaycees Executive Committee has unanimously consented to play an active role in one of your Bicentennial Town Meetings.

We will await further word from you as to what functions our chapters will undertake for this program.


Sincerely,

Don Mauney  
U.S. Jaycee National Director  
District of Columbia Jaycees

OFFICE OF THE PRESIDENT  
WALTER S. ORLINSKY  
396-4804

MEMORANDUM

TO: Prospective Sponsors of Town Meeting '76

FROM: Walter S. Orlinsky 

DATE: January 30, 1975

RE: Town Meeting "76

I want to bring to your attention a proposed Bicentennial program that will involve your city. Town Meeting '76, sponsored by the Institute of Cultural Affairs, is a one-day local gathering being held in 5,000 communities across the United States. Local citizens, through systematic dialogue, will be working to spell out the basic challenges facing America and creating practical proposals for responding to those challenges.

We are now in the process of reviewing the Institute's proposal for recognition and funding and hope you will take a few minutes of your time to hear about this innovative proposal that offers local communities an opportunity to revitalize citizen concern.



March 21, 1975

Mr. Frederick W. Leonard  
The Institute of Cultural Affairs  
106 E. West Street  
Baltimore, Maryland 21230

Dear Mr. Leonard:

Thank you for your letter concerning Town Meeting '76. It is a most important project and one that is appropriate for the commemoration of the nation's Bicentennial Year.

As you know, however, funding is scarce and the City of Baltimore cannot possibly afford to finance a project of this scope single-handedly.

We will, however, contribute \$400.00 to do one pilot program in Baltimore with the understanding that your organization will seek funding for future Town Meetings '76 in Baltimore from other sectors of our community. I feel strongly that this project is not something that the city government should do for the people but rather something the people must support and bring about themselves.

It is my hope that the pilot program will bring about the support and attention this program deserves.

Sincerely,

  
Walter S. Orlinsky

WSO/np





*Detroit  
Bicentennial  
322  
Veterans Memorial  
Building  
Detroit, Michigan  
48226  
(313) 224-1776*

*Coleman A. Young  
Mayor  
City of Detroit*

April 8, 1975

Mr. Ron Ripple  
Institute of Cultural Affairs  
60 Avalon  
Highland Park, Michigan

Re: Town Meeting

Dear Mr. Ripple:

On behalf of Commission Chairman, George E. Gullen, Jr. I am pleased to inform you that in response to your request for an official Detroit Bicentennial designation, your project has been approved. This approval status includes the right to use the Detroit Bicentennial Logo in relationship to your endeavor.

Hopefully, the initiative and enthusiasm demonstrated in the development of your project will result in a valuable and exciting part of Detroit's celebration.

Your project will be added to our 1976 Master Calendar and to the National Bicentennial Network (BINET).

We look forward to working with you in the revitalization of Detroit.

In the spirit of '76

*Joyce F. Garrett*  
JOYCE F. GARRETT  
Executive Director

*Joyce F. Garrett  
Director*



## GENERAL FEDERATION OF WOMEN'S CLUBS

1734 N Street, N.W., Washington, D.C. 20036 Telephone 202-347-3168

*President, Mrs. Carroll E. Miller*

February 2, 1976

Miss Elizabeth Sheldon  
Institute of Cultural Affairs  
Town Meeting 76  
1212 Otis Street, N.E.  
Washington, D.C. 20017

Dear Miss Sheldon:

Thank you for writing to me, upon the suggestion of Mrs. Watkins, President of the Bethesda Women's Club, about the Bicentennial Town Meeting 76 program and also for sending similar information to Mrs. Houde.

I am referring your letter and its valuable enclosure to Mrs. Harry Wagner, Jr., GFWC First Vice President. Mrs. Wagner will be here later in the month on program planning for the next administration.

It is kind of you to share this information with General Federation. Many of our clubs have been conducting this type of meeting for a number of years.

Sincere best wishes,

*Mary Katharine Miller*

Mrs. Carroll E. Miller  
President

CC: Mrs. Harry Wagner, Jr.





THE INSTITUTE OF CULTURAL AFFAIRS

4750 N SHERIDAN ROAD  
1840 HOGAN STREET

CHICAGO, ILLINOIS 60640  
ST. LOUIS, MISSOURI 63106

312-769-5635  
314-621-1755

CABLE ICACHI  
CABLE ICATL

February 4, 1976

*File in  
Networks  
Manual*

#4498

2/7/76

CIRCUITS

COULD ANY OF  
THIS BE HELPFUL

TO: Global Operations Centrum, GCF Post  
FROM: ICA: St. Louis

The enclosed two documents have been used in Springfield, Illinois and Sioux City, Iowa to "break open" ARBA and Jaycee networks, respectively, to move directly through their local commissions and chapters to implement the Town Meeting '76 project. Getting the letterhead and brochure published seems to be the most helpful strategic target relative to sponsorship initiation. The Sponsors Guide is an essential, if not indispensable, back-up document that elaborates and lays out in more detail how to do each of the 12 Tasks.

*IN  
TM  
SHORTS?  
Network*

The "Implementation Brief" (on ICA letterhead) for ICA offices in Illinois could be quickly adapted for any State. The remainder of the document is usable anywhere, though the attached sample materials can always be improved, augmented or otherwise re-oriented to the network thrust of a particular ICA center.

The "Chairman's Planning Guide" is designed specifically for one network, namely the Jaycees. It also is written for use in any State. It is revised one more time beyond the most recent mailing from Area Chicago House dated January 28, 1976. Basically it has been cleaned and re-written even more from the perspective of a local Jaycee member or officer. Step #8, "SPECIFIC STEPS TO TAKE" is simplified and integrated with the general format for an "Implementation Brief" mentioned above.

We are now projecting widespread use of the general format both through new networks that are opening up and in cities and towns where existing sponsorship has already started implementation. In the latter case, the "Implementation Brief" serves as a checklist/barometer on how the sponsors are doing. More important, we anticipate utilizing the general format as a tool through which network organizations themselves can get things moving in their local chapters.





# RETAIL STORE EMPLOYEES UNION

LOCAL 782, RCIA, A.F.L.-C.I.O.

No. 1. West Linwood

Kansas City, Mo. 64111

HARRY HESS  
PRESIDENT  
CHIEF EXECUTIVE OFFICER

JACK WOOD  
SECRETARY-TREASURER

PHONE  
(816) 561-8472

February 24, 1975

Ms. Carolyn Levy  
Director  
Bicentennial Commission  
City Hall, 13th Floor  
414 East 12th Street  
Kansas City, Missouri

Dear Ms. Levy,

This letter is to express my firm support of Town Meeting '76, as proposed by the Institute of Cultural Affairs.

On several occasions I have had the opportunity to both witness and participate in the group methodologies utilized by I.C.A. and can attest to their effectiveness without reservation. They enable a diverse group of persons to focus on issues of common concern and, through a refined process, to create and agree upon proposals for dealing with them.

In my work as President of Retail Store Employees Union, Local 782, I have frequently employed these methods as outlined for use in Town Meeting '76, and have found the results to be extremely beneficial. Not only do they invite and incorporate input from all, but also they build a sense of community spirit and hope for the future.

Throughout this great Bicentennial Year, Town Meeting '76 can serve as a much needed vehicle to demonstrate the ideals of local broad-based participation on which the country was founded, to build practical plans for confronting the overwhelming challenges of our day and to renew the mood of hope which is essential to creating a significant future.

Sincerely,

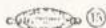
RETAIL STORE EMPLOYEES UNION  
LOCAL 782 R.C.I.A. AFL-CIO

Harry Hess  
President

HH/sw

cc: Mr. Douglas Druckenmiller  
The Institute of Cultural Affairs

It doesn't Cost It PAYS to belong to RCIA No. 782



TOWN  
7/6  
MEETING

*of the under  
all activity process*

TOWN MEETING "76"  
AN ADVENTURE IN THE DEMOCRATIC PROCESS

January 28, 1976

Dear Colleagues,

Enclosed is an update on where we are with the U.S. Jaycees especially after our meeting in Baltimore. The word that we have received from Don Varnadore, U.S. Jaycees Program Director in Tulsa (very collegial) is that the Community Action Operating Committee made the motion that Town Meeting '76 be given U.S. Jaycee status. The question will be asked "what kind of status?" and we simply need say we're not clear about the details until after the Tulsa Board Meeting in mid-February. It's a long story, but it was quite a victory in light of some last-week-before-Baltimore turn of events, especially in regard to another program the U.S. Jaycees are involved in called "National Congress for Volunteerism and Citizenship" under the National Voluntary Action thing in Washington. This "NCVC" program is spearheaded by Romney and is very simple in format, to be conducted at the local level by April 15. Dick Robinson, U.S. Jaycees President, was on "Today Show" with Romney in December and pledged Jaycee support, then wrote a letter to all 7500 local chapter presidents explaining the program.

The program's objective is to move from local meetings to Congressional District meetings to a Nov. meeting in D.C. to change tax legislation that will encourage volunteerism. Fine idea. Not anything like TM'76 which is a community development program. The hitch: Robinson and others may think TM '76 will get in the way of "NCVC" which it won't. But we can't foresee any real problems now, especially since Baltimore and the great netting we've done across the states. This rather astounded them - we simply have been doing our work with our "couple hundred" consultants at the grassroots upwards, downwards, & sideways.

All this for your clarity to distinguish the two programs if the question arises. If you want more info on NCVC, toll free #(800)424-8630 -just-a-local-citizen-gathering-data type call. Just don't knock it with Jaycees. Their time is almost up anyway. Just keep the "hammer down" at the grassroots.

The enclosed materials will be helpful to you, we trust:

- 1) "U.S. Jaycees Data Sheet,"
- 2) Updated "Chairman's Planning Guide" (again prepared by several Illinois Jaycees at all levels) and a page from the
- 3) Mundelein follow-up evaluation to the CPG.

Do not do anything on JCI (Jaycees International) at this time, for we



Colleagues  
Town Meeting '76  
January 28, 1976  
Page Two

have a way in to them through a leading Jaycee in the Philippines whom we'll be talking to in Chicago soon.

We can have the 40 slides of the Mundelein Town Meeting (top chapter in Illinois) reproduced and sent to you for about \$20.00, depending on the mode of shipping. Can only send after we receive your check, made for the amount of \$17.00 plus the exact amount for shipping (your job to research).

Also, there is a possibility we can send each house a copy of the Mundelein TM '76 Document. We're working on that; if nexus or some one will pay the postage. This is not for sure yet.

If you have any significant breakthroughs with Jaycees, let us know.

Also, one other strong colleague in Tulsa, Ty Strout, Field Service Director. Both he and Varnadore are respected, we sense, among Jaycees across the nation.

Grace and Peace

AREA CHICAGO HOUSE

  
John Cock

JC/jk

# Chairman's Planning Guide

Town Meeting '76

(Name Community)

Chairman's Name

Project Name

Business Phone

Home Phone

Supervising Chapter Officer

Chairman's Mailing Address

**PROPER USE OF GUIDE:** Good advanced planning and record-keeping will mean the difference between success and failure. Use this guide in planning and conducting your project by completely answering each question as concisely and specifically as you can on a separate sheet of paper.

## PLANNING:

1. Primary purpose (what is the primary reason you want to successfully run this project?).
2. How does this project relate to the goals of your chapter?
3. What are the specific goals to be accomplished by this project? (Use specific numbers, etc.)
4. What are the specific manpower assignments? (Show names and duties).
5. What materials and supplies will be needed?
6. What community resources will be used?
7. What problems do you anticipate needing to overcome to successfully complete this project? Outline alternative methods to overcome each problem.
8. List the specific steps to be taken to bring this project to a successful completion. Show approximate date for each step.
9. Complete the proposed budget showing all anticipated income and expense.

## IMPLEMENTATION:

10. Record the specific steps as taken and the results of each.
11. Record any revisions or changes in plans as they become necessary.
12. Record income and expenses as they occur.
13. Record roles of non-Jaycees.

## EVALUATION:

14. Give a capsule evaluation of the project in relationship to your plans and goals.
15. Describe any problems not anticipated and how they were handled.
16. What changes would you make if you were to run this project again?
17. Explain any financial problems encountered. Was the project a financial success or failure? Be specific, show profit or loss.
18. What benefits could members of the Jaycees derive from conducting this project in the future?

Date approved by board/by chapter

Date final report approved

**NOTE:** For detailed explanation of each question see your Officers & Directors Guide.

CHAIRMAN'S PLANNING GUIDE  
"TOWN MEETING '76" COMMUNITY EVENT

1. PRIMARY PURPOSE:

The primary purpose of this project (Town Meeting '76) is to involve citizens in defining challenges and potential solutions to those challenges that the local government, groups and citizens can act upon.

2. HOW DOES THIS PROJECT RELATE TO THE GOALS OF THE CHAPTER?

- 1) Will give the Community an image of Jaycees as responsible, effective leaders
- 2) Leadership training
- 3) Community action programming
- 4) Develop Community involvement through Jaycee leadership

3. SPECIFIC GOALS TO BE ACCOMPLISHED:

- 1) Sell local Jaycee Chapter on TOWN MEETING '76 as viable program
- 2) A Jaycee 'coordinator' of the program calling together 8-10 other groups' leadership, letting the Community know this is a Jaycee led event
- 3) Jaycee follow-up projects suggested by citizens
- 4) 200 plus citizens from the Community participating in day's event.

4. SPECIFIC MANPOWER HELPS:

Recommend no less than (3) Jaycees constitute the Jaycee committee, respectively serving as 'coordinator' and 'task force chairmen' on the 'steering committee'.

5. MATERIALS AND SUPPLIES NEEDED:

- 1) The Institute of Cultural Affairs (ICA) prepared 'Sponsors' Committee Guide'
- 2) ICA prepared 'Task Force Brief'
- 3) ICA prepared promotional materials
- 4) ICA prepared materials for the day of the event: participants' manuals, decor for facility, workshop wall charts, etc.

6. COMMUNITY RESOURCES NEEDED:

- 1) Local persons beyond Jaycees for 'steering committee' and many community groups and persons guided by the 'steering committee', led by Jaycee 'coordinator'.
- 2) All major media for promotion and post event reporting
- 3) Local groups and individuals for funding and inkind donations

7. PROBLEMS ANTICIPATED:

The Jaycee 'coordinator' involving other organizations to co-sponsor Town Meeting '76.

THE  
UNITED  
STATES  
JAYCEES

BOX 7 TULSA, OKLAHOMA 74102

AFFILIATED WITH JAYCEES INTERNATIONAL

February 9, 1976

Mr. John Cock, Coordinator  
Town Meeting 76  
Institute of Cultural Affairs  
410 South Trumbull  
Chicago, Illinois 60624

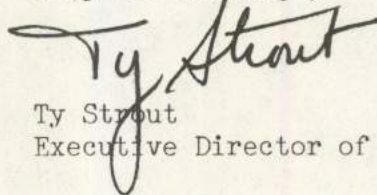
Dear John:

I wanted to express my whole-hearted endorsement of the "Town Meeting 76" effort.

When one reflects back through the short history of America one thing keeps coming to the front during the initial stages of our successes . . . individual initiative. Someone or group identified a problem or a need and against adversities, took a chance. They did not rely on any Government Agency or anyone to do something. They took the initiative to cause these impacts. This has been the life blood of America and more than ever this is still needed. "Town Meeting 76" addresses the great American disease face on . . . the disease of APATHY. Through problem and/or need identifying, solution selecting and community pride, "Town Meeting 76" vividly points out the action needed to rectify this problem.

I applaud the Institute of Cultural Affairs for this effort. Be assured that I will take every opportunity available to promote this program through Jaycees and any other group that I may come in contact with. No greater gift can be presented to America during it's Bicentennial than the return to individual initiative and pride. This is a sure cure for APATHY!

Keep on "Meeting",



Ty Strout  
Executive Director of Services

THS/djc

# LGA Reports

DEPARTMENT OF  
LOCAL GOVERNMENT AFFAIRS

303 East Monroe Street  
Springfield, Illinois 62706



Frank A. Kirk  
Director

Edward M. Levin, Jr.  
Assistant Director

Volume II, No. 7      November 1975

## TOWN MEETING '76: CITIZENS TO SPEAK OUT IN PILOT PROJECT

How can a local government obtain real and effective citizen participation in determining and reaching community objectives? How does a community consensus emerge? How can human resources be activated and employed in solving practical community problems without increasing a local government's spending and taxes?

Because these issues are critical to local governments, the Illinois Department of Local Government Affairs is providing support to the Institute of Cultural Affairs (ICA) in a project designed to engage local citizens with local government leaders in a new and dynamic community planning process.

The intent of the project, called "The Town Meeting '76," is to involve local citizens in analysis of local problems and in creation of concrete proposals for addressing those problems. Through innovative workshop methods, the Town Meeting elicits the response of local people to their everyday problems by viewing those in the broader context of

the local community. Town Meeting's aim is to create new solutions to old problems.

The Institute of Cultural Affairs developed this program for use in over 5,000 local communities in celebration of the national bicentennial. ICA staff is acting as consultant-leaders of the program. Work of the ICA staff in over 100 local community redevelopment projects has concentrated on developing solution-oriented problem solving.

There are two phases to the Town Meeting project. Phase I consists of a one-day discussion and planning workshop called Town Meeting '76 to be held in five separate and diverse communities across the state. Phase II will be a follow-up meeting with each community to devise a realistic implementation plan for proposals which the Town Meeting originated.

Each Town Meeting '76 is an eight-hour think tank session, using brainstorming, consensus building, and group writing methodologies. There are two workshops, a luncheon, two brief talks on "The New World" and "The New Human," and the creation of a new community story and symbol. Each Town Meeting is sponsored by local government and civic organizations. The Town Meeting '76 concept has been pilot tested in approximately 100 communities across the nation and enthusiastic responses resulted from groups which ranged in size from 50 to 400.

After the Illinois Town Meetings have been held, there will be a follow-up program for local governments. This will include the revision of basic manuals used in Town Meeting '76 for use by the local governments in holding planning sessions with local citizens, and implementing the results of Town Meetings held in their locale.

There will also be a Local Government Procedural Manual detailing planning procedure and implementation procedure for involving citizens in addressing their own problems by dealing through structures which are already in existence or could easily be created. Evaluation procedures will be included as well as a program-evaluation form for return to the Department of Local Government Affairs.

# Chicago United

SIX NORTH MICHIGAN AVENUE • SUITE 1308 • CHICAGO, ILLINOIS 60602 • (312) 236-3769

August 11, 1975

Mr. M. George Walters  
The Institute of Cultural Affairs  
4750 North Sheridan Road  
Chicago, Illinois 60640

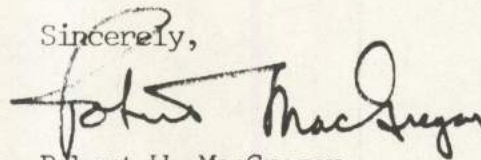
Dear Mr. Walters:

Members of both our staffs recently met to discuss TOWN MEETING '76.

Chicago United is currently involved in a citizen participation program in an effort to increase the voice of the citizen and local community in current affairs. TOWN MEETING '76 is a parallel and timely concept which I believe will help reinvigorate a fundamental American concept. In fact, I took part in the TOWN MEETING in my community, Morgan Park-Beverly, and found it a fine experience.

My congratulations to you and the Institute in your efforts on TOWN MEETING '76.

Sincerely,



Robert W. MacGregor  
President

RWMacG/mm

# RURITAN

MAGAZINE OF  
RURITAN NATIONAL  
VOLUME 41 - NUMBER 1  
JANUARY, 1976

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## TOWN MEETING - '76

Recently I had the opportunity to be introduced to a program of the Institute of Cultural Affairs called "Town Meeting - '76". I was impressed with how well this program would fit in with the objectives of a Ruritan Club, if such a program would be sponsored by a club.

The purpose of the program is to help shape a new national vision, to experience grassroots democracy, to celebrate America's neighborhoods and small communities, recreating a local community spirit, and recapturing the revolutionary spirit of '76.

The sponsoring group would be a local Ruritan Club working in conjunction with the Institute of Cultural Affairs which is a nonprofit, research, demonstration and training group concerned with the human factor in world development. It works with communities through a nationwide volunteer staff of specially trained community leaders who help coordinate program development and provide resources, training, and followup services upon request.

The town meeting is a one day affair that begins in the morning at 9 o'clock where friends and neighbors meet over coffee and donuts to hear a brief presentation on the new world of America's third century. At 10:00 a.m., the group divides into workshops to help identify the basic challenges of the community. It begins by analyzing the economic, political, and cultural issues of the town using the town meeting workbook. The third phase of the program is a luncheon featuring local entertainment, group singing and special guests and a brief presentation on the new human being, his opportunities and responsibilities. The afternoon session consists, again, of workshops in which practical proposals are developed for meeting the nation's challenges in our community. One group will create a new song, a new story and a symbol of America's heritage as expressed in our local community. The fifth session is a closing session at 4:00 p.m. at which the workshop reports are read and the group sings the new song which was developed and each participant takes home a copy of the town meeting report containing the community's challenges, proposals, story, song and symbol, and above all, a new sense of the American Revolutionary Spirit.

The invitation that is extended to the community says, "You're invited to make Town Meeting '76 a great happening in our community. It is part of a national program of 5,000 one day community forums. You will join 1,000,000 citizens in charting America's future direction. Their wisdom will be summarized in a new

*(Continued on Page 9)*

*Editorial . . . Continued from Page 3 . . .*

consensus on America's purpose for the next two hundred years. In a contemporary recasting of the traditional town meeting, people of all ages, persuasions, and backgrounds create practical proposals for shaping America's destiny through cooperative community action. Town Meeting '76 challenges all of us to create a new quality of life. It's a new burst of self-confidence, a new sense of responsibility, and a new, realistic hope in the future."

The objectives of a Ruritan Club as stated in the Constitution are to cooperate with all agencies and organizations in the community which help to make the community a better place. It is also the responsibility of the club to survey the entire community on an annual basis so that the work projects of the club throughout the year are consistent with the needs and opportunities in the community. Town Meeting '76 might just possibly provide a club with a new, in-depth look at its community so that it, along with other organizations in the community may re-think their community service activities so as to provide the most needed and most rewarding improvements in the community.

Any club interested in investigating the possibility of implementing this program should contact Donald G. Cramer, Institute of Cultural Affairs, 1212 Otis Street, N.E., Washington, D.C. 20017 for further information.

This program could very well be a very significant bicentennial project for any Ruritan Club.

JAYCEES.  
CLARK

3/9/76

IMPLEMENT:

~~BRIEF~~

PACKET:

BRIEF OR LETTER

HOW TO GUIDELINES - (5 STEPS)

WHY TM.

ROLE OF ICA. \$

INCLUDE FINANCES

\$600 BUT NON BUDGETARY FIRM.

NOT GOVT PROG.

IS COMM. CARE - QUAL OF LIFE

GOOD IMAGE BUILDER.

ICA.  
C.T.A.  
DIRECTORY  
BRIEF

ARBA.  
DAILY NEWS



SUPPLY TULSA W 400 PACKETS EARLY APRIL

JACKET.

FLIP

C.T.A.

ARBA LETTER

DIRECTORY.

ICA BROCHURE

DAILY NEWS ED (PR PIECE)

BRIEF.

FIELD DIRECTORS:

PHOENIX:

ROD CARTER

4133 N. 7TH ST. } POOLE.

602 - 263-7852

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IV-W.

R. BRAD TRAFTON

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BOISE, IDAHO 83701

208/342-2351

SOUTHERN

SAM SEEVER

BIRMINGHAM, ALAB

APRIL

CLARK

TAKE PACKETS

& CONTEXT

THEY WILL VISIT  
STATE CONVENTIONS