

**A JOB  
ONLY  
A WOMAN  
CAN DO !**

**Approved by Salvage Division,  
War Production Board**

# TO AMERICAN HOMEMAKERS

March 26, 1943

You have many and heavy responsibilities on the home front of the war we are fighting. Your management of the civilian food supply is vital to winning the war. Every scrap of food value must be conserved. The need for American food is becoming even greater than the huge supply we are producing. I urge that you make sure that all the food value is obtained from the fats that come into your kitchen. Our superiority in fats and oils over the Axis nations is one of our great sources of food strength in this war. Your help in getting the maximum food value out of all fats and oils coming into your household will aid in maintaining our superior food position.

But, fats fight in two ways. They are a source of military supplies as well as of food values. Fats are the source of glycerine to make gunpowder, explosives, medical supplies,

and are used by the fighting forces. Therefore, your job in the kitchen is not only to get full food value from fats, but to salvage every ounce after you have made maximum use of it for food.

At present, hundreds of millions of pounds of fats went to waste in our kitchens. We cannot afford to continue this in wartime. I ask that you save fats that have served their food usefulness and turn them in to your Government to make munitions.

This booklet tells how and why. I know we can count on your help.

*Claude R. Wickard*

Claude R. Wickard  
Secretary of Agriculture



# YOU CAN HELP SHORTEN THIS WAR!

**W**E must win this war. We must win if it takes every man we have and every dollar, too. But that won't be necessary if we all realize what it takes to win, and what each of us must do.

Every day of war costs thousands of lives and millions of dollars. If the war can be shortened even by one day, the saving in lives alone should be worth any sacrifice we can make.

**YOU** can help shorten this war—and save American lives—*right in your kitchen!*

**HOW?** By saving at least a tablespoon of used cooking fats *and greases every day.*

**WHY?** Because used cooking fats contain glycerine and glycerine is needed for gunpowder. We are short of glycerine—short millions of pounds of it. One important source which has not yet been tapped to the limit remains. That source is the used fats from the kitchens of America.

**SAVING WASTE FATS IS YOUR JOB AND—**

# IT IS A VITALLY URGENT JOB!



Before the war, many of the fats and oils from which glycerine is made—almost two billion pounds of them—were imported from the Far East; from the Philippines and the Jap-held islands of the Pacific.

That important source has been cut off. At the same time the military needs of this country and of our Allies have tremendously increased the need for glycerine.

But *enough fats and greases are thrown away or poured down sink drains every year to equal the total of fats and oils we formerly imported from the Far East!*

If every housewife in America would save and turn in only one pound of used cooking fats and greases every month, it would produce enough glycerine to make over half a billion pounds of smokeless powder.

A pound a month is only a tablespoonful a day. A tablespoonful a day—to help shorten the war and save the lives of thousands of boys who are fighting so that we may survive. Just a tablespoonful a day—isn't much to ask for, is it?





# YOU CAN DO IT— EVEN WITH RATIONING



With the rationing of meats and cooking fats and oils, you naturally have less fats. You're using them carefully. Using them over and over again.

But the Government doesn't want your fats—even to make gunpowder—until you've gotten all the food use out of them.

When you have finished with them—when they are too dark or too strong flavored to cook with—then save them for gunpowder. Pan drippings, soup skimmings, old shortening, *any* kind of used fats—*save* them—and turn them in promptly to your meat dealer.

Even with rationing, the average family of four persons can buy, on the point system, four-hundred-and-sixteen pounds of meat a year and another one-hundred-and-thirty pounds of butter and shortening. Out of all this, the Government is asking for only twelve pounds of recovered fat, a year.

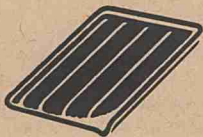
A tablespoonful a day—that's the least you can contribute to Victory. And if you can *save more* than a tablespoonful of fat—this country needs every drop—desperately.



## LET'S SAVE... AND SAVE LIVES!

**SAVE AT LEAST  
ONE TABLESPOON  
OF THESE FATS EVERY DAY!**

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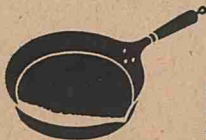
**SAVE**

*the drippings* left in your broil pan after cooking meats, fish, poultry, etc.

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**SAVE**

*the grease* that rises to the top of stews and meat-base and poultry soups.



**SAVE**

*the grease* left over from frying bacon, pork, poultry, sausage, etc.

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## SAVE

*the greases* in your baking pan after baking and roasting meats and poultry.

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## SAVE

*solid fats* cut from meats in preparation, or left over at the table. Solid fats should be melted down when the oven is on and strained into a container.



## SAVE

*used lard*, vegetable shortenings and cooking oils after all the food values have been secured.

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**AND YOU SAVE LIVES!**

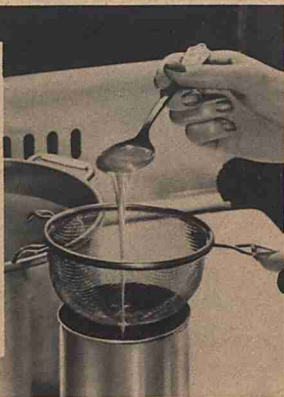
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# HOW TO DO IT!



**1.** Use your rationed cooking fats and oils, and the fat drippings from your rationed meats over and over again until you've got all the food use out of them. But when you have—then do this!

**2.** Strain your used kitchen fats and greases into a clean, smooth-edged can. An ordinary kitchen strainer will do. Use any kind of smooth-edged, clean can, such as a fruit, vegetable or soup can. Any kind of can will do.





**3.** Take each canful to your meat dealer or frozen food locker operator *promptly*. Preferably in the early part of the week when clerks are less rushed. You will be paid for the fats and greases you turn in. *And most important of all!* Don't forget that *no* amount is too small to save. As little as one tablespoonful a day from every housewife in America will make 540 million pounds of smokeless powder a year.

## REMEMBER—

As little as one table-  
spoonful a day to keep  
the guns firing!



# WHAT BECOMES OF YOUR USED FAT

You, Mrs. Homemaker, your meat dealer, the renderer and the glycerine manufacturer are a team. A team of which, you, in your kitchen, are the most important member.



For out of your kitchen can come the raw materials to fire bullets and shells and to make medicines and camouflage paints for our armed forces and those of our fighting Allies. It is your job to "pass the ammunition" to the men who serve the guns. You are, or can be, just as much part of the "gun crew" as the men who are doing the actual fighting.

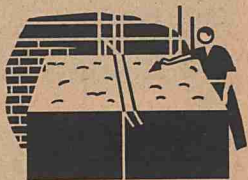


## HERE IS HOW IT WORKS

The used cooking fats that you save and take regularly to your local meat dealer or frozen food locker are picked up at regular intervals by renderers, whose business it is to collect fats and greases and process them for industrial uses.



The renderer removes the fat from the container; melts it down and ships it in heated tank cars or trucks to the glycerine manufacturer.



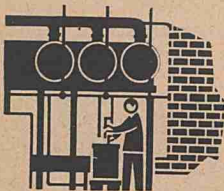
93% of the glycerine manufactured in the United States is a by-product of soapmaking. In peacetime, the soapmaker is in the soap business and glycerine is a by-product. In wartime, the soapmaker is in the glycerine business and soap is a by-product.

Your fats and greases are mixed in huge kettles with an alkali—usually caustic soda—and boiled. In the resulting chemical process a solid mass of soap rises to the top and the glycerine-bearing content settles to the bottom as a liquid.



This glycerine-bearing liquid is drawn off and distilled into pure glycerine—a heavy, sweetish, slightly amber-colored fluid.

This distilled glycerine is then shipped to the munitions factories to be combined with other chemicals and made into powerful explosives and gunpowders.



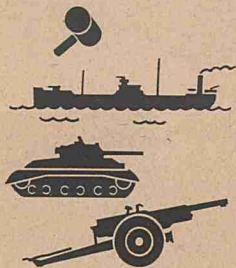
Within three weeks — 21 days — the fats that YOU have saved and delivered to your meat dealer can be made into explosives to fire the guns of the United States and its fighting Allies.

The most important use for glycerine is, as you have seen, in the manufacture of explosives.

However, it is also used in compounding medical supplies for our armed forces, and in the making of high durability paints for tanks, ships and guns, in the release mechanisms for depth charges, with which we destroy Axis submarines, and in recoil cushioning machinery for big guns.



Your Government needs every ounce of glycerine that it is possible to produce and asks every homemaker in America to save and turn in every single spoonful of used cooking fats and greases, so that the glycerine content may be extracted and sent off to war.

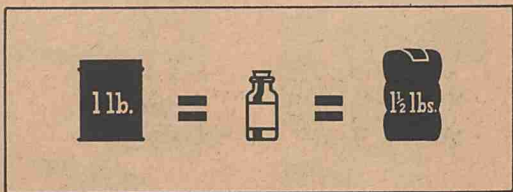


When you make soap at home, none of the glycerine content of the fats you use is recovered. It is lost forever. Glycerine that might have gone to shoot down an Axis aerial murderer or that might have sunk another U-boat lying in wait for our troop transports. So if you have been in the habit of making soap at home, please remember that your country needs all your used cooking fats to meet our tremendous wartime requirements for glycerine.

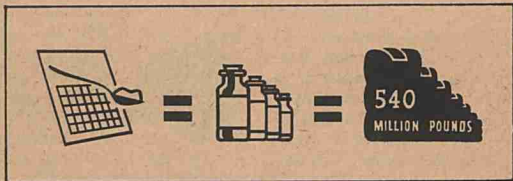
**FATS ARE GLYCERINE  
GLYCERINE IS GUNPOWDER  
SAVE USED FATS TO  
LOAD THE GUNS**

# WHAT YOUR USED FATS MEAN AT THE FRONT

Used fats and greases contain approximately 10% glycerine. Glycerine is a basic element of many explosives. The glycerine in one pound of waste kitchen fat will make one-and-one-half pounds of smokeless powder.



If every housewife in America saved as little as one tablespoonful of waste fats and greases every day for a year, it would supply enough glycerine to make five-hundred-and-forty million pounds of smokeless powder a year.

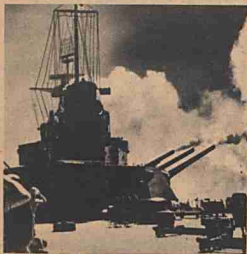


## POWDER IS VITAL TO LOAD OUR FIGHTING WEAPONS

**T**OTALITARIAN nations compel people to save waste fats. In this country we do it on a voluntary basis. Thus, it becomes every woman's personal responsibility. If every American housewife would turn in *at least one pound* of used kitchen fats every month for a year, it would make enough vitally needed glycerine to fire 3,600,000,000 rounds of 50-caliber ammunition.



**Rapid-Fire Anti-Aircraft Guns**



**Naval Guns**



**Field Artillery**



**Pack Howitzer for Jungle Fighting**

**BACK UP YOUR  
FIGHTING MEN  
SAVE EVERY DROP  
OF USED FATS TO  
SAVE LIVES!**



# MUNITIONS FROM KITCHENS

1.



Save fats, greases and oils left over from cooking. It makes no difference how often they have been used. *Save every drop!*

2.



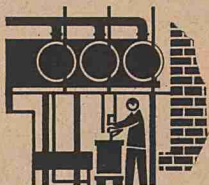
Take them to your local meat dealer promptly! As soon as your fat salvage can is full, get it to him—and get paid!

3.



Renderers collect the fats from your meat dealer at regular intervals. Then the salvaged fats and greases are shipped to—

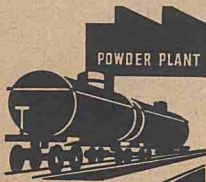
4.



Glycerine factories where the fats are mixed with an alkali. The glycerine-bearing content is drawn off and distilled into pure glycerine.

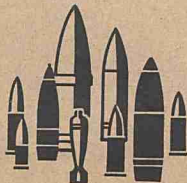
# IN SIX QUICK STEPS ———

5.



The distilled glycerine is then shipped to munitions factories and combined with other chemicals to make powerful explosives and gunpowder.

6.



These explosives and gunpowder are vitally needed to load the shells for our guns and to speed Victory.

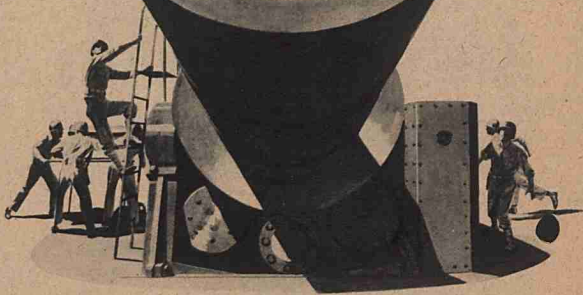
## SAVE USED KITCHEN FATS AND SMASH THE AXIS



# For Gunpowder.



**SAVE  
WASTE  
FATS**



**Rush Them to Your Meat Dealer**





# SALVAGE CREDENTIAL CARD

This is to certify that—

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Is a member of the **Volunteer Salvage Corps**

of the \_\_\_\_\_ **Salvage Committee.**

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PROGRAM  
WAR CONFERENCE  
OF  
DISTRICT NO. 10  
OF THE  
North Carolina Congress  
OF  
Parents and Teachers



OCTOBER 30, 1942  
FARMVILLE SCHOOL  
Farmville, N. C.

MRS. MAUDE BAYNOR FOY, Presiding  
Director District No. 10

COUNTIES:

Beaufort, Carteret, Craven, Hyde, Jones, Lenoir, Onslow, Pamlico, Pitt

HOSTESS:

FARMVILLE SCHOOL P. T. A.  
Mrs. T. L. Albritton, President

"Theme: "The Community the Workshop of Democracy"

# PROGRAM

9:30 A. M.—Registration.

Exhibits.

10:00 A. M.—Call to Order.

Processional ..... Council and Local Presidents

Song ..... "My Country 'Tis of Thee"

Prayer.

Greetings—D. H. Conley, Superintendent Pitt County Schools.

Mr. J. H. Moore, Principal Farmville School.

Mrs. T. L. Albritton, President Farmville P. T. A.

Response—Mr. A. F. Waller, President Southwood P. T. A.

10:15 A. M.—Business Session.

Minutes.

Appointment of Committees.

Presentation of Platform Guests ..... Mrs. L. B. Pate, Vice  
District Director.

Presentation of new Local Units.

Roll Call by Counties.

Report of District Director.

Reports of Council and Local Presidents.

11:40 A. M.—Special Music.

11:55 A. M.—Address—"Parents-Teachers Associations a Vital Force  
for Victory"—Mrs. J. S. Blair, State President North Carolina  
Congress of Parents and Teachers.

12:45 P. M.—"Information Please"—Mrs. E. N. Howell, Leader State  
Field Representative; Superintendents and Principals of  
School; District Chairman and School Board. (Discussion,  
"School Education and Legislation.")

1:00 P. M.—Luncheon.

2:00 P. M.—Reconvene.

Recreation—Led by Mrs. Amie Parham White, District Chairman

2:15 P. M.—Symposium ..... "The P. T. A. in War Time"

Leader ..... June Rose, State District Director O. C. D.

*Sandy Beach - Harvey*  
*John*  
*Rudolph*

**Participants:**

- Church—Rev. Jack Rountree, Rector Episcopal Church.
- War Stamps and Bonds—Levi Walston, Chairman of Stamps and Bonds.
- O. C. D.—Hon. George Davis, Mayor of Farmville.
- Safety—Mrs. Raymond Fuson, State Safety Chairman of N. C. Congress of Parents and Teachers.
- American Red Cross—Mrs. J. M. Hobgood, Production Chairman.
- Salvage—Mrs. Estelle Smith, State Women's Division Leader.
- Office Price Administration—Hon. John Hill Paylor, District Attorney for O. P. A.
- Consumer Education—Mrs. Ruth Vick Everette, State Director Consumers Division.

- 3:00 P. M.—Summarization of War Conference—C. W. Phillips, State Bulletin Editor of N. C. C. P. T. A. and W. C. U. N. C. Greensboro, N. C.
- 3:10 P. M.—Reports, Place Committee, Courtesy Committee, Credentials Committee, Nominating Committee.
- 3:20 P. M.—Awarding of Prizes and recognition of pages and ushers.
- 3:25 P. M.—Announcements.
- 3:30 P. M.—Adjournment.

**DISTRICT OFFICERS**

- Mrs. Maude Baynor Foy, Kinston, N. C. \_\_\_\_\_ Director
- Mrs. L. B. Pate, Jasper, N. C. \_\_\_\_\_ Vice-Director
- Mrs. L. R. Tucker, New Bern, N. C. \_\_\_\_\_ Secretary

**STATE CHAIRMAN IN DISTRICT NO. 10**

- Mrs. Raymond Fuson, New Bern, N. C. \_\_\_\_\_ Safety

**LOCAL CHAIRMEN**

- War Conference \_\_\_\_\_ Mrs. Henrietta Williamson
- Luncheon \_\_\_\_\_ Mrs. Estelle McBride
- Registration \_\_\_\_\_ Miss Russell Ward
- Exhibits \_\_\_\_\_ Mrs. Lott Morris
- Question Box \_\_\_\_\_ Mrs. Lott Morris
- Information \_\_\_\_\_ Mrs. W. E. Joyner
- Badges and Publicity \_\_\_\_\_ Mrs. Cherry Easley
- Music \_\_\_\_\_ Mrs. Haywood Smith
- Flowers and Decorations \_\_\_\_\_ Mrs. B. O. Turnage
- Pages and Ushers \_\_\_\_\_ Miss Margaret McKinney

## OUR P.T.A. WAR-TIME PLEDGE

WE THE MEMBERS of the National Congress of Parents and Teachers, in defense of our beloved country and our country's most sacred heritage and responsibility, her growing sons and daughters, do hereby solemnly pledge ourselves, individually and as an organization,

TO REMEMBER with reverence and love the ideals of our Founders, who cherished above all else the welfare of the whole child;

TO CONTINUE with zeal and devotion our efforts to secure and preserve the good life for all children, even in the face of War and disaster;

TO PRESERVE in discovering new avenues of service and help to youth;

TO STRIVE forever forward, counting no effort wasted that brings us a little nearer to the ideal of a world founded on the principle of human brotherhood;

TO PROTECT our children against all the dangers of war, whether those dangers be physical, mental, or spiritual; and

TO KEEP THE FAITH delivered unto us by our forefathers, who hewed this America out of the wilderness and dedicated it to liberty, justice, happiness, and truth for every human being.

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## GOD BLESS AMERICA

God Bless America, land that I love,  
Stand beside her, and guide her, thru' the night,  
with a light from above.  
From the mountain to the prairie—to the ocean  
white with foam,  
God bless America, my home sweet home.



THE UNITED STATES

# HANDBOOK

## FOR THE UNITED STATES

### CITIZENS SERVICE CORPS

*Advance Copy*

**U. S. OFFICE OF CIVILIAN DEFENSE**

WASHINGTON, D. C.

August 1942



HANDBOOK



Illustrated copies of this Handbook  
will be available later

FOR THE UNITED STATES  
CITIZEN SERVICE CORPS

Advance Copy

U. S. OFFICE OF CIVILIAN DEFENSE

WASHINGTON, D. C.

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# THE UNITED STATES CITIZENS SERVICE CORPS

*The United States Citizens Service Corps* is an army of unpaid civilian workers, mobilized to do the many civilian war jobs that must be done to keep the home front strong. As the Citizens Defense Corps comprises a force trained in protection against enemy air attack, so the Citizens Service Corps is charged with responsibility of leading the fight against inefficiency, insecurity, and poor health within the community, and thus of increasing the total striking power of the nation.

**WHO MAY JOIN.** Anyone may join provided he is willing to give his spare time to volunteer war work on the home front. All persons in the United States, its territories and possessions, without distinction as to race, color, sex, or religion, are eligible for membership, once they have fulfilled the requirements. Many of the volunteers will be eligible to membership because of their service in established agencies engaged in activities important to the war effort. It is the policy of the Citizens Service Corps to encourage to the fullest extent the work of established agencies. For existing volunteer groups working with such agencies, membership in the Citizens Service Corps is a recognition of the service which they are already rendering. In addition, just as the Citizens Defense Corps includes new protective services as needed, the Citizens Service Corps may include volunteers organized directly under committees of the local Defense Council when new activities are required which cannot satisfactorily be performed through existing agencies.

**HOW TO JOIN.** Persons sixteen or over may register with the Volunteer Office of their local Defense Council or, if a Volunteer Office has not yet been established, with the Defense Council directly. Boys and girls under sixteen should inquire of their teachers or club leaders how they may join the Service Corps.

The local Defense Council, through its Service Corps executive, has the power to decide who should be admitted to the Service Corps in its community. Not all communities will need the same services; therefore, not all Councils will demand exactly the same qualifications. But all Councils will ask that candidates be qualified in one of these three ways:

1. By completing a prescribed training course, officially approved by the Council, in preparation for a volunteer work assignment.
2. By completing a prescribed period of apprenticeship, mutually agreed upon by the agency using the volunteer and by the local Civilian Defense Volunteer Office.

3. By completing fifty hours of work, for which no specific training course is required, in a volunteer position approved by the local Defense Council through its Volunteer Office.

Some persons in the community will already have completed the required amount of work in an approved position and will thus immediately be eligible for membership.

The only type of training course which qualifies a person for membership in the Service Corps is one which prepares that person for *community* war service. Housewives who take nutrition courses solely for the purpose of feeding their families better, and other persons assisting in the war effort by saving needed materials, by buying war bonds and stamps, or by cooperating in similar ways, are not thereby eligible for membership in the Service Corps. A person who enters the Corps by completing an approved training course will not be allowed to continue in membership if he fails to give community war service. Hence, the Corps is not merely a training school; it is, in the best sense, a *service* corps.

*An introductory course in the Community's War Program* should be organized and conducted under the auspices of the Defense Council. This course should deal with the meaning of total war, the impact of the war on the community, the Defense Council as a unit for mobilizing community resources, including manpower, and the regulations and activities of the Defense Corps and the Service Corps.

*Basic training courses* in preparation for volunteer service in the Service Corps should be drawn up and conducted by the agencies engaged in the specific field of work. Such courses must be approved by the Defense Council. Certain agencies, both public and private, will already have training programs recognized as adequate by the community. In such cases, the entrance requirements, training courses, and performance schedules for volunteers used by these agencies have often been carefully worked out and should, therefore, be accepted by the Defense Council.

Some jobs in the Service Corps do not require formal training. Volunteers serving in such jobs will ordinarily attain membership in the Corps through a period of apprenticeship or the giving of 50 hours of service.

*Service opportunities* for the Corps are many and varied. In general, they include whatever volunteer work—outside of civilian protection—the community needs to prepare itself for war. Members of the Service Corps receive instruction from, and work under, the supervision of the community agency or committee of the Defense Council to which they are assigned. Working instructions are not issued directly to them by the head of the Defense Council or the executive of the Service Corps.

Clerical workers are needed in virtually all divisions of the Corps. They may take the training course for the unit in which they are serving, but are not required to do so.

Service opportunities and training courses for professional volunteers are not described in the following pages, since it is assumed that the volunteer work which professionals will perform will parallel professional service in that field. Their training, if any, will be of a refresher nature.

*The insigne* of the Corps is a red block V placed in the center of a white equilateral triangle, a red C and a red D placed respectively to the left and the right of the V and half its size, and the white triangle embossed on a circular field of blue.

*How a member is appointed.* The local Defense Council should appoint an executive of the Citizens Service Corps to keep records and control admissions to the Corps, in accordance with the general requirements set forth above. This executive or his representative will appoint qualified persons who have applied for membership.

Existing agencies, using organized groups of volunteers in the extension of well-established programs in support of the war effort, will often have adequate training and service requirements. The executive of the Service Corps, with the approval of the Defense Council, should make arrangements to accept for membership volunteers whose names have been certified to the executive by the agencies using their services, on the basis of the established training and service requirements of the agencies.

Each appointee shall take an oath to defend and uphold the Constitution of the United States and to perform properly all duties as a member of the Service Corps. The appointee shall then be entitled to wear the insigne of the Corps until his membership is terminated. Membership of any person who willfully fails to perform the volunteer duties to which he is assigned as a member of the Service Corps may be terminated by the executive of the Service Corps upon recommendation of the agency, organization, or committee of the local Defense Council which is supervising and using the services of the member.

*A Certificate of Membership* may be furnished by the local Defense Council to all persons appointed to the Corps. A sample certificate is shown in this booklet. These Certificates of Membership are official articles and must be manufactured and distributed in accordance with Regulations No. 2 of the Office of Civilian Defense, except that permission has been granted to manufacture and sell these Certificates of Membership without a License.

Identification cards bearing the official insigne may also be issued to members of the Corps.

*This handbook* is for the use of persons desiring to volunteer in the community war services, Defense Councils and their Volunteer Offices, and agencies using the services of volunteers. It is not intended as a guide for Defense Council organization and operation, nor as a comprehensive statement on the use of volunteers. Defense Councils and agencies using volunteers should consult other publications of the Office of Civilian Defense and publications of other Federal agencies engaged in particular aspects of the war program.

UNITED STATES OF AMERICA



*Certificate of Membership*

*This certifies that*

\_\_\_\_\_

*has fulfilled the necessary requirements, and  
by reason of service to his country  
is hereby designated  
a member of the*

**UNITED STATES CITIZENS SERVICE CORPS**

*of* \_\_\_\_\_

*Dated* \_\_\_\_\_



\_\_\_\_\_  
{Authorized Official}

OCD Form No. 703

This form should be strictly followed except that:

- The name of the State and/or community may be added under the heading "United States of America".
- The Certificates may be printed in one color (either black or blue) or in two colors (red and blue).
- The size may be varied from 8 x 12 inches to 9 x 12 inches to accommodate stock frames.
- Provision may be made for signature by such person or persons as shall be approved by the local Defense Council.



# SALVAGE FOR VICTORY PROGRAMS

“America must have raw materials to make the weapons our fighting men need for victory. Many of these materials can be made from so-called waste and scrap. Salvage now—for victory.”

**PERSONNEL.** Adults and young people, boys and girls—energetic, willing workers.

**SERVICE OPPORTUNITIES.** Under supervision of the Salvage Committee of the local Defense Council:

Assist in organization and promotion of the community's salvage campaign.

Help organize and conduct the salvage drive in organizations and neighborhoods.

Assist in listing agencies, schools, and other organizations now engaged in salvage or desiring to take part.

Arrange for pick-up of collections by waste materials dealers, social agencies, or others.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in the salvage-for-victory program should be developed by the Salvage Committee of the Defense Council and formally approved by the Defense Council. The course should deal with such subjects as industry's needs for waste materials, methods of organizing and promoting the Salvage Campaign, local agencies engaged in collection and conversion of salvage, and responsibilities of volunteers.

**RECOMMENDED READING.** “War on Waste” series, American Junior Red Cross, 1942.

“Salvage-for-Victory Program.” War Production Board, Bureau of Industrial Conservation, 1942.

“War Against Waste.” War Production Board, Bureau of Industrial Conservation, 1942.



# WAR STAMP AND WAR BOND SALES

**"Buying a war bond is buying a share in America's future."**

**PERSONNEL.** Good salesmen, young and old; experienced persons who can organize sales campaigns or promote sales; teachers who can train salesmen.

**SERVICE OPPORTUNITIES.** Selling bonds and stamps and taking pledges for bonds and stamps.

Organizing sales campaigns.

Training other salesmen.

**RECOMMENDED TRAINING.** The prospective salesman should have all technical information about war savings bonds and stamps, and the general aims and methods of the war savings program. If he is not an experienced salesman, he should have some training or guidance in salesmanship.

**RECOMMENDED READING.** "Defense Savings Bonds and Stamps." Treasury Department, 1941.

"Handbook for Canvassers of Pledge Campaign." Treasury Department, 1942.

"How Your Money Is Being Spent for the Defense of America." Treasury Department, 1941.

"Mrs. Brown Buys Bonds for America's Future." Treasury Department, 1941.

"Pledge Campaign, Information and Suggestions to Chairmen and Administrators, State and Local Committees of Defense Savings Staff." Treasury Department, 1942.

"Land of the Free." Treasury Department, 1941.

Miscellaneous Folders on defense savings for various groups, such as farmers, government workers, housewives, and others, published by the Treasury Department, 1941.

# FAMILY SECURITY SERVICES

"The morale of the soldier must not be weakened by threats to his family's safety and comfort. The speed of our production must not be slowed down by strains and uncertainties surrounding the families of our workers."

**PERSONNEL.** Adults and young people of mature judgment, objective viewpoint, and ability to safeguard confidential information.

**SERVICE TO**—Families broken up because of military service or employment in war industry; families needing assistance because of military casualties; families needing assistance because of displacement unemployment; families having difficulty in adjusting to new communities, new schools, new jobs, and new home conditions, to which they have been brought by war.

**SERVICE OPPORTUNITIES.** Assist staffs of family welfare agencies in making Selective Service investigations, investigating the possibility of suitable employment for applicants and recipients of public assistance, serving as receptionist in the office, making visits to newcomers in a war industry community, assisting with inquiries from agencies in other cities, and checking records to verify essential information such as birth dates, property ownership, and school attendance.

Assist Traveler's Aid Societies in giving information in railway, bus, and airline terminals.

Assist Legal Aid Societies in giving advice to families in connection with Soldiers' and Sailors' Civil Relief Act and other matters.

Serve as member of Red Cross Staff Assistants Corps and Home Service Corps.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in family security programs should be developed locally by family welfare agencies in the community and approved by the local Defense Council. This course should deal with such subjects as family problems, agencies serving families, casework principles, the purpose and confidential nature of records, and volunteer-agency relationships.

**RECOMMENDED READING.** "Volunteers in Family Security." Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Volunteers in Family Service." Family Welfare Association of America, 1942.

# CHILD CARE SERVICES

“Working mothers must be relieved of the day care of their children. Fathers in the armed services must be relieved from worry over their children. Children must be safeguarded—and they can be safeguarded—in the midst of this total war . . . so that they will be strong to carry forward a just and lasting peace.”

**PERSONNEL.** Adults and young people who like and understand children.

**SERVICE TO—**Children whose parents are mobilized for war or war production; children subject to neglect, exploitation, or undue strain because of the war.

**SERVICE OPPORTUNITIES.** Assist in day nurseries, nursery schools, and play groups, and in organizing neighborhood nurseries, where necessary.

Aid in the organization of care for children left homeless by war; help locate possible foster homes for investigation.

Assist in wartime health education programs for parents; organize health study groups and plan programs to meet the unusual drains on health in wartime; supervise sewing projects and the making of home equipment for care of children.

Assist in the daily care of children in hospitals, convalescent homes, or other institutions left short-handed by war; help in diet kitchens, dormitories, and supply rooms; supervise play periods, rest periods, and occupational therapy.

Assist in securing facts about wartime needs of children in the community; aid in organizing groups to study these needs and ways of meeting them; participate in planning and securing community support for essential child care programs.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in child-care program should be developed locally by agencies working in this field, and approved by the Defense Council. The course should include a background of information concerning the normal development and every-day care of children, their problems and special needs,

and the community services available. This may be supplemented by study and practice in a specific field of child care. For suggestions as to the nature of this course, see "Volunteers in Child Care," listed below.

**RECOMMENDED READING.** "Volunteers in Child Care." Office of Civilian Defense with the cooperation of the U. S. Children's Bureau, Department of Labor, and the Office of Defense Health and Welfare Services, 1942.

"Children Bear the Promise of a Better World." Children's Bureau, 1941, 1942. A series of pamphlets under above general title, discussing such subjects as child health, proper food, and safeguarding of children whose mothers work.

"Community Program of Day Care for Children of Mothers Employed in Defense Areas," Children's Bureau, 1942.

"To Parents in Wartime." Children's Bureau, 1942.

# HEALTH AND HOSPITAL SERVICE

"In time of war, the U. S. needs Us strong."

**PERSONNEL.** Adults and young people who meet special requirements for the field of health service.

**SERVICE TO**—Ill and injured persons in areas where professional medical service has been reduced due to requirements of the Armed Forces, or to increasing demands on peacetime facilities.

**SERVICE OPPORTUNITIES.** In clinics and hospitals, convalescent homes, institutions for the handicapped, in health associations, in tuberculosis, cancer and social hygiene societies, in public health nursing programs, and in local health departments.

Serve as First Aid teacher and Home Nursing teacher.

Serve as health department assistants—receptionist, messenger, clinic assistant, research assistant, statistical assistant, and information center clerks for health department buildings.

Serve as hospital ward assistant for such duties as directing visitors, keeping bedside tables in order, delivering mail and books to patients, making telephone calls for patients; as clinic assistant for such duties as directing patients to proper rooms, putting clinic rooms in order, cleaning equipment trays, helping patients to dress, weighing and measuring patients.

Serve as laboratory assistant—general laboratory helper to care for equipment, technician's assistant to prepare equipment for specific procedure.

Serve as medical social service assistant—receptionist, interpreter, operator of clothing storeroom, making arrangements for convalescent care and appliances.

Serve as occupational therapy assistant—assisting with craft instructor, assisting patients from wards to occupational therapy department, helping patients obtain work materials, putting rooms in order after work periods.

Serve as physiotherapy assistant—assisting patients from wards to physiotherapy department, helping patients dress and undress, putting treatment rooms in order, assisting with baths or other simple treatments under supervision.

Serve as member of American Red Cross Hospital and Recreation Corps—to assist in maintaining morale of service and ex-service men in hospitals, providing recreational work for patients, receptionist.



**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, specific training courses are available from hospitals and health agencies to prepare volunteers for work in some of the fields of health and hospital services. For suggestions as to these courses, see "Volunteers in Health, Medical Care and Nursing," listed below.

**RECOMMENDED READING.** "Volunteers in Health, Medical Care and Nursing," Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

Community Health Series Folder No. I. "Wake Up Main Street!" Public Health Service, 1941.

## NUTRITION SERVICES

"Two out of five of us are suffering from hidden hunger though we live in a country which produces an abundance of every kind of food. The startling new facts in nutritive science are parts of our arsenal of war."

**PERSONNEL.** Adults and young people who are interested in nutrition.

**SERVICE TO**—Workers in war industries, farmers and farm workers, school children, and housewives faced with war scarcities.

**SERVICE OPPORTUNITIES.** Work with local Nutrition Committee of the Defense Council or local nutrition committees recognized by the Defense Council, and in related programs or agencies devoted primarily to nutrition; participate in group-feeding projects in war production factories and defense areas; advise on food buying and preparation; assist in planning nutrition institutes and conferences; serve as members of American Red Cross Canteen Corps.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in nutrition programs should be developed locally by agencies authorized by the State Nutrition Committee, such as local Red Cross Chapters, Extension Service of the Department of Agriculture, public schools and universities and colleges offering courses in food and nutrition. The basic training course must be approved by the Defense Council. It should deal with such subjects as the purpose of the National Nutrition Program, fundamentals of nutrition and food preparation, and their application to problems such as provision of school lunches, use of available food surpluses, and industrial feeding programs.

**RECOMMENDED READING.** "Volunteers in Nutrition." Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Are We Well Fed?" Department of Agriculture, 1941.

"Consumers' Guide." Department of Agriculture. Monthly.

The National Nutrition Conference for Defense, June 13, 1941. Vol 56, no. 24, of Public Health Reports, U. S. Public Health Service.

"Nutrition Education in School Program." Office of Education, Federal Security Agency, 1941.



# CONSUMER PROGRAMS

"Use it up, wear it out,  
Make it do, or do without."

**PERSONNEL.** Adults, young people, interested in consumer problems.

**SERVICE TO—**Consumers.

**SERVICE OPPORTUNITIES.** Serve on War Price and Rationing Boards; assist in issuing ration cards, and in other special activities of these boards; assist in arranging for meetings for discussion and explanation of price control and rationing programs.

Work with Consumer Committee of the Defense Council to assemble and distribute information on supplies, substitutes, careful buying, and other consumer problems; analyze and summarize consumer reports; promote the setting up of exchanges for necessary articles made scarce by war; promote projects for sharing automobiles and other limited equipment; take part in food conservation programs which arrange for the collection of local food and vegetable surpluses and their distribution in fresh and preserved forms through school lunches and community kitchens.

Assist in arranging and holding consumer classes and discussions; assist in promoting such consumer projects as low cost and repaired furniture demonstrations, clothing clinics, and group buying plans.

**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, a basic course to prepare volunteers for work in consumer programs should be developed locally by the Consumer Committee of the local Defense Council. It should include a general orientation in consumer problems, the why and how of price control, maximum price regulations, and rationing, the methods of operation of the local war price and rationing boards, and special consideration to each commodity as it is rationed.

**RECOMMENDED READING.** "Volunteers in Consumer Programs." Office of Civilian Defense with the cooperation of the Consumer Division, Office of Price Administration, 1942.

"What War Time Price Control Means to You." Consumer Division, Office of Price Administration, 1942.

"Economics of the Home Front." Consumer Division, Office of Price Administration, 1942.

"Basic Speech on Price Control." Consumer Division, Office of Price Administration, 1942.

"The ABC of Ceiling Prices." Consumer Division, Office of Price Administration, 1942.

# HOUSING PROGRAMS

"To bring our war production to its maximum level, all war workers must be housed; and to conserve critical materials, existing housing must be utilized to the fullest possible extent."

**PERSONNEL.** Adults and young people, who are interested in housing.

**SERVICE TO—**Workers in war production industries and their families, families of men in the armed forces, farm workers in migratory labor camps, families in war production or military camp communities.

**SERVICE OPPORTUNITIES.** In Homes Registration Offices: aid in canvassing for and maintaining file of housing vacancies; interview persons desiring housing accommodations; inspect reported housing vacancies to ascertain whether condition and facilities meet necessary standards; assist in making housing surveys.

In municipal housing authorities or the Housing Committee of the Defense Council: assist in making surveys to determine housing needs; assist in the preparation of special reports.

In public housing projects and migratory labor camps: assist in recreation and social activities, conduct demonstrations in low-cost home furnishing and food preparation and service, assist in educational activities and child care services.

In housing associations: inspect housing and prepare reports on violations of local housing ordinances, assist in making surveys of housing conditions and needs.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in housing programs should be developed locally by the Housing Committee of the Defense Council and local housing agencies and approved by the Defense Council. The course should consist of lectures, discussions, and field observation under supervision, and should deal with such subjects as the national housing problem, federal agencies in the housing field, the local housing situation, minimum housing standards for health and safety, and local ordinances governing housing, health, billeting, and safety standards.

For work in a specific activity in the housing field special training may be required. For example, volunteers preparing for work in nursery schools

in housing projects should be required to take the Child Care course and may substitute this course for the basic course in housing.

**RECOMMENDED READING.** "War Production Board and National Housing Agency Policy for War Housing." National Housing Agency, 1942.

"Introduction to Housing—Facts and Principles," Edith Elmer Wood, 1939.

"Housing for Health," 1941. Committee on the Hygiene of Housing of the American Public Health Association, New Haven, Connecticut.

## RECREATION AND YOUTH GROUP SERVICES

"In time of war, when normal strains are multiplied many times, everyone needs recreation more than ever before."

**PERSONNEL.** Adults and young people with leadership ability and an interest in working with groups.

**SERVICE TO**—Soldiers on leave, war industry workers and their families, farm workers and their families, groups of young people in need of leadership for participation in the war effort or for their own development as responsible citizens in our democracy.

**SERVICE OPPORTUNITIES.** With Recreation Committees of local Defense Councils and with such agencies as public recreation departments, public school recreation centers, settlement houses, libraries, community centers, 4-H Clubs, Future Farmers of America, Boy Scouts, Girl Scouts, Campfire Girls, Junior Red Cross, YWCA, YMCA, and church groups; organize social events for men in the armed forces; supervise playgrounds; serve as game leaders, athletic coaches, and referees; conduct classes in swimming, tennis, gymnastics; make simple playground equipment; lead and instruct groups in woodwork, sewing, weaving, carpentry; provide and direct entertainment; lead club projects devoted to war effort; lead forum discussions and lecture groups.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic course to prepare volunteers for work in recreation and group work should be developed by the Recreation Committee of the Defense Council and local recreation and group work agencies, and approved by the Defense Council. The course should deal with the aims and philosophy of recreation and group work, with particular stress on their wartime application; various types of programs for all-age levels; and leadership and personal relationships involved in group work programs. If possible, training should be given in the minor skills of some of the program activities.

For work in a specific field of recreation or group work, special training may be required. For example, volunteers preparing to work in community center libraries should be required to take the library training course, and may substitute this for the basic course in Recreation and Group Work.

**RECOMMENDED READING.** "Volunteers in Recreation," Office of Civilian Defense with the cooperation of the Office of Defense Health and Welfare Services, 1942.

"Handbook for Recreation Leaders," by Ella Gardner, 1936.

"Neighborhood Activities in Country Communities," by Alfred G. Arnold—Extension Service, North Dakota Agricultural College, 1940.

"The Home Front in National Defense." Office of Defense Health and Welfare Services, 1941.

"Training Volunteers for Recreation Service." National Recreation Association, 1942.

# SCHOOL AND EDUCATION PROGRAMS

“What the schools do may prove in the long run to be more decisive than any factor in preserving the form of government we cherish.”

**PERSONNEL.** Adults and young people who are interested in working in education.

**SERVICE TO**—School children, foreign-born adults desiring citizenship and Americanization training.

**SERVICE OPPORTUNITIES.** In public schools help make up wartime shortage of teachers by assisting in record keeping; assist home economics and agriculture teachers with supervision of home projects; coach handicapped or retarded children; assist with visiting homes of school children; assist in organizing and leading children's clubs and events; assist attendance officers in checking on reasons for children's absence from school; assist in school health department; assist in wartime activities for children, such as the Salvage for Victory program; assist in gardening projects; assist nutritionists in school lunch program; assist in nursery schools.

In groups and organizations—assist in organizing and teaching classes for foreign-born adults; assist in organizing and teaching special war subjects to adults.

**RECOMMENDED TRAINING.** In addition to general introductory training in the community's war program, a basic training course to prepare volunteers for work in schools and education programs should be developed by local leaders in the educational field, and approved by the Defense Council. The course should deal with subjects such as the wartime programs of the schools and the role of the schools in a democracy.

For work in some aspects of school programs, the basic course should be supplemented by special training. For example, volunteers preparing to work with after-school clubs, should be required to take the Recreation and Group Work course, modified as necessary to adapt it to after-school-age groups.

**RECOMMENDED READING.** “Morale” Civilian Morale Service, Office of Education, 1941.

“The Use of Volunteers—A Collection of Suggestions,” National Citizenship Education Program, Office of Education, with the cooperation of the Department of Justice, and the Federal Works Agency, 1941.

“Education for Victory.” Office of Education, Federal Security Agency. Bi-weekly.

“What the Schools Can Do.” No. 4 of Education and National Defense Series, Office of Education, 1941.



# LIBRARY SERVICES

"A strong nation must be an informed nation. In total war, the library must play its part as center of war information."

**PERSONNEL.** Adults and young people interested in books.

**SERVICE TO**—Families living in housing projects and in trailer or farm workers' camps, men in the armed forces on leave, war workers needing technical and vocational book service, community leaders needing current war information.

**SERVICE OPPORTUNITIES.** In public school, college, university, and special libraries; assist in reference service at war information centers; assist in reading guidance in school and public libraries; assist in extending library service to war industries and outlying communities without such facilities; act as custodian of books in outlying communities; prepare books, pamphlets and materials for wartime emergency use; prepare clippings and other materials for war information centers; assemble and arrange book exhibits on subjects pertinent to the war; give expert advice on book selection in specialized fields such as aviation, civilian protection, nutrition; assist in Victory Book Drives; serve as part-time librarians at hospitals, health centers, and institutions.

**RECOMMENDED TRAINING.** In addition to the general introductory training in the community's war program, a basic course to prepare volunteers for work in library programs should be developed locally by representatives of libraries, and approved by the local Defense Council. It should deal with the war program of the library, the policies and functions, the procedures and routines of the library. This course may be supplemented by additional preparation for work in a specific aspect of library service.

**RECOMMENDED READING.** "Volunteers in Library Service," Office of Civilian Defense with the cooperation of the Library Service Division of the Office of Education and the Office of Defense Health and Welfare Services, 1942.

"The Public Library—A Peoples' University," by Alvin S. Johnson, American Association for Adult Education, 1938.

"Books, Libraries and You," by Jesse Boyd, Leo B. Blaisden, Carolyn Mott, and Gertrude Memmler, 1941.

"Morale," published by Civilian Morale Service, Office of Education, 1941.



# INFORMATION SERVICES

**“Against the Nazi strategy of terror,  
Let us pit the strategy of truth.”**

**PERSONNEL.** Writers, speakers, artists, editors, radiomen, photographers, and other adults and young people.

**SERVICE TO—**Men in the armed forces, newcomers to war plant or military camp areas, civilians in general.

**SERVICE OPPORTUNITIES.** In the Speakers Bureau of the Defense Council—serve as director of Victory Speakers Bureau, serve as V Speaker.

On the Information Committee of the Defense Council—assist in publicizing the Nation's and the community's war program through writing, making exhibits and posters, organizing Town Meetings for War, showing films, arranging radio programs.

In Information Centers—assemble information on community facilities, recreation facilities, current amusements, restaurants and lodging; conduct information service for men on leave from the armed forces and newcomers to the community.

Organize and conduct discussion groups on war subjects.

**RECOMMENDED TRAINING.** General introductory training in the community's war program should be provided for all volunteers in information services. A special institute or training session for speakers should be prepared. For volunteers who will work in Information Centers a basic training course should also be developed locally, and approved by the Defense Council. This course should deal with such subjects as techniques of interviewing, meeting various types of people, use of the telephone, and community resources and agencies.

**RECOMMENDED READING.** “Local Civilian Defense Information Committees—A Suggested Plan of Organization,” Office of Civilian Defense.

“Victory” published monthly by the Office of War Information.

“OCD News Letter,” published by the Office of Civilian Defense.

“Divide and Conquer,” Office of Facts and Figures, 1942.

“A Manual for Speakers,” Office of Civilian Defense, 1942.

# NEIGHBORHOOD OR BLOCK LEADERS

“The frontier was won by neighborliness—by everyone helping everyone else. This war also will be won by neighborliness—by families sharing their strength to make the community strong and the nation strong.”

**PERSONNEL.** Adults and young people who have satisfactorily completed the basic training course.

**SERVICE TO—**Civilians on the home front, urban or rural.

**SERVICE OPPORTUNITIES.** Serve on Executive Committee of Neighborhood Leaders organization—approving requests for services of neighborhood leaders for promoting special war projects and programs.

Serve as Neighborhood or Block Leader—helping to keep neighbors informed about the war and stimulating neighbors to participate in the war effort; direct neighborhood contact in promoting and assisting special war programs such as salvage, sale of war bonds and stamps, car sharing clubs, and other community war services.

**RECOMMENDED TRAINING.** In addition to an introductory training course in the community's war program, a basic course to prepare volunteers to serve effectively as neighborhood or block leaders should be developed locally by agencies such as the Extension Service of the Department of Agriculture, local group work agencies or the Defense Council directly. The basic training course must be approved by the Defense Council. It should deal with such subjects as leadership training; principles of democratic leadership and participation; organizational plan for carrying out the neighborhood or block leaders' plans; specific activities; means of determining effectiveness of neighborhood or block leaders.

**RECOMMENDED READING.** Report of National Conference of Voluntary Local Leadership, March 19 to 21, 1942, Division of Field Studies and Training, Extension Service, U. S. Department of Agriculture.

“The Block Plan of Organization for Civilian War Services in Local Defense Councils,” Office of Civilian Defense, 1942.

## OTHER WARTIME SERVICES

“To get the material out, the food up, the money where it will best fight for victory—to keep the people strong and healthy behind their armies—that’s the civilian’s job.”

The jobs outlined in the preceding pages are suggestive of the types of volunteer service needed in the Service Corps. Other essential wartime jobs are available in many communities, and no attempt has been made to describe all of them in this pamphlet. Following, however, are some of the essential community war services not outlined in detail in the previous pages.

**PERSONNEL.** Skillful, willing workers regardless of age.

**SERVICE OPPORTUNITIES.** Transportation—assist in promoting and conducting car-sharing and other transportation-saving programs, assist local transportation administrator or transportation committee.

Victory garden programs—assist in organization and supervision; serve on Planning Committee; help in community garden; help in harvesting, storing, or preserving of vegetables and fruits for school and community uses.

In War Chests—Organize, solicit and assist with publicity for community war chests or united community campaigns for essential local services.

Other services such as knitting and sewing, serving as member of Red Cross production corps to make dressings for Army and Navy.

**RECOMMENDED TRAINING.** The skills necessary for these war services are generally those which are more easily acquired by practice than by training. Therefore, no specific training course is suggested beyond what is necessary for a general understanding of a community’s war problems and the aims and activities of the Service Corps. Workers will ordinarily win membership in the Service Corps by virtue of 50 hours’ service.

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# THE **BLOCK PLAN** OF ORGANIZATION FOR CIVILIAN WAR SERVICES

September 1942

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UNITED STATES OFFICE OF CIVILIAN DEFENSE  
WASHINGTON, D. C.



THIS WAR might conceivably be lost by a few persons, but it cannot be won by a few. It can be won only by the united efforts of all—whether on the fighting front, in the factories of the production front, or in the homes of the community front. One of the best means to secure complete mobilization on this home front—to take every individual and every household into the community war effort—is the block plan. This plan has already been developed successfully in cities in various parts of the country. For the benefit of defense councils in those communities which have not yet instituted this system, the essentials of the plan are presented here, together with suggestions based upon the experience of cities which have used it.



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# THE BLOCK PLAN

## OF ORGANIZATION FOR CIVILIAN WAR SERVICES

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### WHAT IS THE BLOCK PLAN?

The block plan is a plan of organization established to assure total coverage of all households for civilian war services. Civilian war services are all those civilian activities, other than protection, with which communities and individuals must be concerned as part of their contribution to the prosecution of the war. They include salvage, transportation, war savings, services for service men, recreation, consumer interests, nutrition, health and medical care, welfare and child care, housing, education, agriculture, labor supply and training, and plant utilization.

As the name suggests, the block plan is set up on a geographic basis, and in some cities, the actual city block is the unit of organization. In



other cities, election precincts, census enumeration districts, or natural neighborhood areas have been used. In communities which have a well-organized air-raid warden service, the block plan follows the same area patterns, to avoid confusion.

In many rural areas a similar neighborhood leader plan has already been developed with the assistance of the Extension Service. The suggested organization for the block plan outlined in this pamphlet is directed primarily to communities of 2,500 or more people. In rural areas, the neighborhood leader plan should be related to the Defense Council in a manner similar to that suggested in this pamphlet.

Various titles have been used by cities to designate the block plan workers—Block Captains, Victory Aides and Liberty Belles among others. The OCD suggests the title, Block Leader. All block or neighborhood leaders are eligible for membership in the United States Citizens Service Corps. Both men and women may be used as block leaders.

### PURPOSE OF THE BLOCK PLAN

Many of the programs and activities developed by the civilian war services branch of the local defense council depend for success upon the direct cooperation of all households in the community. These programs are described in the *Organization Outline for Local Defense Councils*, a publication of the United States Office of Civilian Defense.

The best way to secure community understanding and support is through direct personal contact with each householder or family head. Direct contact provides the opportunity for discussion of the reasons for a particular campaign, its relation to the war, and the part which individuals or families can play. After good general publicity has launched a particular campaign, personal contact is essential for complete coverage, and for translating the purpose of the campaign into terms of the individual home or person.

Obviously, not every committee of the defense council can establish its own separate organization to reach all the people for each program that comes along. Such a procedure would be wasteful of our volunteer resources in man power, and would be confusing to the public. The block plan is designed, therefore, to carry to the people a variety of programs which are developed and sponsored by the respective program committees of the defense council.

It may be used at one time for the execution of a salvage campaign, planned and supervised by the salvage committee, at another for a house-to-house campaign sponsored by the war savings committee of the council. It may be used to carry vital nutrition information to

every home, and to promote the more extensive use of certain foods which the necessities of war may require us to use in greater quantities, in place of other foods to which we have been accustomed. Block Leaders can bring to every family essential information about rationing and price control, and their relationship to our war effort, and they can assist in the promotion of car sharing and the conservation of our meager rubber supply.

The block plan may also be used to collect information necessary to the intelligent planning of the community's war program. Surveys by Block Leaders can determine the number of spare rooms available for incoming war workers, the number of children whose mothers are employed and who therefore require some form of day care, and the number of children, mothers, and aged and infirm persons who would have to be provided for in the event of evacuation.

The Block Leaders can also make surveys to determine the number of women available for training and placement in war industries, or the number of people available for emergency farm labor, when such information is requested by appropriate council committees. The block plan can also be a powerful stimulant to aid in recruiting volunteer civilian workers for the local Civilian Defense Volunteer Office.

Another objective of the block plan is to carry back to the community war leaders the opinions of the people regarding specific phases of the war effort, thus apprising the leaders of a situation or trend which needs to be corrected or encouraged.

The block leader can help in educating the community in the meaning of our war effort. In the course of his conversation with the family, many questions will be asked which the block leader may not be equipped to answer. He can relay these questions to proper authorities, however, and then bring back to the family the best available information. In this work, he will be helping himself almost as much as he helps his neighbors.

The block plan has one other major objective—the encouragement of a clearer understanding by all the people of the reasons behind our *civilian* war efforts, and the development of a neighborly spirit of cooperation for war service. The block plan not only offers a method to reach all families in the community, but it also provides a means for bringing neighbors together for the purpose of discussion and common understanding of our common duties as civilians in this war.

These activities suggest some of the many ways in which the block plan can be used by an alert and aggressive defense council to carry out the varied program of civilian war services.

To summarize, the purposes of the block plan are:

1. To carry forward civilian war activity, quickly and effectively.

2. To get vital war information into every home, rapidly and accurately.

3. To collect information which may be needed for community war planning, and to bring back to the homes answers to questions which have been raised.

4. To promote a spirit of cooperation in neighborhood enterprises, such as block discussion meetings, rallies, car-sharing plans, the sharing of scarce mechanical and household equipment, and any other activity of the community's war services.

## ORGANIZING THE BLOCK PLAN

Organization is a means, not an end. Its purpose is to get things done. There are different ways of doing things; one way will fit better into one community, another into another community. Already there are several different plans of block organization in this country. As a result of local conditions and local attitudes, Chicago, Minneapolis, Syracuse, Detroit, San Diego, and other cities operate in various ways. Here is a proposed plan of organization based upon the strengths and weaknesses of these and other block plans which have been developed by defense councils around the country. It is recognized that variations can and should be made to meet local needs and local conditions. Moreover, it is not suggested that communities which now have block plans should reorganize them if they are already adequately fulfilling the purposes outlined above.

Since the block system is designed to implement all of the civilian war services committees of the council, it is important that the Chief of the Block Leader Service be in close touch with these various committees. Therefore, in communities where a civilian war services executive committee (composed of the chairmen of the council war services committees) is organized, the Chief of the Block Leader Service should serve as a member. In smaller communities, the executive of the Citizens Service Corps, who acts as the chairman of the civilian war services executive committee, may himself serve as the head of the block organization. In larger communities it will be preferable to appoint someone else to assume this responsibility. In areas where no executive committee for civilian war services exists, and the chairmen of the various committees are represented directly on the defense council, the Chief of the Block Leader Service should serve on the council itself.

As stated earlier, in communities where the air raid warden service is well organized, the block organization for civilian war services should follow the same area pattern and use the same district designations to avoid confusion and improve coordination. It is highly important

that these two civilian war units work together with complete harmony and in the closest possible cooperation. In some communities daytime air-raid wardens have been used as block leaders. If such a plan is followed it should be made clear that the block leaders will work directly under the civilian war services branch, in carrying out civilian war programs.

The first and probably the most difficult part of the geographical unit organization is setting it up. The secret of working out this plan easily and quickly lies in division of responsibility. The use of the geographical areas of the air-raid warden service makes this division much easier, since the community is already divided into zones and subdivided into sectors. Sectors normally include about 500 persons or approximately 120 families. In smaller communities the zone unit is unnecessary and sector leaders report directly to the Chief of the service.

The problem of organization involves, therefore, the designation of (1) zone leaders, (2) sector leaders, and (3) the block leaders who work with individual families as assistants to the sector leader.

Great care should be taken to appoint zone and sector leaders who have organizational and administrative ability. In some instances the zone air-raid warden chief may be able to make useful suggestions concerning these appointments. In other instances the Civilian Defense Volunteer Office may be of help. After zone leaders are appointed, each zone leader should be made responsible for the development of the sector organization within his zone.

Sector leaders are in turn responsible for securing and organizing the block leaders within their sectors. Upon sector and block leaders depend the practical results of block organization since these are the people who will be in direct contact with the families of their neighborhood.

It is important, therefore, that sector leaders should be acceptable to their neighbors, and regarded by their neighbors as possessing the necessary qualities of leadership. Experience in some cities has shown that the most satisfactory sector leader is one who is elected by the residents of his area. This democratic procedure has the advantage of preventing charges of favoritism or discrimination, and providing the block leader with the incentive to live up to the confidence expressed in him.

The senior air-raid warden of the sector or some other person designated by the zone leader can arrange an election by calling a meeting of the residents of the district. At this meeting the purposes of the block organization can be outlined, discussion invited, and the group can proceed to elect the sector leader. The elective system is not the only one in use. In some communities the sector leader has

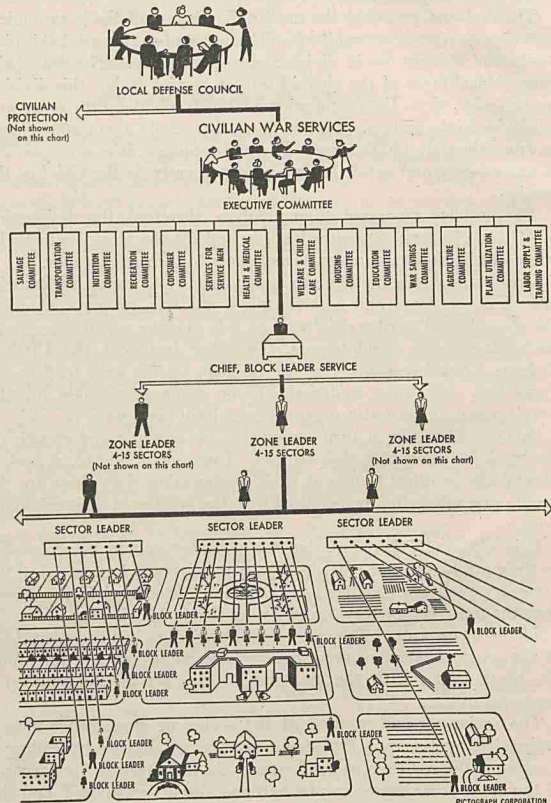


The Defense Council has two major functions—

Civilian Protection and  
Civilian War Services.

This chart shows the organization of the block plan for Civilian War  
Services. It does NOT show the organization for Civilian Protection.

## THE BLOCK PLAN FOR CIVILIAN WAR SERVICES



been appointed directly by the zone leader or has been recommended by the senior air-raid warden or the Volunteer Office.

Following the selection of the sector leader, the organization can be completed by the appointment of block leaders who will serve as assistants to the sector leader. Each block leader can be given the responsibility of working with about ten families. The block leaders, appointed by the sector leader, serve with him as a sector committee and assume responsibility for all tasks assigned to the sector through the block organization. The sector leader acts as chairman and administrator. Each of the block leaders is chosen from the families with whom he works, and the same block leader keeps in touch with these particular families thereafter.

Records of names, addresses, and telephone numbers of all members of the organization should be kept readily available, and all members should be registered through the Civilian Defense Volunteer Office.

The whole organization should be kept flexible, and ready to do an effective and speedy job on the various projects undertaken. Zone or sector leaders should be called together by the Chief of the Block Leader Service as frequently as necessary, to help in determining the plans by which projects are to be carried out. The sector leaders and their committees should have enough freedom to work out their jobs in ways which fit their situations best. The whole organization will improve with experience, and the members will find that friendly and mutual criticism will benefit everyone concerned.

No one should expect that such an organization will work perfectly. There will be weak spots which will have to be bolstered up with special help. Some of the leaders selected will have to be replaced. Such things are to be expected. Close contact and constant readiness on the part of the zone and sector leaders to step in and straighten things out will build an effective organization and keep it in working order.

## DIVISION OF RESPONSIBILITY OF BLOCK LEADERS

Experience has shown that the enthusiasm of block leaders may be increased by assigning the sector responsibility for one or more particular war programs to each block leader. In making these assignments it is of course wise to consider the natural interests and aptitudes of the individual block leader. Thus Mrs. Hoffman, who has been actively interested in the consumer program sponsored by the labor union auxiliary, will be the logical person to select to promote the program of consumer interests. Northrop, the lawyer whose hobby is his vegetable garden, will take personal pride in the Victory Garden campaign. Similarly the programs of salvage, transportation, child



care, nutrition, or war savings will have their peculiar appeals for other leaders. Special aptitudes and interests notwithstanding, the sector leader will almost certainly find it wise to divide up the sector responsibility for particular programs among his block leaders.

When the sector leader has made his individual program assignments, the appropriate block leader will be expected to attend any zone or city-wide meeting which is called for discussion of his specialty. The sector leader will also route to this leader for his study and development any instructional material for the sector relating to that particular subject. Later, at a sector committee meeting, this block leader will explain the program to his fellow block leaders, each of whom in turn is responsible for carrying the program to the families in his assigned territory.

### TRAINING SECTOR AND BLOCK LEADERS

The best block leader is the leader who best understands the war and who sees most clearly the relationship between the war and the services which he is promoting in his community. To increase this understanding, each sector and block leader should take the general orientation course recommended for all members of the United States Citizens Service Corps. This is a course to explain in detail the meaning of total war, the impact of war on the community, the defense council as a unit for mobilizing community resources including manpower, and the regulations and activities of the Citizens Defense Corps and the Citizens Service Corps. In addition, instructions should be given as to the techniques of democratic leadership and participation, the general duties and responsibilities of block leaders, and the organizational plan of the block system. After this basic training is completed, block leaders will need to receive detailed and precise instruction concerning each individual project as it comes along, the reasons for it, and the contribution each family and person is making to the war effort by supporting it.

The training of the block leaders is the most crucial part in the whole plan. If it is well done so that the leaders are enthusiastic and convinced of the importance of the projects they undertake, the cooperation of the households of the community will be assured.

### THE BLOCK PLAN IN ACTION

The defense council is the general staff of civilian defense. It plans the strategy of the battle—decides on which front to launch the next attack. The block leaders are our line officers, the men of action who lead the volunteer soldiers in the prosecution of the campaign, once the front is decided upon.

Let us suppose that strategy calls this week for the dissemination of information on price control and the responsibility of the consumer in maintaining price ceilings. The consumer committee of the council has carefully worked out the material to be distributed. It has assigned an expert to attend zone or sector meetings and explain the plan of attack to the block leaders.

At these zone or sector meetings, where the "staff officer" explains the campaign to the "line officers," the staff officer will first make clear the fundamental issues involved, explaining the dangers of inflation and its causes, so that the line officers will see the necessity for the campaign. He will then explain the program in detail and indicate precisely what the sector and block leaders are expected to do.

The campaign is launched through radio and press. The informational campaign provides the meat of fact which strengthens the democratic will of our people to act. Feature articles and radio skits dramatize the importance of the program. Then, when block leaders visit every home, this job of making further explanations, answering questions, and enlisting the total cooperation of the community in this campaign on the home front is greatly simplified.

The reverse action of the block plan is just as important. Through the information and problems that the block leaders bring back to the civilian war services committees their programs can be adapted to local needs.

Here are three general guides with respect to specific projects, based upon actual experience.

1. It is essential to make the fundamental issues and the connection between the project and the community war program very clear to the personnel of the block organization before they can be expected to make these points clear to the families with which they deal. Remember that the block organization is a cross section of the community itself.

2. It is important before undertaking the project to call a representative from each sector to a meeting at which the entire project is outlined. Such meetings might be held for the city as a whole or separate meetings may be held for each zone or even for each sector. A well planned and organized meeting, with opportunity for questions, will get the idea across much better than written instructions, particularly if this is the first time that a project in this field is being undertaken.

3. If possible, place explanatory written material about the project in the hands of the sector personnel after they have attended the instructional meeting so that they may study it further and have something specific to discuss with the block leaders.

## REPORTS

In order to know the effectiveness with which the block organization is functioning, it is essential that the head of the organization and the defense council have definitive reports on work actually accomplished. A system of reports from the sector to the zone to the chief of the Block Leader Service should be required on each project.

These reports should indicate precisely how many of the families within the area were visited and the results obtained—if the project is of such a character that reports may be obtained on this latter point. Specific deadlines for the filing of reports should be established and strictly adhered to. A space for comments about the effectiveness of the project and its reception by the families visited should usually be included.

Some communities have found it desirable to take a public opinion survey through a sampling process to determine the effectiveness of various projects. A few able observers selected from the organization may be asked to comment on the entire program. Statistical summaries of consumption of foods or collection of salvage may also be compiled.

## MAINTAINING INTEREST AND ENTHUSIASM

The secret of high morale is action, action, and more action. The more records broken, the more conquests made, the more territory occupied, the greater the esprit de corps.

Salvage of critical materials, such as rubber, tin, and fats, is no longer a sporadic campaign but a continuous drive. Transportation, child care, housing, consumer interests, and aid to men in the armed forces are also continuous programs. The block which is week by week bringing these war services nearer to perfection will have high morale.

The greatest incentive to continued interest and enthusiasm on the part of the personnel of the block organization will arise out of the basic satisfaction which these volunteers will derive from doing an important job which is clearly related to the winning of the war.

Every method should be used to maintain a high morale among the total organization. Publicity about the accomplishments of the organization, its individual sectors and personnel, is one real means of maintaining an effective organization. Inspirational rallies or mass meetings of the entire personnel with speakers, entertainment and war films are sure to be stimulating. A news letter or bulletin issued regularly to all personnel has also been very effective in maintaining good organization. One large city publishes a weekly newspaper which goes to all members of its block organization.

# WAR SALVAGE

## A Manual for Volunteer Workers

### How to Be a Good Home Front Soldier

And if our lines should form, then break  
Because of things you failed to make,  
The extra tank, or ship, or plane  
For which we waited all in vain  
And the supplies which never came,  
Will you then come and take the blame?  
For we, not you, will pay the cost  
Of battles you, not we, have lost.

*(Written by a Marine in the Pacific)*

Prepared by the  
STATE SALVAGE COMMITTEE  
of North Carolina  
Headquarters Raleigh, N. C.  
and the  
GENERAL SALVAGE BRANCH  
Salvage Division  
War Production Board  
Raleigh, N. C.

***Keep This as Your Guide for Better Operation***

# WAR SALVAGE

## A Manual for Volunteer Workers

### FOREWORD

This handbook is written for the purpose of outlining the Salvage for Victory program and to make it possible for salvage chairmen or committee workers to secure quickly a working knowledge of the program.

Salvage concerns itself with critical materials which are necessary for successful war production. It provides an opportunity for every citizen in every community to help turn out the weapons that can give the only answer to the treachery at Pearl Harbor. It is important that *every* citizen knows his part—knows what waste materials are needed—knows how to save them and how to dispose of them.

This requires local organization and community effort. It calls for ingenuity and cooperation on the part of local volunteer committees. It is a long task, too. The Salvage for Victory program is not a campaign or a drive. It must be a continuing program because we will need more and more materials as long as the war lasts.

It is hoped that this manual will be of assistance to you in carrying out a more effective salvage program to the end that all of our needed waste materials will find their way into war production channels best suited to utilize them.

Because of changing war conditions, new programs and changes in current programs will affect data in this handbook. For current information, consult county salvage chairmen.

N. E. EDGERTON, State Chairman  
JAMES B. VOGLER, Executive Secretary



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# North Carolina State Salvage Committee

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D. W. Holt	Asheboro, N. C.	H. H. Efrd	Albemarle, N. C.

## Branches of The Salvage Division, War Production Board

**General Salvage Branch** The Salvage for Victory program, involving the participation of volunteers, operates in cooperation with Civilian Defense. The General Salvage Branch develops and establishes plans, programs and procedures for the collection of waste and scrap materials from homes, farms, commercial establishments, and state and local governments. James B. Vogler, Executive Secretary for North Carolina.

**Industrial Salvage Branch** Responsibility for recovery from industry and federal establishments of fabrication scrap and dormant scrap rests in the Industrial Salvage Branch. This includes scrap from factories, mines, shipyards, railroads, and various manufacturing operations. The Branch has in certain localities volunteer committees of industrialists to act in an advisory capacity.

**Scrap Processors Branch** Responsibility for movement of scrap, once it is in the dealer's hands, rests with the Scrap Processors Branch. This includes not only jalopies but other secondary materials in both automobile graveyards and scrap dealers' yards. Periodic checks are made to determine whether dealers are operating at a maximum capacity and efficiency.

**Special Projects Salvage Branch** Locating and salvage of materials which are impeded or prevented by legal, financial, political and other obstacles rest with the Special Projects Salvage Branch. Arrangements are made in cooperation with federal, state, and local governments, industry divisions, and others to facilitate the movement of "hard-to-get" salvage projects. The Branch investigates costs and methods of demolition and movement of salvage. Abandoned bridges, street car rails, buildings, sunken ships, and the like are salvaged through this Branch, all other means failing.

North Carolina has two district offices of War Production Board. The Eastern half of the state is served by Raleigh, N. C., Thomas J. Love as District Manager, with headquarters on the 8th floor of the Capital Club Building. The Western half of North Carolina is served by the district office at Charlotte, James E. MacDougall as District Manager, with headquarters on the 4th floor of the Law Building.

In North Carolina the Industrial, Scrap Processors and Special Projects Branches of Salvage have been combined.

### CHARLOTTE DISTRICT

W. M. Parsley, District Salvage Mgr.  
Charlotte, N. C.  
R. E. Zimmerman, Salvage Inspector  
Greensboro, N. C.  
J. M. Coleman, Salvage Inspector  
Asheville, N. C.

### RALEIGH DISTRICT

W. S. McCall, District Salvage Mgr.  
Raleigh, N. C.  
L. K. Williams, Salvage Inspector  
Tarboro, N. C.  
L. E. Wilson, Salvage Inspector  
Clinton, N. C.

## CHAPTER I. ORGANIZATION

Projects requiring civilian participation are properly the concern of the state and local Defense Councils. For that reason the state and local Salvage Committees are appointed by and are a part of the state and local Defense Councils. The General Salvage Branch of the Salvage Division, War Production Board, provides information on the operation of the program and furnishes to the State Salvage Committee an executive secretary and a staff to help carry out, under the direction of the State Salvage Chairman, all the duties assigned to the State chairman and his committee. Office space and expenses are paid by the War Production Board.

**Functions of the State Salvage Committee** The State Salvage Committee, appointed by the governor to co-operate with the North Carolina Office of Civilian Defense, has the following functions:

1. To increase and expedite throughout the State the flow of waste materials to consuming industries and to act as liaison between the War Production Board and local salvage committees.
2. To arrange with local Defense Councils for the establishment and operation of county and local salvage committees.
3. To determine, with the advice of the War Production Board and representatives of the waste materials trade, what waste materials can be salvaged in its own state.
4. To cooperate with the War Boards of the U. S. Department of Agriculture in their efforts to increase the flow of scrap from rural areas and to work out with them clear geographical limits of responsibility to insure complete coverage of the state and to avoid duplication.
5. To secure the cooperation of the state government in salvaging materials in all state departments and agencies.

**County or Local Salvage Committees** County or local salvage committees are appointed by the Salvage Chairman of the county or local Defense Council at the request of the chairman of the State Salvage Committee. Members of these committees should include:

The head of the county or local Defense Council or a member of the Council.

Representatives of business, labor, civic, women's and other organizations.

Representatives of charity and service organizations which collect scrap.

Municipal officials. County agents. Home Demonstration agents.

A representative of the County War Board of the U. S. Department of Agriculture.



## ORGANIZATION

Representatives of the local press and radio.

(Members of the local waste materials trade should either be appointed on the committee or should form an advisory group to the committee, representative of every interest in the trade.)

- Functions of Local Committees**
1. To increase and expedite, within its own territory, the flow of waste materials from homes, farms, stores and municipal departments.
  2. To determine, with the advice of the State Salvage Committee and representatives of the waste materials trade, the waste materials to be salvaged locally. There is a national need now for scrap metals, household fats, prepared tin cans, rags, discarded silk and nylon hosiery, copper and brass and certain types of waste paper, but local committees should be careful to check whether all of these can be salvaged locally. The advice of the State Salvage Committee and the local waste materials trade should be sought on this matter.
  3. To provide for intensive publicity on the Salvage for Victory program and to distribute instructions, posters and other informational material. If there is an information committee already established by the county or local Defense Council, it may be practical to use this organization. The amount of waste material obtained from each community will depend largely upon the nature and extent of publicity obtained in all local media. Posters, instruction booklets, background stories, and a suggested plan for local publicity will be supplied local committees by the executive secretary of the State Salvage Committee, but each local committee should see that persons in the news, radio and advertising fields are included on the committee to handle publicity and information locally.
  4. To establish a central office to serve as headquarters of the local or county Salvage for Victory program. Wherever possible, headquarters of the Defense Council should be used. This central office should be prepared to answer all questions and when necessary, to arrange on an equitable basis for the pickup of collections either by collectors or by charities. To do this, a list of all waste material dealers and all collecting charities in the community should be prepared. Names and addresses of persons who call the central office and indicate that they wish to sell their collections should be written on slips and distributed equitably among dealers who are willing to pick up these collections. Similar slips should be made out and distributed equitably among collecting charities for those persons who desire to donate their collections and do not specify a charity. Care should be taken in all cases that collections are large enough to make it worthwhile for a dealer or charity to pick up.
  5. To urge county and municipal authorities to recover waste materials normally burned or dumped by local agencies.

## ORGANIZATION

**Adapt Program to Local Conditions** Because of geographical and population differences between the 100 counties of North Carolina, no set plan of organization has been developed. Larger counties must necessarily have more workers than smaller counties. Every community of 250 or more should have a salvage committee. For best results local committee activities should be coordinated under the direction of the county salvage committee. Where large committees are needed, an executive committee composed of the county chairman, chairmen of sub-committees and chairmen of local committees should meet regularly to plan the work for the county. These meetings are to be held at least once each month.

Smaller committees may find it more practical to conduct all phases of the program without the appointment of sub-chairmen. In rural areas the U.S.D.A. War Clubs, where active, should be used wherever possible. The U.S.D.A. War Club member is on the County Salvage Committee as their representative. In urban areas where Neighborhood War Clubs are active, they should be fully utilized.

The most effective organization plan is shown on the chart on page 47. Some changes may be necessary in certain counties but it is important that all committees conform to the general pattern as closely as possible.

### Duties of Chairmen

**Salvage Committee Chairman**—Director of entire salvage program and contact between the committee and the state headquarters. Responsible for proper administration of the salvage program in the territory under his direction, including all sub-committees and their functions. Shall handle correspondence for the committee unless sub-chairmen are specifically directed to take care of their own. Will receive copies of all communications addressed to other members of his committee or persons in his county and should maintain file of bulletins and correspondence. May assume such sub-committee chairmanships as expediency may dictate and should be the highest and final authority on all phases of the program. Shall make reports to the state office, to his Civilian Defense office, and to the public.

**Scrap Metal Chairman**—Responsible for arranging collection machinery and handling educational phases of any collection of scrap metal, setting dates with the advice and sanction of the Salvage committee on their being requested to do so by the State Salvage Committee. Shall arrange for permanent Collection Depots for donated material, using such locations as gasoline stations in urban areas and farm implement dealers, lumber dealers, etc., in rural areas.

**Tin Can Chairman**—Responsible for arranging adequate collection and disposal machinery and acting as the official information source on all phases of the tin salvage program. Publicity regarding the



## ORGANIZATION

program should be cleared through him so that only authentic and clear-cut information will reach the public. His responsibility extends from preparation of a tin can in the home until it has been loaded on freight cars and sent to detinning plants.

*Household Fats Chairman*—His responsibilities in the Fats program are similar to those of the tin can chairman in the tin program. He should see that meat dealers have renderer outlets and be prepared to handle all inquiries and complaints regarding the program. He is also responsible for educational phases and for promotion.

*Silk and Nylon Chairman*—Should arrange for depots where hosiery may be deposited; should see that one or more depots acts as official shipper; should arrange to pool collections from smaller depots with those of larger stores. Is responsible for educational phases.

*Rags and Rope Chairman*—In charge of promotional and educational phases, as well as handling such collection machinery details as are required.

*Women's Home Salvage Representative*—Conducts a continuing campaign of education and promotion. Works either personally or through her publicity representative with editors of women's pages on newspapers, keeping them informed of phases of the program affecting homemakers. She should work closely with other chairmen at all times.

*Publicity Chairman*—Should prepare and place publicity designed to keep the public informed on salvage needs, in order to bring out the maximum in critical materials. Should work closely with committee chairmen at all times. If an information chairman for the Defense Council exists, should function as a member of the information committee.

*Finance Chairman*—Shall handle funds which may accrue to the committee through the donation of material. With the salvage chairman he should be authorized to expend funds on direction of a majority of the salvage committee. Should give a periodical public accounting on receipts and expenditures.

*Other Chairmen*—May be appointed by the Salvage chairman and the committee to assume responsibilities and work as outlined by them to make the operation of the program more effective.

*Reports*—All sub-chairmen shall make reports to the salvage chairman and assume such other duties as may be assigned them by the chairman and the salvage committee.

*Appointments*—Any person appointed to fill a post who is not a member of the Salvage Committee must have his appointment to the committee confirmed by the chairman of the Defense Council. Such appointments should be reported to the State Salvage Committee headquarters promptly, although it is not necessary that the appointments be confirmed by the State Salvage Committee.

## **Membership in U. S. Citizen's Service Corps**

Salvage workers who meet the appropriate requirements are eligible for membership in the U. S. Citizen's Service Corps. A volunteer applying for membership in the Service Corps must be certified in one of three ways:

1. By completing a prescribed training course officially approved by the county or local defense council in preparation for a volunteer work assignment. (This manual might be used as a basis for such a training course.)
2. By completing a prescribed period of apprenticeship, mutually agreed upon by the salvage committee and the defense council or its Volunteer Office.
3. By completing 50 hours of work, for which no specific training course is required, in one or more volunteer positions approved by the Defense Council or its Volunteer Office.

Membership in the U. S. Citizen's Service Corps may be maintained only if the volunteer renders additional continuing services at a rate of at least two hours per week in one or more projects approved by the Defense Council as part of the community's war program. Not less than 104 hours of service must be given within the next 12 months immediately following the member's enrollment in the Service Corps. Membership entitles the volunteer to wear the official civilian defense insignia for salvage workers. Information on sources where buttons, pins, badges and other forms of insignia may be procured is available through the county civilian defense office.

## **Women's Home Salvage Program**

Under the direction of Mrs. Estelle T. Smith, Assistant to the State Home Demonstration Agent, of State College, an efficient Women's Salvage Committee has been organized. If your county has not completely organized this branch of salvage work, it is very urgent that this be done at once.

Because certain phases of the salvage program are definitely built around the home, and because the importance of women in the salvage program is becoming increasingly apparent, every salvage committee should have a Women's Home Salvage Unit.

Women should be given a definite responsibility in salvage organizations, lightening the work of the county salvage chairman, filling in jobs which men are leaving to go into the armed services, clearing channels through which accurate salvage information and plans can be carried into the home. The Women's Home Salvage program is not a passive one. It is a definite work plan to be carried out by the Women's Home Salvage Representative at the county level and paralleled at local levels.

While various plans of organization and activities are suggested, we leave it to the Women's Home Salvage Representative to use her ingenuity and initiative to tailor the plans to fit individual com-

## ORGANIZATION

munities. The basic force behind all salvage programs is how to get the greatest quantity of salvage material for war purposes.

It is the responsibility of the county salvage chairman to appoint to his county committee a Women's Home Salvage Representative, who will direct the education and stimulation of women's groups to bring them into the salvage program, and who will be a working member of his executive or planning committee. The Women's Home Salvage Representative carries on her work in complete cooperation with other members of his committee and is on a par with the household fats chairman, tin can salvage chairman, rural scrap chairman, and other chairmen.

The Women's Home Salvage program is NOT a separate function or adjunct to salvage but is a part of the already existing salvage committee.

<b>Qualifications</b>	Qualifications of the woman suited to the post of Women's Home Salvage Representative:
Interested	Well thought of by women and
Prominent	women's organizations
Capable leader	Good speaker
Good organizer	Above all: One who will stay with the job

**Basic Organization** A. *The executive planning committee.*  
To aid her in an advisory capacity, as well as in the work program, each Women's Home Salvage Representative should form an executive committee, having among its members:

- a. One woman to arrange women's publicity in newspapers and radio, working closely with the publicity chairman of the county salvage committee. She can, with the approval of the general salvage committee, also be responsible for distribution of posters to schools, libraries, club rooms, civic buildings, meat outlets, etc.
- b. One woman to head up a speaker's bureau—to train and have on call a group of women able to speak on all phases of the salvage program and to arrange for appearance of the speakers before various groups.
- c. One person who is well acquainted throughout the rural areas of the county, to specialize in those parts of the salvage program affecting the farmer's wife.
- d. One woman who is well-known to women's organizations throughout the county and who can aid in contacting these groups.

The Women's Home Salvage Representative should hold regular meetings with her planning committee, working out with them the unit's salvage activities for the county.

**B. Contact with Women's Organizations.** The salvage program should work through all existing agencies, rather than attempting to create a new over-all organization. For that reason the Women's Home Salvage Representative should list all organizations in her county—P.T.A.'s, women's clubs, church groups, patriotic organizations, veterans and labor auxiliaries, farm groups, study clubs, etc. Groups in foreign-speaking or negro communities should not be overlooked.

## ORGANIZATION

- a. The president of each of these organizations should be contacted and asked to appoint a salvage representative in that organization. These appointees should be invited to a general meeting, given the complete work plan of the salvage program, told the need for continued emphasis on salvage, and asked to carry this information and printed material back to their own club groups.
- b. Where Neighborhood War Clubs are in existence, the Women's Home Salvage Representative should also work out a plan with the Civilian War Service Director so that a Women's Home Salvage worker is named for each club or group. These workers will receive instructions from the Women's Home Salvage unit of the county or local salvage committee. To facilitate this, it has been suggested that the Women's Home Salvage Representative be appointed to the executive committee of the Neighborhood War Clubs.
- c. Aid of Junior groups, Girl Scouts, Campfire Girls, and Girl Reserves should be sought, with representatives from each group on call for meetings of the executive committee.

The County Women's Home Salvage Representative should be assisted by a key woman in each city or township in the county. Their functions will parallel the activities at the county level.

**Program** The work of the Women's Home Salvage units is one of basic salvage education, of making all women aware of the part which they must play in producing salvage materials. They are *not* concerned with collection machinery or disposal procedure. The Women's Home Salvage unit carries the "what," "why," and "how" directly into the home, following programs conducted by other salvage chairmen. The line of responsibility is distinct and should be clearly understood. The Women's Home Salvage Representative at all times is to work closely with the county salvage chairman as one of his sub-chairmen, and consult with him on policies and practices. She makes regular reports at committee meetings as do other members to whom responsibilities are assigned.

## CHAP. II. COMMITTEE OPERATIONS

### How to Get Publicity

Every available means for telling the salvage story should be used. Here are some suggestions:

1. Local newspaper stories. Advertisements, if possible. Inserts in advertising of local merchants.
2. Posters—See available listing (page 46). For local posters printing expense can be borne by sale of salvage. Poster contests might be arranged in schools or among groups.
3. Cooperate with national salvage programs and advertising, such as that on household fats.
4. Speakers Bureau—Use the Victory Speakers Bureau of the civilian defense organization. Have a group of local citizens prepared to make speeches on salvage. Arrange a clearing house



## COMMITTEE OPERATIONS

for speech requests from clubs, church groups, P.T.A.'s, fraternal and social organizations, unions, and others.

5. Use local radio stations.
6. Telephone calls. Have the women's units telephone a certain number of names. On rural lines, use general rings.
7. Handbills—expense to be borne by sale of salvage. Distribution to be arranged through schools or in cooperation with your postmaster for delivery free to all rural mail box holders.
8. Personal letters, over the signature of committee chairmen or well-known local citizens, carry a great deal of weight. Arrange with your county agricultural agent for use of his franking privilege to enable mailing of letters without postage.
9. Parades—If practical, a parade often stirs up interest, especially in launching a salvage drive. The high school band is usually willing to participate. Parades usually require consent of your local police departments.
10. Person-to-person selling. This is by far the best method, leading to immediate action in gathering together and delivering scrap or in pledging to have it ready.
11. Awards—War stamps and bonds or pennants for prizes act as an incentive to get persons and groups interested in the program.
12. Celebrations—A victory supper or a kick-off dinner to launch a campaign provide an opportunity for publicity.

Remember, publicity must stand on its own feet as NEWS. It cannot be merely glittering generalities or "canned" statements. Information from the Tarheel Scrapper or from bulletins and publicity releases from the state office should be retyped before being submitted to newspapers and should be localized as much as possible. If your organization has an active work program you have a lot to talk about and newspapers will be interested.

Don't lean too heavily on publicity alone to do the job. It takes a lot of follow-up and personal effort to capitalize on the preparation which publicity can do for you.

Prepare a list of publications in your county—daily and weekly newspapers and school, church, fraternal, civic and every other publication having a continuing circulation. Become acquainted with the editors or publishers. See to it that all receive copies of your publicity releases.

Wherever possible, request that a special man or one individual on a newspaper be assigned to cover salvage news, especially in larger cities. In this way he will become a specialist, acquainted with your problems, and all news on salvage would clear through him, eliminating as much as possible errors or misinterpretations of your program.

**Suggestions** Write clearly (type, preferably) on one side of plain paper. Double space. Begin at least 3 inches down from top of sheet to leave room for headline.

Be sure of complete accuracy as to time, place and name. Provide full initials with all names. Confine your story to facts. If opinions are expressed they must be given as direct quotations from some specific person.

## COMMITTEE OPERATIONS

Stories of meetings and projects should be prepared as far in advance as possible and submitted to newspapers not later than the day before or on the same day that the meeting takes place. Time is a vital factor. What happened two days ago is not news on a daily paper. Copy to be used in afternoon papers should be on the city editor's desk by mail or personal delivery before 10 a. m. on the day of publication.

All newspapers are crowded for space and understaffed today. Competition for space is stiff. Prepare your stories in a form the editor can easily handle.

The publicity representative should be present at all meetings to keep in touch with what is actually happening, as well as to report last minute changes of program.

### **Funds Received from Salvage**

The State Salvage Committee and the War Production Board have no special interest in the expenditures of funds received by county and local salvage committees from the sale of scrap donated by the public—except that we consider that the funds should be handled as a public trust and should be expended for some phase of the war. **BE SURE TO GET WRITTEN CONTRACT FROM DEALER BUYING SCRAP.**

Every salvage committee handling funds should designate one of its members as its treasurer. Money received from the sale of waste materials should be deposited in a local bank to the account of the salvage committee, and two signatures, those of the chairman and the treasurer, should be required for the withdrawal of funds.

Expenses of the salvage committee, such as telephone, telegraph, express, postage, printing, etc., when approved by a majority of the salvage committee, should be paid from this fund. After deducting expenses it is suggested that the committee mutually determine the disposition of any remaining funds to:

Council of Defense, U. S. O., Army Relief, Navy Relief, Red Cross, Boys Scouts or Girl Scouts, etc.

It is suggested that before scrap collections are made, the public be advised how the proceeds will be spent after bona fide expenses are deducted.

It is also suggested that in counties in which there is more than one local salvage committee, that it might be in order for a portion of the funds obtained by local salvage committees from the sale of waste materials be set aside to pay operating expenses of the *county* salvage committee.

**BE SURE THE DEALER IS EQUIPPED TO MOVE SCRAP PROMPTLY.**

## **CHAPTER III. FACTS ON SCRAP**

You as a civilian soldier have a very important job to perform for your country, the men in the armed services and for yourself. Get all the scrap in your community.

Knowledge is power. Be prepared to answer any scrap question that might arise, promptly, intelligently and enthusiastically. The following material was prepared to give you thorough knowledge of the scrap program.



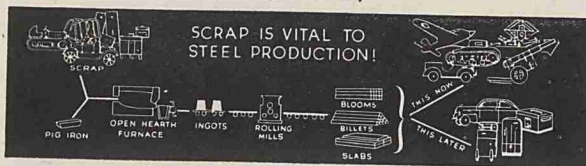
## FACTS ON SCRAP

**What Is Scrap?** Scrap is anything of iron and steel which has become obsolescent or worn out or has been discarded or is the waste and by-product of the various processes of fabricating and machining finished iron and steel products. GET BIDS FROM SEVERAL LOCAL AND NEARBY DEALERS.

Scrap dealers, in the parlance of the trade, refer to iron and steel as "scrap"; to copper, aluminum, brass, bronze, zinc, lead and so forth as "metals"; and a heterogeneous collection of all waste materials as "junk."

**How Is Scrap Used?** A small portion, about one per cent, is reheated or reformed and thus returned to useful service. The remainder of scrap is remelted with other raw materials to make new iron and steel. Scrap is used in blast furnaces along with iron ore to speed up the process of making pig iron. This pig iron is melted to make steel castings, and into the furnace or foundry cupolas goes at the same time a quantity of scrap. The great bulk of scrap is charged in open-hearth steel furnaces with pig iron (usually 50-50 per cent) and into electric furnaces (100 per cent scrap). In other words, where possible 50 per cent of all steel made today is scrap.

The most common steel making process starts with iron ore (which usually assays about 50 per cent iron) which is smelted in a blast furnace to make pig iron. The resulting pig iron is then charged into an open-hearth furnace with an equal amount of scrap in order to make steel. The scrap melts and fuses with the pig iron and other raw materials, completely losing its identity.



**Why Is Scrap Used?** There is no dearth of iron ore, coal, limestone and other raw materials for making pig iron. Steel and castings could be made wholly from pig iron, but would be vastly inferior in quality and higher in price. Scrap is used to make steel because scrap is steel to begin with, and therefore the refining process is shortened. Scrap also is usually cheaper than pig iron.

Every ton of scrap that is melted replaces four tons of iron ore, coal, limestone, and other natural resources which would be required to produce steel directly from ore. This would mean a tremendous strain on the mining and transportation of ore, coal, limestone and other materials to replace the amount now provided by scrap.

It is estimated that in 1942 one-half of all iron and steel; one-third of all copper; one-fourth of all zinc; one-fifth of all aluminum; and one-sixth of all lead produced in this country was made from scrap.

**Scrap Industry** The scrap industry is divided into various classifications or strata. At the top are the scrap brokers and scrap iron dealers—usually large operators who purchase scrap from smaller dealers, process it, and sell it in carload lots to the steel mills. There are about 6,000 scrap dealers in the country. Operating at a slightly lower strata are the junk shops, and they in turn are fed by the peddlers and collectors. At the base of the pyramid the collector, peddler, junk shop and small dealer of necessity handle all waste materials, but toward the top of the pyramid dealers specialize in one particular commodity.

The Federal government has established about 75 grades or classifications of scrap, each of which must be known to the scrap dealer. When scrap comes to a dealer's yard, it usually is mixed or unprepared. It must first be sorted and graded; that is, the steel, cast iron, malleable iron and alloy steel must be separated. Most persons use the terms "iron" and "steel" loosely, as though they were interchangeable, yet they are different. Chocolates and gum drops are both candy, but dissimilar. Steel and iron are ferrous products, but steel has a tough fibrous nature like celery, while cast iron is granular, like an apple.

Once a scrap dealer has sorted or classified the metal into different piles, he must prepare it for the physical requirements of the various types of furnaces. Heavy steel scrap for the open hearth furnace must be no more than five feet long or 18 inches wide, but at least one-quarter inch thick. Most foundries request that cast iron scrap be in chunks of about 150 pounds. For electric furnaces, which are now making much high-grade steel for tanks and jeeps, scrap usually must be no larger than 12 inches square.

A well-equipped scrap yard is usually a highly mechanized "factory." It is equipped with huge alligator shears which can bite through two inches of tough steel; oxyacetylene torches which burn through steel, just the reverse of welding; baling presses which briquette or press an entire automobile body or roll of fence wire to the size of an orange crate in two minutes; electric magnets and cranes for handling materials; enclosed drops where large machinery and other iron objects can be broken to small chunks.

The responsibility for segregation of scrap belongs to the scrap dealer. While scrap can be classified at the source into light and heavy materials, the scrap dealer knows the specifications in sizes and shapes for the various types of use.

**1943 Scrap Needs** American manufacturers have retooled for war production at record breaking speed and are already turning out more guns, tanks, planes and ships than heretofore thought possible in such a short time. The Salvage Division of the War Production Board has estimated that 26,000,000 tons of scrap iron is needed to keep this production rolling in 1943.

Of this amount, some 20,000,000 tons will come from industry. Normally, industry provides 80 per cent of all steel scrap. Some 1½ million tons will come from automobile graveyards, but it is a definite fact that the intake of old jalopies into those yards has been steadily declining. Another 1½ million tons will come from Special

## FACTS ON SCRAP

Projects Salvage Branch—abandoned bridges, old ships, street car rails and the like. The remaining amount—some three million tons—must come from the homes and the farms of the nation, or else we will fall short of our goal.

It will be far better to end the war with a surplus of scrap on hand than not to have enough. We can't afford not to have enough!

### Standard Objections

Any program as huge and as important as the salvage program is bound to raise many critical questions. Because most of questions fall into definite channels it is important that salvage workers be familiar with the facts.

**"Was the Aluminum Drive a Success?"** The aluminum drive was in-

deed a success. In no other manner could 6,000,000 pounds of aluminum be obtained so quickly. Many rumors were started because of the delay of getting the aluminum to refining plants. The only bottleneck in the drive was the fact that pots and pans were turned in containing almost every kind of other metals as part of them. While 6,000,000 pounds of aluminum was contributed, 9,000,000 pounds of scrap steel also was secured. It was necessary to sort and grade the aluminum, and after several months' delay scrap dealers had to be called in to do this. Wooden handles had to be burned off and steel pots sorted from aluminum kettles. All this aluminum has now gone into war production and government officials say they wish they had a similar stockpile to draw on now.

**"Why Was So Much Scrap Shipped to Japan?"** Export records

show less than 40 per cent of all scrap shipped from the U. S. A. prior to the war went to Japan; more than 60 per cent went to the Allied nations. Had trade relations been stopped with Japan—had we refused to sell them scrap and we were selling finished and semi-finished steel at the same time—war might have come much sooner, when we were less prepared for it than we were by December, 1941.

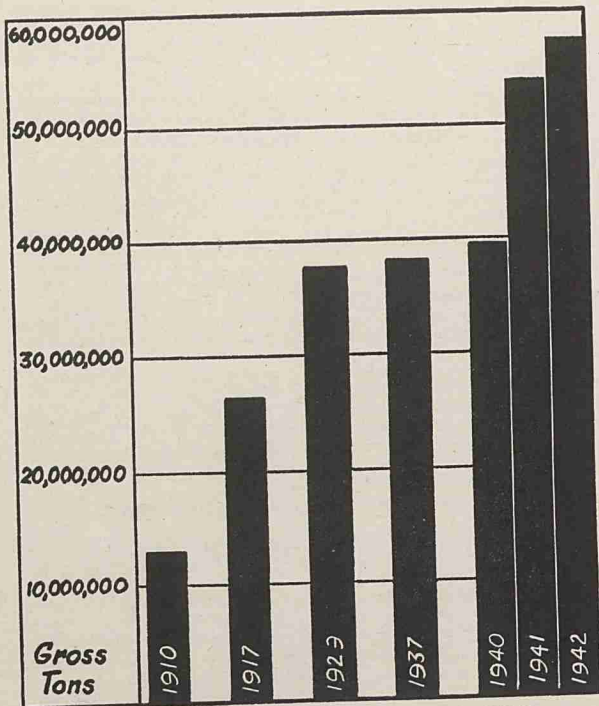
Managing government is no small job in peace and in wartime. It is a stupendous undertaking. Some mistakes have been made; more will be made; but talking about mistakes will not win this war. Don't carry a chip on your shoulder and start a lot of unjustified rumors, but help correct mistakes as soon as possible.

In normal peacetimes the steel mills at 65 per cent of their capacity were able to supply all the domestic needs and manufacturers could build much more of everything than the public demands. Under those circumstances it seemed good business to export scrap iron. At the time it was the right thing to do. We exported scrap iron to the French colonies in Africa and other countries, as well as Japan. In the former case, it panned out; in the latter, it did not.

**"Scrap Dealers Are Getting Rich"** That is not a fact, but a conjecture. A

ceiling price has been set by the O.P.A. for steel scrap. Anyone handling scrap over that price is subject to a \$10,000 fine and 10 years in prison. The scrap dealer must pay for transportation to his scrap yard and pay for skilled labor to sort and cut it up and then pay for

## FACTS ON SCRAP



**Consumption of Scrap in Defense and War Years 1940-42  
Far Exceeds Previous Records.**

transportation to the mill in carload lots. A carload lot is 22 tons of one variety. There are 75 different kinds of metal. The scrap dealer, like every other business, has faced steep increases in labor costs since 1942. He is handicapped by the manpower problem just like everyone else. While his labor costs have gone up, his selling price has been kept fixed. He's not making the money by far that scrap dealers made in the last war. At that time prices on scrap got up to \$40 a ton in 1917. In this war they have remained as set by O.P.A.

### **“What About Scrap Dealers Hoarding Scrap?”**

There has been some criticism that scrap dealers are hoarding scrap. This is unjustified in nearly every case. The price a scrap dealer can get in



reselling his material is fixed, so there is no sense in his holding scrap to secure a higher price. The dealer loses money every day that scrap remains in his yard because his money is tied up in a dead investment.

Every dealer's yard is regularly inspected by government officials. He must report not only his intake but his shipments every month.

***"Why Must We Deal with a Scrap Dealer?"***

The scrap dealer is the established channel through which all scrap must go. He alone can segregate and grade material for the mills. He is the only one qualified by skill and knowledge and experience to do so. He is a very vital cog in the war effort. He must have skill and knowledge to sort the 75 different kinds of metals and prepare them for shipment. He has a large investment in processing equipment. For instance, a baler or press to briquette auto bodies costs from \$30,000 to \$50,000. He must have trucks, a large yard, metal-cutting shears, a crane, and loading equipment, as well as acetylene torches to cut up the material.

***"Do I Have to Sell to a Scrap Dealer?"***

No, not directly. How-

ever, he is the only one who can prepare your scrap for the furnaces and it will pass through his hands sooner or later. You can donate your scrap to any organization you wish. It can be turned in at salvage collection depots. The whole salvage program revolves around either selling or donating scrap. When sufficient scrap is collected it is sold to a scrap dealer and the salvage committee can use the proceeds as it sees fit.

## CHAP. IV. SALVAGE PROGRAMS

### I. Rural Scrap Program

More and more emphasis is being placed on rural scrap programs. The reasons for this are obvious: From the farms comes the best type of heavy melting steel. Scrap is available in larger volumes than from the households in a municipality and is far easier to process.

While an excellent job of collecting scrap has been done in some communities, many farms have been missed, or barely touched. A careful, systematic clean-up of farms will often produce more scrap than was originally obtained.

***One Plan for Rural Scrap Drive***

The county salvage chairman, assisted by the county agricultural agent or county war board chairman, act as county organizers and serve as the executive committee. They will call county-wide organization meetings and any necessary sub-county meetings for the following purposes:



## RURAL SCRAP PROGRAM

1. Make and execute plans for a complete coverage of the county, adapting any suggested plan to local needs and conditions.
2. Set dates for a county drive within the dates set for state-wide effort.
3. Establish tonnage quotas for each township or sub-county section.
4. Cooperate with municipal scrap drives in case such drives are held simultaneously.
5. Assign duties to individuals and agencies working in program.
6. Set up scrap collection depots where necessary.
7. Establish a plan for transporting the scrap to dealers, if deemed advisable.
8. Control advertising and unify the publicity.
9. See to it that the job is completed.

**Who Can Help** In addition to individuals and members of the salvage committee, the following list is offered as additional sources of assistance:

R.E.A. Cooperatives	County Farm Agents
U.S.D.A. War Board members	Cotton Gins
U.S.D.A. Community War Club members	Coal Yards
County and local school officials	Game Wardens
Representatives of the Grange	Home Demonstration Agents
The Farm Bureau	
4-H Clubs and leaders	
Future Farmers of America and advisors	
Farmers' unions	
Other farm groups	

Lumber dealers

Dairy men

Elevator operators

Farm implement dealers

Gasoline-Oil-Rubber dealers

Boy Scouts

Home Extension agents

Service clubs—Rotary, Lions, Kiwanis, Civic, etc.

Fraternal and luncheon clubs

Chambers of Commerce; Junior Chambers of Commerce

Township supervisors

Women's groups

Key farmers

Church leaders

Newspaper publishers

American Legion

Radio station owners

Commercial truckers

### **How to Divide Area of County for A Drive**

Each county presents a different set of circumstances and problems. The salvage committee can best chart the course to fit the individual needs. Here are a few suggestions, many of which have been used with success by various salvage committees:

1. Outline working areas by highways and roads.
2. Organize on a township basis with one individual or organization responsible for each township.

## RURAL SCRAP PROGRAM

3. Divide county by rural school districts.
4. Divide county into three, four, or more areas with majors in charge; captains in each township; lieutenants in each square mile.
5. Delegate responsibility for areas around rural churches or consolidated schools to the leaders in those institutions.
6. Organize by rural mail routes.

Use any method that will assure coverage of every farm in the county.

### **Timing and Duration of Drives** County-wide farm drives

should be timed to coincide with city drives wherever the two programs cover the same thing. One big effort will do the whole job easier, although separate committees may be necessary.

Local conditions may make it advisable to concentrate local effort within a different time than that suggested by the state salvage committee. However, because state-wide publicity is usually released in connection with any salvage program, it is best that the timing coincide as much as possible with the state effort.

The enthusiasm of the county committee, the facilities available, and the estimated scrap to be gathered will determine whether to make the campaign a half-day, one-day, three-day, one-week, or one-month campaign. A shorter, hard-working campaign is usually more effective than a long, drawn-out affair.

Avoid date confictions with other drives or local celebrations which might interfere with the maximum effort concentrated on salvage. Tie in with activities that will aid your drive.

Do not quit until the job is done.

**Transportation** Getting farm scrap gathered together is the hardest problem to crack. Every county presents a different set of problems which must be dealt with by the county organization. The following suggestions may offer ideas for solution of the hauling problems:

1. Farmers should be encouraged to haul in their own scrap either to scrap dealers (if they wish to sell) or to community piles. They should be urged to clean up their own places, and to bring the scrap in to permanent salvage depots or to community scrap piles.
2. In concentrated one or two day campaigns, the state highway department and county road commission trucks may be used.
3. In counties adjacent to military camps it is possible to secure the use of Army trucks, providing they are not required elsewhere.
4. Scrap dealers should use their trucks to the limit.
5. Lumber dealers, coal dealers, commercial truckers, and any firm having stake or dump trucks should be asked to assist.
6. For heavier pieces, auto wrecker trucks or tractors are ideal. The R.E.A. Co-operatives have derrick trucks also.
7. Every truck going into the rural area should return with scrap—this includes trucks of farm implement dealers, feed dealers, and others.
8. In areas remote from scrap dealers with balers the salvage of old fence wire and sheet steel is difficult to dispose of and often cannot be handled by small dealers even when donated.

# WHY SCRAP IS SO IMPORTANT

(Using 1942 Steel Requirements as an example)

To make  
America's 1942 Steel Quota  
**WITHOUT SCRAP**  
would have taken ...



**165,000,000**  
TONS OF IRON ORE



**120,000,000**  
TONS OF COAL



**36,000,000**  
TONS OF LIMESTONE

ALL OF WHICH  
WOULD HAVE PRODUCED

**86,000,000**  
TONS OF INGOTS

But steel is made  
**WITH SCRAP** so only  
these quantities  
were actually needed ...



**109,000,000\***  
TONS OF IRON ORE



**78,000,000\***  
TONS OF COAL



**30,000,000\***  
TONS OF LIMESTONE



**44,000,000\***  
TONS OF SCRAP

which made

**86,000,000\***  
TONS OF INGOTS

**SCRAP** iron and  
steel made possible these  
savings of America's  
Natural resources



**56,000,000**  
TONS OF IRON ORE



**42,000,000**  
TONS OF COAL



**6,000,000**  
TONS OF LIMESTONE

AND  
THESE SAVINGS  
MEAN

- **ORE LOADINGS** — 5,600 fewer shiploads were required saving time, transportation, labor.
- **COAL SAVINGS** — enough coal was saved to heat 4,200,000 average homes for one year.
- **LIMESTONE SAVINGS** — the limestone saved would provide cement for an 8,000 mile, 2 lane highway.

**5,600 LOADINGS**



**4,200,000**  
homes heated



\*STATISTICS FROM AMERICAN IRON AND STEEL INSTITUTE

**Gasoline** Gasoline used by volunteer trucks participating in salvage drives may be replaced under a plan developed by the Office of War Transportation with the State Salvage Committee. Under the plan it is necessary for the salvage chairman to file the following information, sending it to the state salvage committee, who in turn relay it to the district office of the O.D.T. concerned. The O.D.T. will issue a certificate form permitting the truck owner to apply to his gasoline ration board for the amount of gasoline used up in the salvage drive. The information required is:

Truck is registered under name of \_\_\_\_\_  
 Whose address is \_\_\_\_\_ City \_\_\_\_\_  
 Certificate of War Necessity Number \_\_\_\_\_  
 Miles operated in volunteer salvage work \_\_\_\_\_  
 Weight hauled \_\_\_\_\_  
 Gallons of gasoline or fuel oil consumed \_\_\_\_\_

## 2. Tin Can Salvage Program

**What Is Tin?** Tin is a metallic element mined from the earth. It is a vital part of various alloys (bronze, Babbitt). One of its major uses is as a coating to prevent steel from rusting.

Tin also produces valuable salts which are used as corrosives in etching and to assure fast color in dyeing by resisting color changes due to washing and sunlight.

**What Is our Supply of Tin?** Before the war, Sumatra, the Malayan Peninsula, and the Dutch East Indies provided 90 per cent of our tin supply. The remainder came from Alaska and Bolivia. Other sources of tin are Africa and Wales, which at present are partially supplying our allies. While we are developing native tin in the U.S., it is of a very low grade and, at present, volumes are of little use in the immediate war effort.

**Why Is Tin Situation Critical?** Because: 1. In 1941, 99 per cent of our tin supply was imported. Now the major sources of tin are in the hands of the enemy. 2. Our *consumption* of tin in 1941 was 100,000 tons. BUT . . . our U.S. *production* in 1941 was only 44 gross tons, mined for the most part in Texas and Alaska. 3. In certain war uses there is no substitute for tin.

**Why Is Tin Important to the War Effort?** 1. The majority of food shipped to our armed forces and allies must be packed in tin cans. (Tin cans endure the cold of Iceland and the heat of Libya. It withstands bombing assaults. After ship sinkings, tin cans containing food can be salvaged, since cans float. Tin cans may be dropped without harm from airplanes to fighting men cut off from their base. Poison gas cannot penetrate tin-sealed containers.) 2. Tin is a necessary solder material. A drop of solder is an essential part of every light bulb and is extensively required in wiring cables on tanks, trucks, airplanes, and ships. (Solder is approximately  $\frac{1}{2}$  tin and  $\frac{1}{2}$  lead. In some instances



silver can be substituted for tin in solder, but silver has a higher melting point than tin and will not work effectively on metals with low boiling points, such as brass and zinc.) 3. Tin is an absolute essential element of the bushings and bearings for cannon mounts; for airplane motors; it is required for cannisters of gas masks. 4. Tin is an absolute essential of electrical machinery and communication equipment. 5. Tin is essential for vital medication purposes.

**Other Important Uses for Tin** In addition to uses in packaging food (44 per cent of all tin goes right back into tin cans) and in composition of bearings and solder, tin is used for tube containers for drugs, such as hypodermic injections and sulfanilimide ointments. It is also used for blood plasma units. Tin is essential for telephone, telegraph, and all other electric circuits. It is needed for ammunition containers, bushings for airplane motors (10 per cent content of tin), and as a component of Babbitt metal. It also has many uses in chemical compounds and as a lubricant and enamel.

These are just a few instances of war time usages of tin. In addition, there still remains a constant need for tin to fulfill the normal demands for consumer or general industrial needs and in most cases there is no known substitute.

**Bottler's Part in Tin Can Salvage** Under Order M-325, permission is granted to any distributor of soft drinks or beer to make application to the War Production Board for permission to collect tin cans of No. 10 size and larger. In making this request the bottler has agreed to collect all tin cans offered him in the course of his collection; to keep such cans separate from all other material, and to deliver such cans to detinning plants or to Salvage Committees in cities and towns designated as tin can collection centers. All bottlers collecting No. 10 cans or larger, who do not conform to these requirements, should be reported to State Salvage Headquarters, as his permission to collect all larger cans may be revoked upon his refusal to collect the smaller cans for detinning purposes. **BOTTLERS WILL HAUL SMALL LOTS TO COLLECTION CENTERS.**

The North Carolina Tin Can Collection Centers:

Asheville	Greensboro	Rocky Mount	Laurinburg
Durham	High Point	Wilmington	Hamlet
Winston-Salem	Kinston	Elizabeth City	
Gastonia	Charlotte	Raleigh	

**Tin Cans Produce Metal** One of the major reasons for salvaging tin cans is the valuable steel that lies beneath the coating of shiny tin. From every long ton of tin cans we now obtain about 20 pounds of tin—and 2,220 pounds of a very good high-grade No. 2 steel scrap, when the detinned cans are baled.

Last year the tin plating industry consumed 3 million tons of steel. Last year the housewives of America threw away 17 billion valuable tin cans—more than 2 million tons.

We are losing 1,000 tons of steel and 10 tons of tin daily by wasting tin cans. Scrap steel from tin cans is vital. Tin is an absolute essential.



**Why Is Preparation of Tin Cans Important?** We have had a detinning industry in this country for years, working primarily with scrap from tin can manufacturers. This scrap is clean plate remaining after stamping out cans and other items.

There is a difference between detinning of scrap and detinning of old tin cans. First, *mill scrap* is clean and free from food particles, solder, varnish, enamels, and dirt. Second, it is available in large quantities concentrated at a few locations, so collection is no problem. Successful detinning of *old tin cans* is dependent on delivery of properly prepared cans to detinning plants.

**Correct Preparation Is Required Because** 1. *Detinning process*: It is necessary that cans be free from food particles and dirt of any kind. Presence of food particles contaminates the detinning solution, thus reducing its effectiveness. There is not enough space to take care of unprepared cans with the present type of detinning machinery. Unprepared cans would act as tiny buckets, carrying off the valuable detinning fluid. 2. *Transportation*: Carefully prepared cans save space in railroad cars. It is imperative for us to conserve shipping space in every possible way, because of the great demand on our transportation to carry needed war materials. Unprepared tin cans are bulky. They take up much room. They are difficult to handle. Prepared tin cans take up  $\frac{1}{4}$  as much room as unprepared cans and increase the maximum weight load on railroad cars and trucks. Prepared tin cans cut down on gasoline mileage and rubber of collection trucks, besides.

**How to Prepare Tin Cans** Wash can thoroughly; remove top and bottom enough to tuck inside can. Flatten the body of the can by stepping on it *firmly*. (Do not pound or hammer.) Remove label. Store in a dry place.

**What Types of Cans Are Desired?** Cans wanted: All thoroughly clean food and tobacco containers made from tin plate. Food cans with lithographed labels are acceptable. Cans not wanted: Cans made from terne plate, such as motor oil cans. (Terne plate coating contains a large percentage of lead and little tin.) Paint, oil, varnish, and conical top beer cans.

**How Does the Detinning Process Work?** Unless tin is removed from tin cans, steel made from such cans is brittle. The tin must be separated from the steel. Here's how: 1. Prepared cans are placed in a rotary boiler, washed in hot water to remove dirt and dust. 2. Cans are dipped into a solution to remove protective lacquer from inside of cans. 3. Cans are rinsed in hot water bath. 4. Cans are put into detinning solution (caustic soda and sodium nitrate) and boiled at 215-318 degrees for  $2\frac{1}{2}$  hours. Then the vat is emptied and the cans washed twice in clear water. The hot detinning solution is used for several days before it is drawn off and distilled into sodium stennate ( $\text{Na}_2\text{SnO}_3$ ) which is 40-41 per cent tin and suitable for solution in hot water and tin-plating electrologically.

The tin is taken out of the solution by plate electrodes. About every four weeks each electrode is taken out and the tin (up to 2,000 pounds) is simply melted off the plate and runs into a crucible, where it is then 99 per cent pure and is worth approximately 53 cents a pound. The remaining steel from the cans is baled and shipped to steel mills.

**What About the 1943 Pack?** The tin content of tin cans used in the 1943 packs has been materially reduced. Substitution of glass and paper containers is being made where possible. Vegetables and most foods packed in cans have been rationed, the supply being reduced 50 per cent. The result is that we will have to collect MORE of the available tin cans; to increase our educational program and expand our collection facilities, in order to not only maintain our present pace, but to increase it.

### Collection of Cans

*Collections in incorporated cities* and villages can best be made by the municipality, who should be given the responsibility of making the collections with city trucks, and in handling shipments to the detinning plants.

*Collections in rural districts* may be made by several methods. The most successful plan calls for establishment of rural schools as collection depots. School children bring their own prepared tin cans and those of neighbors to the school, where a suitable receptacle (covered) is provided. The cans are stored in either the school vestibule or woodshed. Once every eight or ten weeks the trucks should collect them.

A central shipping point for tin cans should be established. The location should be adjacent to a railroad siding, as all tin cans must be shipped to detinning plants by rail, not by truck. If it is certain that the minimum carload lot of 15 long tons of prepared tin cans will be available on a collection date, it may be possible to arrange for railroad gondola cars to be spotted at the collection point so that cans may be dumped directly into the cars. If the amount to be collected is less than the minimum carload lot of 15 long tons (33,600 pounds), arrangements should be made to store the prepared tin cans under cover. This can be done in lumber yards, garages, or other locations. If the cans must be stored out-of-doors, they should be stored under a tarpaulin. Rusty tin cans cannot be used and are rejected at the detinning plant.

Some counties are successfully using the trucks of bottlers, while others are using wholesale grocery trucks, with collections made from barrels or bins placed in grocery stores, to which housewives are urged to bring their prepared tin cans. It should be kept in mind that there is very little monetary value in tin cans. Certainly there is nothing which can be returned to rural schools should they be used as collection centers nor is there enough to reimburse the smaller villages for their collections, once the loading and shipping expense and freight are deducted.

# HOW TO PREPARE TIN CANS FOR COLLECTION



★ **1** After emptying contents, wash the can thoroughly.



★ **2** Cut off bottom, as well as top of can, or cut open, so that can may be flattened.



★ **3** Step heavily on can to flatten—but do not flatten by hammering. Now tear off paper label, which is loosened by flattening. Labels printed on can need not be removed.



★ **4** Save your cans for tin can collection. Keep separate from other scrap. If collection has not yet started, save your prepared cans in a dry place—do not throw them out!

★ This message approved by  
WAR PRODUCTION BOARD

On the other hand, should one municipality or a road commission assume the role of shipper, villages or road commissions who haul to the shipper in large quantities may be reimbursed after the expenses are paid. While some communities collect tin cans using volunteers and depending on volunteer trucks with the expectation of raising money for civilian defense or some other project, we firmly believe the best method is to place responsibility on the municipality to collect the tin cans. Volunteers are grand for a one-time collection, but the tin can program is a continuing one for the duration and after three or four collections it sometimes becomes very difficult to secure volunteers to man the trucks. Certain communities are using service organizations, such as the Junior Chamber of Commerce or the Boy Scouts or Girl Scouts to make the collections, when perhaps it would be far better to follow the suggested plan of holding municipal curbstone pick-ups using municipal trucks.

**Shipping Tin Cans** There are 8,800 average (No. 2) cans in a ton. The national average of discarded

cans is one ton per 2,000 persons per month, under rationing. This is an average of 16 to 18 cans per family per month (48 points under rationing).

**Who Should Ship Tin Cans?** Unlike other salvage programs, tin can salvage does not go through a scrap dealer. The municipality or the salvage committee becomes the shipper.

**Where To Ship** Vulcan Detinning Company, Neville Island, Pittsburgh, Pennsylvania. Prior to shipment, contact Mr. Gibson Buttfield, Assistant to the President, Vulcan Detinning Company, Sewaren, New Jersey, to obtain purchase order.

**Prices** Vulcan Detinning Company has had a base price of \$15.00 per gross ton, f.o.b. Neville Island, Pittsburgh, Pennsylvania. In addition, the company will absorb one-half of the freight rate in excess of \$5.00 per gross ton, up to \$2.00. For example, if the freight rate from Gastonia to Neville Island is \$5.88, the company will absorb half of the 88 cent cost, thus making the delivered price \$15.44.

Contact the detinning plant and your freight agent prior to making shipments, to ascertain exact amount which will be paid.

**Shipments** Shipments are made *freight collect* in minimum carloads of 33,600 pounds (15 gross tons). The bill of lading is mailed to the consignee, and a copy, showing the number of pounds, is to be mailed to War Production Board, General Salvage Branch, 803 Capital Club Bldg., Raleigh, N. C. Freight is deducted by the detinning company and a check for the shipment is mailed to the shipper. All bills of lading should read, "Tin Cans, old or used, having a value for detinning purposes only."

Care should be taken to see that only properly prepared cans are shipped and that full minimum weight is secured. Failure to ship properly prepared cans will make it necessary for the detinning company to deduct an amount in proportion to the expense of segregating the unprepared cans. Cars shipped with less than 33,600 pounds (minimum carload weight) will result in a higher freight rate and smaller check to the shipper.

Shipments should be made in high-side, open-top, flat-bottom cars (either gondola type or open-top box cars). A car with 2,000 cubic feet or more capacity will insure minimum carload weight. Vulcan Detinning Company is equipped to unload hopper bottom gondola coal cars. Open-top (roof removed) box cars load 45,000 pounds or more. SEND SMALL LOTS TO COLLECTION CENTERS.

**Loading** The ideal way is to load cans directly into railroad cars with dump trucks from a ramp. However, few communities have such facilities and other methods will have to be found. For loading from the ground, once cans have been dumped from the trucks, a crane equipped with electro-magnet or with a clam shell type or orange peel type bucket may be used. Although coal conveyor loaders, snow loaders, or other conveyor belt equipment may be used successfully, it is somewhat slower than crane loading and usually requires a larger loading crew. Sharp edges on



tin cans will cut rubber belt conveyors. In some places unused private loading facilities may be leased at nominal rates or a private concern may contract to do the loading or donate their services.

**Evaporated Milk Cans** Because evaporated milk cans do not have a lip on the edge, we have not asked for them in the tin can program. However, if housewives will go to the trouble of preparing them, we want them because they contain a very good grade of tin, being made under the old hot-dip process, rather than the new electrolytic process of fusing the tin onto the steel. Some milk cans do have a lip, but the majority do not. Difficulties of opening the cans led to original announcement they were not wanted, but we can use them if they are properly prepared.

**Terne Plate and Tin Plate** Some cans are of terne plate, a metal coating different from tin-plating. Terne plate is not wanted in the tin can collection program. Terne plate is easily distinguished from tin plate by its bronze color.

**Enameled Tin Plate** As an added protection against corrosion by certain fruit juices, some tin cans are lined with enamel—a clear coating of golden brown. The process is known as “bonderizing”. This enamel may be removed in the detinning process just like lithographing or printing is removed. Cans which are lined with enamel are wanted in the program.

**Can Openers** Heavy-duty institution-size can openers, for use by institutions and restaurants, are available through the Edlund Company of Burlington, Vermont, and the Dazey Churn & Manufacturing Company, Warne and Carter Street, St. Louis, Missouri, who have been granted metal allocations by the War Production Board. Smaller size can openers, such as the roll-type or the old-fashioned lever-action type, should be available through chain variety stores or hardware stores, along with the wall-type, through recent allocations.

**Side Seams and Rims** The detinning plants are prepared to purchase scrap from tin cans used in the manufacture of bottle caps, but the side seams and rims of cans which have been punched for bottle crowns cannot be used because the seams and rims produce a steel scrap with a high content of tin, which in turn makes steel very brittle. The detinning solution does not reach the tin under the solder.

**Collapsible Tubes** The processes of reclaiming collapsible tubes (shaving tubes, toothpaste tubes, etc.) as compared with the detinning process for tin cans are very different and the two should never be confused. Detinning plants cannot handle collapsible tubes. Neither can salvagers of so-called “pure” tin tubes handle tin cans. The best interests of the two salvage programs can be better served if the two are clearly differentiated. As you know, the recent Government order provides that all consumers buying merchandise in collapsible tubes shall turn in an old tube upon the purchase of a new one. The wholesale druggists are expected to and are collecting these tubes for shipment, but in many



cases it has been found that these tubes are accumulating. Therefore, it is advisable to have one person designated to keep in contact with the drugstores, grocery and variety stores in your county at least every 30 days, and see that this vital tin is going to the proper channels for war production.

All collapsible tin tubes (which are nearly 100 per cent tin) should be sent freight collect to the Tin Salvage Institute, 411 Wilson Avenue, Newark, New Jersey, in lots of five pounds or more.

**Newest and Latest Use for Tin** The SYRETTE is said by many to be one of the most important new developments in the use of tin. The syrette is a small hypodermic holding one dose of morphine. It is carried by every soldier in his first-aid kit in combat areas and is used in case of injury, either by the soldier himself, if conscious, or by one of his buddies on the field of battle. This little gadget has saved the lives of many and will save the lives of thousands before this war is over. The tin from only two tin cans will make this wonderful companion of our boys on the battlefield, and your main job is to see that your county produces tin cans for this purpose.

### 3. Household Fats Program

**Uses** Glycerine, which comes from fats, is used in making cordite. Cordite is an especially strong propellant. The British employ it almost exclusively to fire their big guns. Cordite charged the 105 mm. Detroit-built tank destroyers that rocked Rommel back out of Egypt and into the Mediterranean. Explosives containing nitroglycerine are used in weapons of the U.S. armed forces, the 37 mm. shells from American cannon pouring their fire into Jap planes and Nazi tanks. American pack howitzers, trench mortars, 75 mm. field guns and airplane cannon also burn glycerine explosives.

Beyond its use in explosives, glycerine is essential to war production in many other uses. Some of the better-known products depending on glycerine are gun recoils, hydraulic equipment, pumps, ships' steering gear, compasses, depth charge release mechanisms, protective coatings for weapons, antifreeze, medicines, including the tannic acid salve that heals cruel burns.

**Consumption** Because of the huge war demands, the U.S. is now consuming and exporting about 20 million pounds more glycerine a year than it is producing. The excess is coming out of our reserve into which we are dipping deeper all the time. More than a billion pounds of fats and greases go down the drains or into the garbage pails of American kitchens each year. Since fats are 10 per cent glycerine, this would mean 100 million pounds of glycerine a year, or five times what we need to fill our demands. We are recovering only about 50 per cent of the amount needed—200 million pounds a year.

**What Is Wanted** All animal and vegetable fats not used in preparing food are wanted. Fat parts of meat that are trimmed off should be melted down and added to the homemaker's collection. When a pound or more has been saved, the housekeeper takes it to a meat dealer, who pays her 3 cents a pound.

The meat dealer sells the fat to a renderer for  $\frac{1}{4}$  cents, the 1 cent difference covering his cost of handling. The renderer converts the fats into tallow and sells the tallow either to a soap manufacturer or a fat splitter, who extracts the glycerine as a by-product in making soap. Four weeks after the housewife sells her fat to a meat dealer it may be firing an aircraft cannon.

**Glycerine** Glycerine was discovered by Karl Wilhelm Scheele, a Swedish chemist, and later refined into dynamite by Alfred Noble. It is a clear, colorless, syrupy, harmless-looking liquid which has many manufacturing uses in products as diverse as chocolates, motion picture film, toilet creams, mustard, plastics, and perfumes. Up until the war its outstanding uses were in the manufacture of explosives, as an antiseptic, as a sweetening agent in curing tobacco, and as an anti-freeze in automobile radiators.

Now a war munition, glycerine is used in making nitroglycerine, dynamite, cordite, and double-base powder. Eighty pounds of household fats will produce the glycerine required for one depth charge release mechanism; 70 pounds will make the glycerine to service the recoil mechanism of a 5-inch anti-aircraft gun; while 350 pounds will fire one shell from a 12-inch naval gun.

**Why It Is Needed** Up until Pearl Harbor, the U.S. was getting 60 per cent of its imported fats, oils, and oil seeds, well over a billion pounds a year, from the Pacific areas. Coconut oil and copra were shipped from the Philippines, palm and palm kernel from the Dutch East Indies and Malaya, tung oil from China, and perilla oil from Japan and Manchuria. Before the U.S. entered the war Great Britain, Mexico, Canada, and other countries had been forced to depend more than usual on imports of oils from the far east. Now practically the entire burden of supplying the oils rests on the kitchen door-step of the U.S. We must now export to the other United Nations from  $2\frac{1}{2}$  to 5 times as much in fat supplies as we did in 1940, when 400 million pounds were sent abroad. The government has drastically curtailed all non-essential uses of glycerine, and has taken other measures to meet the tremendous demand. It has asked farmers to increase acreage of oil crops and to step up their output of hogs. It has made attempts to augment importations of oil and oil seeds from South America. But even if the necessary extra shippings were available for these importations, a shortage of a billion pounds of fats and oils would still face us. Salvage of kitchen fats is extremely vital because fats are virtually unattainable from original sources.

**Medical Uses** Glycerine is vital not only for the spectacular things like bombs and shells, but for a score of medicinal purposes. Glycerine ranks second to alcohol as a preservative of medicinal solutions, and is a powerful antiseptic, as well as a surgical dressing. Glycerine is used by dentists and physicians in treatment of the teeth, the throat, and as a highly effective emollient application. Glycerine is also used for spraying with atomizers. Army doctors have found that tannic acid jellies made from glycerine are very effective in treating burns. Sunburn acquired under scorching desert skies is treated with glycerine preparations, made from fat

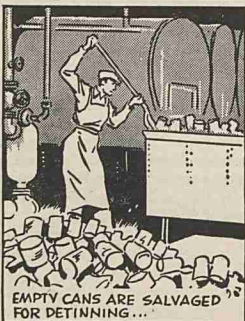
# WASTE FAT GOES TO WAR



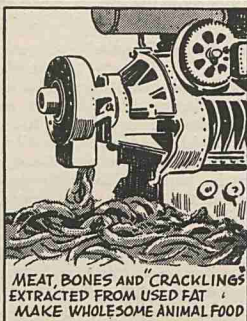
TAKE EVERY DROP OF FAT AND GREASE NO LONGER USEFUL AS FOOD TO YOUR MEAT DEALER!



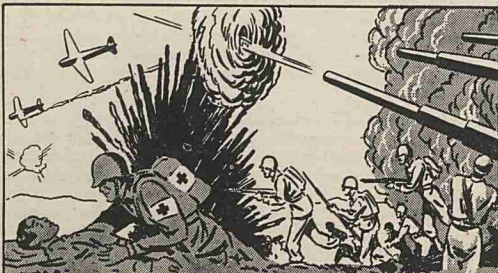
IT WILL BE COLLECTED & PUT INTO HUGE PRESSURE COOKERS TO REMOVE THE URGENTLY NEEDED GREASE!



EMPTY CANS ARE SALVAGED FOR DETINNING...



MEAT, BONES AND CRACKLINGS EXTRACTED FROM USED FAT MAKE WHOLESOME ANIMAL FOOD



REMAINING PURE TALLOW BECOMES GLYCERINE INDISPENSABLE FOR GUNPOWDER AND LIFE SAVING MEDICINALS!



which might have been poured down the drain. Glycerine serves as the base for soothing applications for all kinds of chapping, eczema, bites, and inflammations and irritations of the skin, and is used internally in cases of high blood pressure and in cardiac and circulatory diseases.

**Other Uses** Glycerine is used in making "tough" paints for ships, factories, outpost installations, hospitals and other structures, in manufacturing synthetic resin for camouflage; as an aid in the fabrication of gas mask bags of cellophane; in making papers, textiles, and adhesives.

Glycerine goes into the making of woolen army coats, into leather-making for soldiers' shoes, and into motion picture film which carries entertainment to soldiers at the front.

Civilian consumption of glycerine has been curtailed drastically. Since April 1, 1943, no glycerine may be used in manufacture of cosmetics, dentrifices, lotions, beverages, flavors, candy, and all edible products (except margarine), chewing gum, shaving cream, tablet and pad adhesives, tobacco, shortening, beverage crown caps, protective coatings in paints, soaps, hair tonics, and shampoos.

**Why Situation Is Critical** Five reasons: 1. Increased demand for glycerine for explosives and other uses. 2. Lend-lease provisions for Allies. England recently requisitioned from the U.S. 65,000,000 pounds of glycerine and was allocated 46,000,000 pounds to be shipped under lend-lease. This amount is more than half our present supply and is a serious reason why a definite shortage exists in this country. 3. Pre-war imports are cut off. 4. Even increased production of oil-seed crops (cottonseed, peanuts, soy beans, castor beans) and our increase in hog production does not compensate for needs of our country and our allies. 5. Housewives of America have thrown away millions of pounds of fats annually.

**Sources of Fats In the Home** 1. Fat from roasts, steaks, chops, poultry, fish, vegetables, and soups. 2. Fat drippings from all roasts. 3. Broiler drippings. 4. All deep frying fats that cannot be re-used. 5. Bacon grease that cannot be used in cooking. 6. Pot liquor from soup and vegetable stews. 7. Fat from fish frying. 8. Solid fat may be rendered and then salvaged. Put it through the meat grinder and then heat in the top part of a double boiler until liquid, or heat in a small amount of water. Strain and cool.

**How to Prepare Fats** Strain fat into any clean container. Color is unimportant; brown fat contains as much glycerine as light-colored fat. Fat so heated becomes rancid and is no longer of use for home cooking, and, while it is still salvageable, the glycerine content of the fat is reduced. Keep the fats in a cool place until you have one pound or more; then take to your meat dealer.

**Containers** If large metal cans such as coffee cans are not available, household fats may be stored in small No. 2 tin cans (standard size vegetable containers) in which the top is removed so as not to leave a jagged edge. Do not use glass containers at any time because glass will break.

## HOUSEHOLD FATS PROGRAM

Rendering companies report they have had several injuries to employees caused by broken glass. A by-product in making tallow from which glycerine is produced is an animal feed for poultry, cattle, and hogs (tankage). Broken bits of glass in the feed will cause the death of meat animals.

Likewise, do not use oil cans from filling stations unless absolutely clean. There are certain mineral elements in oils which destroy the value of fats for the making of soap and glycerine.

**Dead Animals** Dead livestock is an important source of fats. Horses or cattle will yield 200 to 240 pounds of fats, enough to produce 20 to 24 pounds of glycerine. Salvage committees should instruct farmers to contact their nearest renderer, county or local salvage committee, or U.S.D.A. War Board whenever they have dead animals to dispose of.

**Fats from Game and Fur-bearing Animals** Fats from deer, elk and carcasses sent in by trappers are sources for additional supplies. More than three pounds of fat are salvageable from each deer. Fox farms and animal rearing stations at the time of their yearly kill have quantities of fats which should be salvaged.

**Salvage Equivalents** 1 pound of cooking fats will produce enough glycerine to manufacture one-half pound of dynamite.

1 pound of cooking fats will produce enough glycerine to manufacture  $\frac{1}{20}$ th pound of nitro-glycerine.

1 pound of cooking fats will produce enough glycerine to manufacture  $1\frac{1}{3}$  pounds of smokeless powder used in heavy artillery ammunition.

2 pounds of cooking fats used in the manufacture of synthetic resin will produce enough paint to coat one medium tank.

1 pound of cooking fats will produce enough glycerine to fire four 37 mm. anti-aircraft shells.

**A Few "Nots"** Don't take less than one pound at a time to the meat dealer. Don't take them on weekends if delivery can be made at other times. Don't use glass containers. Don't let fats stand so long they become rancid, as this reduces the glycerine content.

### Collection

As in other forms of salvage, it is the task of salvage committees to stimulate flow of household fats. Their responsibility is to get the fats to meat dealers—to urge homemakers to turn in their fats. Once the fats are at the meat dealers, it then becomes the job of the rendering companies to make necessary pick-ups and conversion of the material for war.

Rendering companies provide regular service to established meat dealers. Pick-ups are made once a week or at intervals which will assure a continuing collection program. Household fats committees should have available, by means of a survey of all meat outlets, information as to the name of the rendering company picking up the fats, the intervals of pick-up, and whether service is adequate. If service is not available, contact with renderers should be made.



## HOUSEHOLD FATS PROGRAM

**North Carolina Renderers** Listed below are the leading fats renderers:

- Asheville Packing Co., Asheville, N. C.
- Carolina By-Products Co., Greensboro, N. C.
- Carolina Packers, Inc., Smithfield, N. C.
- C. O. Kersey, Jr. (City Abbatoir), New Bern, N. C.
- Consolidated Hide & Metal Co., Asheville, N. C.
- Cook Sausage Co., Concord, N. C.
- Crescent Farms, Hickory, N. C.
- G. C. Gorman, RFD #1, Box 171, Wilmington, N. C.
- Hickory Packing Co., Hickory, N. C.
- J. A. Baker & Co., 162 Craven St., Asheville, N. C.
- N. C. Consolidated Hide Co., Inc., Goldsboro, N. C.
- Norfolk Tallow Co., Norfolk, Va.
- White Packing Co., Salisbury, N. C.
- B. Swartz & Co., Inc., Winston-Salem, N. C.

Household fats committees should consist of a county chairman and such local chairmen as are required to do the job. The household fats chairman may have an advisory committee or planning group to handle various educational or transportation phases of the program. Organization should be on a county-wide basis, working in conjunction with the Women's Home Salvage Representative to get the important educational phases "over" to the housewife.

Fats Committees should check with meat dealers regularly to secure reports on the amount of fat being received. A postcard reporting system or a personal visit by a Women's Home Salvage worker whereby the meat dealer reports monthly his "intake" of fats is an excellent way of handling this. Fats committees should check to see whether meat dealers have received display materials from representatives of the American Meat Institute or rendering companies. If posters are not up or window stickers and signs in place, they should be provided. If signs or posters are dirty, they should be replaced. The fats committee should arrange for speakers before women's groups and other organizations who can aid the program: should secure publicity on different phases of the program, and should collate monthly figures on the percentage turned in as compared with county quotas. Just as North Carolina is being compared with other states on a per capita basis, so communities and townships within a county should be compared. On the basis of this information will be indicated where emphasis is to be placed.

**Small Stores** — Because of restricted travel conditions and O.D.T. regulations rendering companies may not be able to contact small stores. It then becomes the duty of the fats committee to arrange for transportation of the material to stores having a pick-up service. This can be done through pooling of collections from several small stores, or by asking the store merchants to work out a cooperative arrangement to bring the fats into larger stores. *This is very important.*

**Home Education** Selling the housewife on the program involves: a) House to house contact—through

## HOUSEHOLD FATS PROGRAM

Women's Home Salvage representatives. b) Schools—reach the home through the children. c) Churches, public gatherings, clubs, groups. d) Special events, such as cooking schools, etc.

**Meat Dealer Cooperation** Enlist support of dealer in selling his customers on saving of fats. Check each dealer to see that fats display material is up. Urge dealers to tie their store promotions in with national fats advertising. Urge dealers to insert fats copy or mats in his own handbills or newspaper advertising. Solicit merchants for window displays. Ask merchants to include waste fats leaflets or reprints of advertisements in their monthly statements or wrap up the leaflets with each package of meat.

**Advertising** Paid newspaper advertising is being financed not by the War Production Board but by private industry, who have organized the Fats Salvage Committee, 247 Park Avenue, New York City. A four months' campaign using newspapers in cities above 25,000 population on a continuing once-a-week schedule has been launched for spring and summer months of 1943. Fats salvage is being "plugged" over leading radio programs and through official O.W.I. radio allocations. Rendering companies are inserting localized advertising copy to promote the collections. Local publicity should be obtained to tie in with the program.

### 4. Waste Paper Program

In order to meet the acute shortages that developed in the paperboard industry, due primarily to the curtailment of wood pulp imports from foreign countries and war demands for paperboard containers, a waste paper conservation program was launched in September, 1941. Within a short time the momentum picked up by enthusiastic communities soon glutted the market. Cities which never had collected waste paper before collected tons of it. Heroically, the paper mills absorbed all the waste paper they could, building huge stockpiles far beyond their immediate needs. At the time the program started fiber containers were required not only for war uses but for civilian production. The latter was practically stopped on April 1, 1942, further complicating the picture, and paper mills which had been operating on a seven-day basis dropped to four or five days.

In March, 1942, the state salvage committee urged salvage committees to slow down their waste paper efforts. In June a statement that it was no longer unpatriotic to burn waste paper was issued, as salvage committees found warehouses and garages packed to the rafters with waste paper and no place to dispose of it.

The situation rapidly changed during the winter months as inventories were decreased, and by May 1, 1943, paper mill inventories were down to a few days' supply, rather than a 120 days' supply, as had been the case.

We can now report that newsprint and corrugated are being purchased by paper mills at ceiling prices of \$15 and \$16.50 a ton, respectively. The ceiling price on mixed paper is \$14, and is rapidly being approached.

## WASTE PAPER PROGRAM

Reasons underlying the strengthening paper market include an increase in Government orders on container board (solid fiber or highly sized board made of Kraft, corrugated and pulp board); a cut in newsprint production to 90% of the 1942 production; a cut in import of Canadian sulphite pulp; the shutting of California sulphite mills with the diversion of logging from pulp to lumber markets; and the manpower problem in paper mills.

Salvage committees who are assured of a market for waste paper—after checking with scrap dealers—may decide to embark on waste paper drives, but we urge caution in not becoming too enthusiastic again. **BE SURE TO OBSERVE THIS CAUTION.**

**Why Waste Paper Is Needed** Waste paper is a basic resource from which are made millions of containers essential to supplying ammunition to the fighting front. Each shell is shipped in a paperboard container, carefully protected in transit.

A ton of waste paper will produce 1,500 shell containers; or 47,000 boxes for 30-caliber ammunition; or 71,000 dust covers for airplane engines; or 36,000 practice targets.

Practically everything the war program needs must be packaged. Army ordnance plants require 30,000 tons of paperboard each month for packaging shells. Of lend-lease materials nine-tenths must be protected by waterproof paperboard. To keep the armed forces supplied with milk, army quartermasters need a million paper milk containers a day. To pack the 10,000,000 army shirts purchased this year 750 tons of paperboard were required. To pack canned tomatoes for the army another thousand tons are needed, and to produce the paper board for those canned tomatoes, 5,000 tons of waste paper are required. The army has been ordering target paper in 750 carload lots. More than a full carload of blueprint paper is needed to lay out the plans for a single battleship. Each time a pursuit airplane is built 20,000 sheets of protective paper are required.

About a third of the nation's waste paper is normally recovered in peacetime. Most of this comes from large industries, factories, department stores, hotels, public buildings, and apartments. About two-thirds of all paper is destroyed—going into furnaces, incinerators, and rubbish heaps. It has been estimated the average family can save a pound of waste paper a day, and it is suggested that garbage be wrapped in newspaper instead of brown or Kraft paper.

A ton of paperboard, from which containers are made, contains 1,906 pounds of waste paper, cardboard, and corrugated board.

**How to Save and Pack** *Newspapers*—fold them flat and tie in bundles about 12" high.  
*Magazines*—tie in bundles about 12" high. *Corrugated and cardboard boxes and cartons*—flatten and tie in bundles about 12" high. *Wastebasket paper* (wrappers, envelopes, etc.)—pack down in a box or bag so that it can be carried.

### Collection

Arrange for an outlet before undertaking any collection. Some North Carolina cities have paperboard mills located in the city or

## WASTE PAPER PROGRAM

nearby. In other cities there are waste paper dealers or scrap dealers who will cooperate. Determine in advance how much will be paid the public for the material and set prices for newspapers, magazines, cardboard boxes, and all forms of waste materials of 100 pounds minimum.

Determine whether the public will be asked to donate their waste paper or sell it. It is best to dovetail waste paper collection activities with existing facilities already in operation, such as the Salvation Army, Boy Scouts, or other local charities or clubs.

Where the public donates its waste paper, the "neighborhood pool" method has been highly effective. A block chairman is appointed who makes arrangements for a central storage place of all waste paper in that block. It is recommended that one day a week be set aside for this purpose. Arrangements should then be made with a local dealer or group of dealers to pick up these sizable accumulations. A second collection method, known as the "organization pool," is being operated in some communities. Organizations such as the Boy Scouts canvass the city for waste paper, making periodical pick-ups and bringing their accumulations to a central location where they are pooled with others, making it worthwhile for a dealer to call for the paper with his truck. No set plan can be laid down to cover every community. As in all salvage programs, adapt the suggestions in this manual to fit your local problems.

### 5. Rags Program

Rags are not reclaimable or reusable until they have been graded and classified into some 700 classifications. Sorting is usually performed by the specialized rag grader, who in turn purchases the rags from smaller scrap dealers in exactly the same mixed state as the latter receives them from the homemaker, the peddler, or the factory.

A very broad grouping of these grades and their war uses follows:

**Woolen Rags** Woolen rags and clips are reclaimable either by a carbonizing process or a combing and re-spinning process, being reworked into yarn suitable for further knitting and weaving. The Army now makes overcoats and blankets of reprocessed wool. Shipping difficulties have cut down our supply of new Australian wool. Rag dealers face serious manpower problems, reducing the amount of material being collected.

**Wiping Cloths** The most important classification of rags is for wiping cloths, used in all war plants and by the Army and Navy for cleaning guns and brass work. A wiping cloth is any cotton, broadcloth, linen, or rayon material at least 12" square. Some rayons may be included, although a dress of rayon will be reprocessed and used as new rayon. Oilcloth and window shades may be used as wiping cloths, once the sizing is removed. Lace curtains, scrim, bath robes, sheets, spreads, shirts, towels, and cloth cases for hams, and sugar or salt bags are needed. Wiping cloths are graded by color and material, strength and absorbency. If not of sufficient size for wiping cloths, the rags are used for paper-making or roofing bags.



## RAGS PROGRAM

**Paper Mill Rags** Small pieces of cotton and linen rags of proper color and material are reclaimed and bleached by paper mills in the manufacture of fine writing papers and for blueprint paper for war uses. Rags are also used in wrapping paper manufacture and in production of battleship linoleum. Of all mixed rags, 40% are used for paper-making purposes.

**Felt** Old felt is used in making battleship linoleum and felt-base floor coverings. There is a distinct shortage of felt.

**Roofing Rags** Cotton, silk, linen, and part-wool rags and small scraps are used in making roofing siding, felt and in defense housing projects and Army barracks.

**Canvas and Cotton Clips** Used in paper-making.

**Rugs** If of cotton, linen, or rayon, are used in paper-making. If of wool, they are reprocessed.

**Mattresses** The cotton is graded according to length of the staple and reconverted after cleaning and processing into bedding for Army mattresses. The small fibers are used for cellulose in making gun powder. The mattress covering or ticking is used for wipers.

**Silks and Rayons** Used in roofing felt. Rayon is reprocessed into new cloth, being blended with wool and other fibers to reduce the use of scarce materials.

**Burlap** Burlap sacks, if usable, are vitally needed by farmers to transport food. Armies under combat conditions require burlap sacks filled with sand as protection for machine gun emplacements, bomb-proof shelters, and the like. Burlap is largely exported from Calcutta and sources are now cut off. Scrap burlap is used in baling cotton, and, when thoroughly worn, it is mixed with oil and tar and made into caulking for sewer pipe joints. To prepare usable bags for market, they should be laid flat and tied in bales. They should never be cut open along the edge. Jute gleaned from scrap burlap is used for electrical insulation on communication wires and cables.

**Rope** Manila rope fibre, from the Philippines, is now gone. All rope should be salvaged and resold as rope, if usable. Manila is needed in paper-making, for electrical insulation, parachute flare papers, gasket papers in tanks and airplanes, as a base for artificial leather, as tagboard for casualty tags, and shipping tags. Cotton rope goes into roofing felt for insulation.

**Starch-Coated Holland Cloth** This material is used in surgical dressings and is taken from camelback used in connection with recapping of tires. Contact recapping service stations; turn material over to local Red Cross.

**Other Items** In addition to the general classifications, rags also provide other materials. Zippers, for instance, are removed and repaired for re-use. Buttons and hooks are salvaged. Old fur is converted into novelties. Some use or conversion can be found for almost every conceivable type or form of old rags. Their salvage is eminently necessary to a sound salvage program. The average family of four persons will produce two pounds of rags



## RAGS PROGRAM

a month. While some of this will be used around the home, a good share should be obtained for salvage.

### Collection

Collection of rags may be promoted by salvage committees in cooperation with charity organizations or established rag dealers. The program might well be handled in its entirety by the Women's Home Salvage Representatives, because it is largely an educational campaign, pointing out the need for materials and the war uses.

Some counties have appointed a rag salvage chairman, working closely with Women's Home Salvage Representatives in arranging the mechanics of the collection, determining the amount to be paid by dealers and any special collection methods. "Rag Bag" weeks or drives have been held in some counties at intervals to bring out latent scrap rags. Immediately after her spring housecleaning the homemaker usually has the most rags on hand.

Because farm wives usually have an accumulation of rags, in rural areas it may be that collection centers should be established to which rags may be brought. Church groups, schools, rural stores may become collection points under this plan.

Before any rag collection program is attempted, the committee should check all outlets to make certain that some means of disposing of the rags will be found after collection.

All rags should be laundered before turning them in for salvage. While sterilizing is done at the rag graders also, the homemaker should wash her rags. It is not necessary that they be sorted according to type.

### 6. Silk and Nylon Hosiery Program

Silk and nylon hosiery form an important part of the salvage program. Silk is a vital war material used in the making of powder bags; nylon goes to war in parachutes and flares. As the first step of the reclaiming process, the stockings are placed in a chemical bath which turns nylon one color, silk another, and makes them easily distinguishable from cotton and rayon so that the two desired products can be separated.

Silk is chopped up and respun, emerging as a product akin to raw silk. From this a strong yarn is spun, and powder bag cloth woven. The cloth resembles a durable pebble weave. Approximately 15 pairs of hose are needed for the average powder bag, 30 to 85 pairs for the larger.

Only silk can be used for powder bags because every raveling must burn with the speed of the explosion, leaving no burning fragments to ignite the next bag of powder when the gun is reloaded.

Nylon is returned to its basic formula, and emerges as new nylon to be woven into cloth for parachutes and flares, parachute shroud lines and rope for glider take-offs and to tow gliders.

All worn-out, washed silk and nylon hose are wanted, men's as well as women's. They may have tops and feet of rayon or lisle, or a mixture weave of nylon and rayon, or silk and cotton, or silk and rayon. No grading, sorting or preparation is needed. *Rayon is NOT wanted. Silk fabrics are NOT wanted* since the machine which shreds the woven stitch of hosiery is not effective on the lock stitch used.

## Collection

Hosiery is collected through retail stores which sell women's hosiery. Merchants should be asked to set up a collection box or barrel marked with a poster or sign.

All hosiery is *donated* by women for delivery through the retailer to the Government agency, Defense Supplies Corporation in Green Island, New York. The retailer acts only as agent for collection and shipment, freight collect, to this agency. The retailer pays any cost involved in the handling and preparation of the shipment. The Defense Supplies Corporation pays freight charges from point of shipment to destination.

Shipment is to be made in quantities of not less than 100 pounds nor more than 300 pounds. Approximately 1500 pairs of silk, or 2300 pairs of nylon are needed to make up a 100 pound case. Because of the size of the shipment, it is best to have one store in a community take over the job of shipping all hose collected. Other retailers can make collections, and the Silk and Nylon chairman on the salvage committee can arrange to get these to the retailer who volunteers to take on the shipping duties.

Packages of hosiery ready for shipment should be marked "old silk hosiery rags," as a cheaper freight rate can be obtained by doing this.

SHIPPING ADDRESS IS:

DEFENSE SUPPLIES CORPORATION

%JOHN T. RYAN AND SONS

GREEN ISLAND, NEW YORK

DUPLICATE BILL OF LADING TO DEFENSE SUPPLIES CORPORATION, PHILADELPHIA.

## 7. Automotive Safety Foundation Program

Through their national associations, organizations of automotive dealers, petroleum dealers and rubber dealers have offered their cooperation in promotion of the salvage program.

The state chairmen of the three groups have named representatives in each county. These men are asked to represent their industry in the county and to contact individual members to:

1. Loan their organizations to strengthen activities of local salvage committees.
2. Provide official salvage receiving depots to accept for local salvage committees donations of scrap metals, or to help local committees locate depots on vacant lots, in empty buildings, etc.
3. Volunteer manpower and equipment to aid local salvage committees in canvassing every home, farm, and commercial establishment.
4. Comb their own premises for every pound of scrap metal.

It is suggested that to secure cooperation of this group that a meeting be called to review the salvage program and to discuss establishment of depots, scrap drives, etc., and to fix responsibilities for disposition of materials and funds. A specific job should be given this group,

such as conduct of permanent salvage collection depots, to which homeowners may bring small salvagable items. Arrangements should be made for a regular pick-up service from such depots, emptying them at intervals.

If permanent salvage collection depots are used, it should be for donated material. Salvage committees will receive and handle proceeds from the sale to scrap dealers. These depots will not be used for the collection of kitchen fats or tin cans, for which special arrangements have been made.

### 8. Scrap Rubber Program

So successful was the President's Scrap Rubber Drive of 1942 that a sufficient stockpile of miscellaneous scrap rubber has been secured to last for some time.

The situation in scrap rubber, for the present, is not acute, and on May 27, 1943 the Rubber Director informed the War Production Board that volunteer committees could suspend promotion of scrap rubber salvage. The situation in new, crude rubber and synthetic rubber is not to be confused with the supply of scrap or reclaim rubber.

### 9. Jalopy Round-up Program

**Purpose of Program** The purpose of a jalopy round-up is: 1) To locate unquestionable "junkers," the majority of which are unused and unlicensed cars or trucks. 2) To convince owners of junkers to sell them immediately for scrap. It should be understood that any car which is transportation is not a jalopy. A 1928 car may be transportation in many cases more than a 1942 model. Transportation comes first; jalopies next.

**Organization** Most county salvage committees have turned the jalopy program over to the three Automotive Safety Foundation chairmen in their county, as their part in the salvage program. Call a meeting of these men and explain the necessity of a *personal* call on each new and used car dealer, each repair garage, each storage garage, each parking lot, and any combination thereof. Go over the task with them and if they are not already properly organized, point out that they cannot possibly do the job alone but must call upon others in their industry to help. It might be helpful for them to appoint one of their number (probably the automotive man) to act as chairman for the program, and for him to invite to a meeting as many other automobile dealers, petroleum, and rubber dealers as may be necessary to canvass the industry in the entire county. If this is impossible get American Legion to sponsor drive.

**What Is A "Junker?"** The program is not intended to convert individually-owned *marginal* cars to scrap because it is a WPB policy not to scrap useful vehicles. A car is either transportation or a junker. Volunteer workers should personally inspect all vehicles to determine whether they are junkers.

## JALOPY ROUND-UP PROGRAM

**Where To Find "Junkers"** *Private garages*—cars in dead storage, blocked-up or with flat tires, unlicensed and not in use.

*Alleys and backyards*—Cars not in use, unlicensed and frequently covered by tarpaulins. Condition of grass and weeds around and under car will indicate whether or not it has recently been used.

*Public garages and parking lots*—Many old cars in public garages have been in storage for such long periods that storage charges exceed value of cars. Garage operators should be asked to cooperate in securing titles to such cars and selling for scrap.

*Farmers' barns, behind barns and in fields*—In rural areas "junkers" frequently have had many parts removed. The remainder of these cars constitutes an important source of scrap.

*Municipal and police garages (pounds)*—Cars seized by authorities and held over for a long period of time. Frequently ownership of car is not clearly defined—and local authorities will cooperate in arranging for titles to be cleared so cars can be sold at public auction at scrap prices.

*Automobile dealers (used car lots and repair garages)*—Cars frequently are left in dealerships and garages for repair bills that, in addition to accrued storage charges, exceed current value of cars. Authorities (and dealers) will cooperate to clear titles and sell cars for scrap. Some auto dealers retain an equity in low-priced used cars on which buyers have stopped payments. Some of these cars are subject to seizure for non-payment of balances due. These cars are of such little value that dealers will probably cooperate in repossession and sale for scrap.

*Automobile insurance and finance companies*—Frequently hold old cars (wrecks or repossessed) for extended periods of time pending settlement of claims. Contacts should be made to release immediately such cars for scrap.

**Persuading Owners** — Volunteers should make door-to-door and farm-to-farm canvass to locate junkers and determine ownership. Then they should point out to owners the necessity and urgency of scrapping vehicles at once. Remember to tell owners that when cars become jalopies they cease to become automobiles and become scrap, and their value is that of scrap metal rather than used automobiles.

**On Prices** It is impossible to set fixed prices on jalopies. Generally speaking, prices will run from \$4 to \$15. Local conditions or distance of hauling the car or truck itself will cause prices to vary. It should be understood at all times that these cars are being sold for *scrap* and that government ceilings at the mills govern the prices on scrap.

**Know Graveyard Locations** To facilitate movement of junkers, the locations of automobile graveyards should be determined. Consult telephone directories.



## JALOPY ROUND-UP PROGRAM

**Report Cards** Before starting to comb a territory for jalopies, print a supply of "Auto Salvage Report" cards on which to report jalopies found and the progress in getting the car scrapped. Don't turn in the card to chairmen until at least three contacts with the owner have been made to determine whether he agrees to scrap the car, whether the car has been scrapped, or whether the owner refuses to scrap.

Follow through to get best results. Some jalopy owners have every intention of scrapping their cars but never get around to it. Double check on them. Other owners who do not agree to scrap their cars on the first contact may be persuaded to change their mind if contacted two or three times.

**Police Cooperation** Call a meeting of chiefs of police, sheriffs, state police, and other law enforcement officers and ask their cooperation in disposing of cars they may have on hand. Furnish them with Auto Salvage Report cards and ask that their officers fill out a card for each car or truck they locate. These cards should be: 1) checked by the chief of police or sheriff or someone designated by them to determine if any of the cars are stolen; 2) the cards should then be returned to the salvage chairmen; 3) the information listed by him, and; 4) mailed to the Commissioner of Revenue, Raleigh, N. C. with a request for the name and address of the last registered owner. Then the contact may be made with the owner.



# I HELPED TO SAVE HIS LIFE

## Today

By Donating A Tablespoon of Waste Fat  
Which Will Be Used In Making  
Sulfa Drugs To Treat  
Our Wounded



## Salvage Outlets for Items Not Part of the Official Program

**Keys**—Contact Paper & Twine Institute, % O. W. Thum Co., Grand Rapids, Mich.

**Furs**—Local dealers in furs.

**Bottle tops**—Certain brewers and soft drink bottlers are salvaging.

**Watches**—For use by Russian doctors, etc. Must be in working condition. Contact local jewelers cooperating in Russian War Relief.

**Glass**—Sorted by colors, can be sold through certain scrap dealers to glass manufacturers, who require old glass to start a new batch.

**Tin foil**—has little salvage value. Often confused with lead foil, aluminum foil and printed silver paper. Can be disposed of through certain scrap dealers, or donated to Masonic Orphanage, Greenville, S. C.

**Phonograph records**—Shellac shortages have arisen by cut-off of exports. Sell or donate old phonograph records to record dealers or organizations collecting them.

**Radios**—U. S. Signal Corp., 2270 E. Jefferson Ave., Detroit and Army Air Corp desire old radios for practice in rebuilding sets, after which they are sent to Army hospitals.

**Cameras**—U. S. Army Signal Corp., Philadelphia, Pa., desires certain types of 16 mm. and 8 mm. motion picture cameras and some press cameras. Contact camera shops.

**Books**—Both the U.S.O. and Red Cross have conducted drives to obtain books for men in the armed services.

**Hunting knives**—no longer wanted.

**Human hair**—no longer wanted.

**Razor blades**—not wanted. Steel too thin and collection difficult.

**Bones**—Homemakers have not been asked to save bones in North Carolina but may be later.

**Worn-out light bulbs**—Not an official government project but certain power and light companies are collecting them as a project of their own, asking old bulbs be turned in when new ones are purchased or exchanged.

**Feathers**—Old and new goose and duck feathers and down have certain war uses. Among known outlets are E. F. Burkle Co., 433 Massachusetts ave., Indianapolis, Ind. Prices being paid are quoted on basis of sample. Contact junk dealers.

**Junk Jewelry**—Earrings and glittering brooches, for barter by U. S. soldiers with South Sea natives. League of Servicemen, San Francisco, is outlet.

**Bottles**—Milk bottles and soft drink bottles are being returned to use in salvage campaigns sponsored by private industry.

**Old postage stamps**—not wanted for their dyes or glue; of value only to stamp collectors.

**Bees wax**—Definite shortages exist, but markets are localized. Contact nearest beekeeper or supply house.

## Promotional Materials Available

### Steel

"Get in the Scrap", poster, 20 x 30".

"How Steel is Made", poster, 30 x 50".

"Official Salvage Collection Depot", poster 30 x 20".

"Your Scrap Brought It Down", poster, 24 x 28".

Salvage Credential Cards

"We Can't Let Them Fight With Bare Fists", pamphlet for salvage chairmen only.

### Tin

"What Shall We Do With Tin Cans?", household leaflet.

"Win With Tin", poster, 30 x 18".

"How To Prepare Tin Cans", newspaper mat, 2 col.

"How To Prepare Tin Cans", newspaper mat, 1 col.

News releases on tin salvage (kit).

Radio spot announcements and 15 minute scripts.

"Tin Going to War", poster, 30 x 20", wood-framed, shipped four to a carton (minimum order)

"Save Your Tin Cans, Help Pass the Ammunition," poster and counter cards.

### Fats

Fats Leaflets, 3½ x 7", packaged in thousands.

Fats display kits—wall poster, counter easel, door sticker, window streamer.

4-color fats window poster.

Mats of fats advertisements and mat sheets.

"Save Your Waste Fats", poster, 18 x 30".

Counter easels.

Fats cartoons, mat sheet.

Fats car card ( for buses, street cars, etc.).

### Women's Activities

Information source kit.

"Little Things Count Big With The Boys", leaflet.

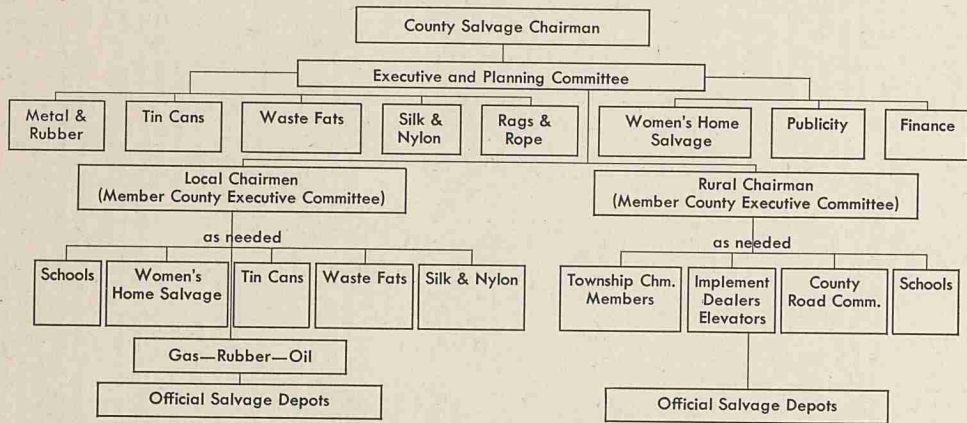
"It's Your Scrap, Sister", leaflet.

"Farm Women, Pass Your Ammunition", leaflet.



ONE DOWN—TWO TO GO—

# COUNTY ORGANIZATION



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This plan of organization has been used successfully by many counties. Transportation and other committees may be set up as need is indicated. It may be advisable to have a local scrap dealer on your committee or available for consultation. Regular meetings of the Executive and Planning Committee will keep everyone posted on progress and need for united action on different phases of the Salvage program.

## JUNIOR COMMANDO PROGRAM

At the request of State Salvage Committee, Mr. H. W. Halberstadt, of Charlotte, President of the Junior Chamber of Commerce of North Carolina, accepted the responsibility of organizing and promoting, in connection with the State Salvage Committee, the Junior Commando Army of North Carolina. Mr. Halberstadt and his splendid organization did a magnificent job, organizing approximately 25 units in North Carolina, and collecting in excess of 30 million pounds of scrap material. This program is worked primarily through the grammar and junior high schools of North Carolina, setting up companies in each of the local schools where permission is granted by the Superintendent of Education of the County in which it is to be organized. Committees are appointed by the Junior Chamber of Commerce for each school, and the children, on certain designated days, bring scrap material to the schools to be weighed. An exact record is kept of each child's contribution, and he is then entitled to rank according to the amount of scrap he brings in.

The ranks are obtained as follows:

25 pounds	Buck Private
50 pounds	Pvt. 1st Class
100 pounds	Corporal
250 pounds	Sergeant
350 pounds	Master Sergeant

All these ranks are known as the Privates and non-commissioned officers, and an armband, suitably inscribed, is given the child when he obtains his rank. Commissioned officers' ranks are obtained as follows:

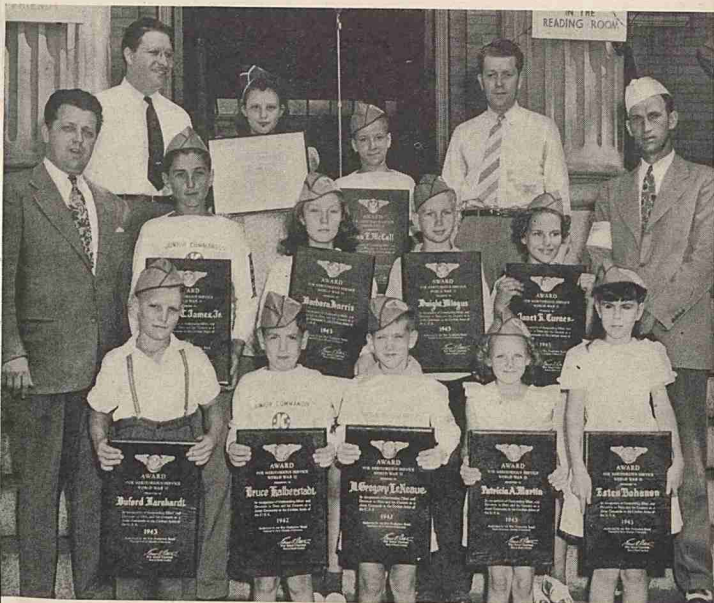
500 pounds	2nd Lt.
750 pounds	1st. Lt.
1000 pounds	Major
2000 pounds	Lt. Colonel
2500 pounds	Colonel

After the child has reached the 500-lb. goal, he or she is given a cap, an armband and sweater, all with the Junior Commando insignia thereon, and the ranks of 1st Lieutenant to Colonel are changed when the proper amount of credit has been given to the child, by new arm bands for each rank so obtained.

After the full rank of Colonel has been obtained, the child is given one service stripe for each 500 lbs. over the 2500 lbs. and when he has reached the accumulated total of 5000 lbs., he is given an award of a plaque with his name imprinted thereon.

This organization provides the most interesting newspaper and radio publicity possible, and, without an exception, has created more sensation in the towns where it has been organized, than any other salvage program since the great newspaper and school drives in the fall of 1942.

Since the Junior Chamber of Commerce could not function in all of the counties in the state, the Parents-Teachers Congress of North Carolina voted, at their annual state convention, to promote the Junior Commando Program in the cities and towns where Junior Chambers of Commerce are not organized, or where they did not



desire to conduct this program. The funds derived from the donation of scrap are used to buy arm bands, sweaters and caps, and all profits are donated according to the wishes of those operating the Junior Commandos in the county.

Those wishing to correspond directly with the promoters of the Junior Commando Program in North Carolina, should write Mr. Ray Bandy, President, Junior Chamber of Commerce for North Carolina, at Rocky Mount, North Carolina; or Mr. W. N. LeNeave, Chairman, North Carolina Junior Commando Program, Charlotte, North Carolina.

War Production Board staff assigned to State Salvage Committee:

<b>JAMES B. VOGLER</b>	Executive Secretary, State Salvage Committee
<b>Miss Evelyn Clement</b>	Secretary

State Salvage Committee  
General Salvage Branch, Salvage Division  
War Production Board  
803 Capital Club Building  
Raleigh, North Carolina.



# County Salvage Chairmen

## September 1, 1943

COUNTY	CHAIRMAN	ADDRESS
Alamance	Claibourne Young	Burlington, N. C.
Alexander	R. G. Watts	Taylorsville, N. C.
Alleghany	Emerson Black	Sparta, N. C.
Anson	J. W. Cameron	Wadesboro, N. C.
Ashe	Roy H. Crouse	Jefferson, N. C.
Avery	Wallace Buchanan	Minneapolis, N. C.
Beaufort	R. P. MacKenzie	Washington, N. C.
Bertie	G. B. Weaver	Windsor, N. C.
Bladen	Milton Fisher	Elizabethtown, N. C.
Brunswick	R. D. White	Shallotte, N. C.
Buncombe	Tom Cushing, Oates Bldg.	Asheville, N. C.
Burke	E. O. Whitley	Morganton, N. C.
Cabarrus	Walter L. Furr	Concord, N. C.
Caldwell	Max A. Culp	Lenoir, N. C.
Camden	G. D. Berry	Shiloh, N. C.
Carteret	D. B. Willis	Morehead City, N. C.
Caswell	Chas. R. Hassell	Beaufort, N. C.
Catawba	J. E. Zimmerman	Yanceyville, N. C.
Chatham	J. E. Gaither	Hickory, N. C.
Cherokee	Wade H. Paschal	Siler City, N. C.
Chowan	Joe Ray	Murphy, N. C.
Clay	R. N. Hines	Edenton, N. C.
Cleveland	George Farthing	Hayesville, N. C.
Columbus	Geo. W. Wray, Civilian Defense	Shelby, N. C.
Craven	J. A. Maultsby	Whiteville, N. C.
Cumberland	George G. Smith	New Bern, N. C.
Currituck	T. G. Slate, Imperial Life Ins.	Fayetteville, N. C.
Dare	Mrs. Virginia E. Brumsey	Currituck, N. C.
Davidson	M. K. Fearing	Manteo, N. C.
Davie	Willie B. May	Thomasville, N. C.
Duplin	B. Y. Boyles	Mocksville, N. C.
Durham	Norwood Vann	Wallace, N. C.
Edgecombe	H. W. Fowler, Liggett Myers	Durham, N. C.
Forsyth	E. D. Johnson	Tarboro, N. C.
Franklin	Paul Bennett, Quality Oil Co.	Winston-Salem, N. C.
Gaston	G. M. Beam	Louisburg, N. C.
Gates	C. G. Thomas	Gastonia, N. C.
Graham	John W. Artz	Gatesville, N. C.
Granville	J. B. Wiggins	Robbinsville, N. C.
Greene	O. D. McFarland	Oxford, N. C.
Guilford	A. J. Harrell	Snow Hill, N. C.
Halifax	P. T. Hines	Greensboro, N. C.
Harnett	James E. Lyon	City Chairman for High Point, N. C.
Haywood	Frank Kemp	Roanoke Rapids, N. C.
Henderson	C. R. Ammons	Lillington, N. C.
Hertford	Howard Clapp	Waynesville, N. C.
Hoke	G. D. White	Hendersonville, N. C.
Hyde	Alvin J. Eley	Ahoskie, N. C.
Iredell	J. A. McGoogan	Raeford, N. C.
Jackson	J. P. Woodard	Swan Quarter, N. C.
Johnston	L. S. Gilliam	Statesville, N. C.
Jones	G. R. Lackey	Syba, N. C.
Lee	C. E. Bingham	Smithfield, N. C.
Lenoir	Jack Kelly	Trenton, N. C.
Lincoln	W. F. Wood	Sanford, N. C.
McDowell	Mrs. Maude Baynor Foy	Kinston, N. C.
Macon	J. G. Morrison	Lincolnton, N. C.
Madison	W. G. Ballew	Marion, N. C.
Martin	S. W. Mendenhall	Franklin, N. C.
Mecklenburg	Philip Elam	Marshall, N. C.
Mitchell	V. J. Spivey	Williamston, N. C.
Montgomery	Hoyt Galvin	Charlotte Public Library, Charlotte, N. C.
Moore	F. L. Woodard	Bakersville, N. C.
Nash	F. C. Henneberger	Troy, N. C.
New Hanover	E. H. Garrison, Jr.	Carthage, N. C.
Northampton	Bob R. Boseman, Route #3	Rocky Mount, N. C.
Onslow	E. C. Johnston, Jr.	City Chairman for Rocky Mount, N. C.
Orange	J. M. Butt, Jr., 307 Nutt St.	Wilmington, N. C.
Pamlico	H. L. Joyner	Jackson, N. C.
Pasquotank	A. T. Griffin, Jr.	Jacksonville, N. C.
Pender	Don S. Matheson	Hillsboro, N. C.
Perquimans	Tom Hood	Bayboro, N. C.
Person	G. R. Little, Jr.	Elizabeth City, N. C.
Pitt	J. F. Bradshaw	Burgaw, N. C.
Polk	A. R. Winslow, Jr.	Winfall, N. C.
Randolph	W. W. Woods	Roxboro, N. C.
Richmond	Miss Lelia Higgs	Greenville, N. C.
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	W. S. Price	Asheboro, N. C.
	W. H. McColl	Rockingham, N. C.
	J. B. Rountree, Jr.	Lumberton, N. C.

Rockingham	Rev. J. K. McConnell	Spray, N. C.
Rowan	R. E. Ramsey	Salisbury, N. C.
Rutherford	C. P. Parks	Rutherfordton, N. C.
Sampson	Norwood Parker	Clinton, N. C.
Scotland	W. R. Sutherland	Laurinburg, N. C.
Stanly	DeWitt M. Griffith	Albemarle, N. C.
Stokes	Lawrence MacRae	Walnut Cove, N. C.
Surry	A. P. Cobb	Dobson, N. C.
Swain	Philip E. Brintnall	Bryson City, N. C.
Transylvania	H. D. Wyatt	Brevard, N. C.
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Warren	W. E. Turner, Rt. #2	Henderson, N. C.
Washington	W. V. Hays	Plymouth, N. C.
	H. H. McLean	
Watauga	Harry Hamilton	Boone, N. C.
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Wilkes	J. B. Snipes	North Wilkesboro, N. C.
Wilson	Al Deal	Wilson, N. C.
Yadkin	R. A. MacLaughlin	Yadkinville, N. C.
Yancey	Mrs. Helen R. Goodman	Burnsville, N. C.

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## SALVAGE CHAIRMAN'S RESOLUTION

WHEREAS, on December 7, 1941, our country was dastardly attacked by a foreign power, killing hundreds of our armed forces and citizens in a most inhuman manner, and

WHEREAS, in time of war it is the duty of every American citizen to do all in his or her power to aid in the winning of the war, and

WHEREAS, the citizens of my county have expressed their confidence in me by appointing me chairman of this most important work,

NOW, THEREFORE, BE IT RESOLVED:

That I will do my duty to the best of my ability by properly organizing the salvage committee of my county and continuing the work throughout the duration, or until I find that I will not have the time to devote to this work; in which case I will submit my resignation to the chairman of Civilian Defense in my county in order that he may appoint a chairman who can give the time necessary to do credit to our country and to our county.

# SCRAP BUYERS—NORTH CAROLINA

- AHOSKIE**  
W. P. Godwin
- ASHEBORO**  
Ashboro Machine &  
Foundry Co.  
Carolina Retreading Co.
- ASHEVILLE**  
Consolidated Hide & Metal Co.  
Frank Silverman Co.  
Harrison Auto Parts Co.  
R. Gumpert  
Standard Iron & Metal Co.
- AYDEN**  
Rossers Garage
- BURGAW**  
Bill's Garage
- BURLINGTON**  
Burlington Scrap Iron &  
Metal Co.  
Levine Bros.
- CANTON**  
Presley Bros.
- CHARLOTTE**  
Charlotte Iron & Metal Co.  
Schwartz & Son  
Smith Metal Co.  
Southern Metal Co.
- CLINTON**  
Clinton Salvage Co.
- CONCORD**  
Fois, Inc.
- DUNN**  
Theodore Godwin—Rt. 2  
Moff Iron & Metal Co.  
E. E. Polk
- DURHAM**  
Durham Iron & Metal Co.  
Rancer Iron & Metal  
S. Schwartz & Sons
- EDENTON**  
S. Hobowsky  
Thomas A. Cross
- ELIZABETH CITY**  
Miles Jennings
- FARMVILLE**  
J. W. Ellis Scrap Yard
- FAYETTEVILLE**  
Fayetteville Hide & Junk Co.  
J. I. Lessem
- FAIRMONT**  
Fairmont Junk Yard
- FOREST CITY**  
Collins Metal Co.
- GARLAND**  
W. H. Carter
- GASTONIA**  
Nelson Iron & Metal Co.  
Witten Iron & Metal Co.
- GOLDSBORO**  
Goldsboro Iron & Metal Co.
- GREENSBORO**  
Greensboro Junk Co.  
Southern Converting Co.  
Southern Junk & Salvage Co.
- GREENVILLE**  
J. Sam Fleming  
Moore Iron & Metal Co.  
Northside Iron & Metal Co.
- HENDERSON**  
Blaustein Hide & Junk Co.  
Henderson Junk & Metal Co.
- HENDERSONVILLE**  
Louis Williams & Son
- HICKORY**  
Witten & Company
- HIGH POINT**  
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H. Gordon & Son  
Levine Junk & Metal Co.  
Samet Junk Metal Co.
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- LAURINBURG**  
Anthony's Used Parts
- LEAKSVILLE**  
Silvers Junk & Metal Co.
- LOUISBURG**  
W. B. Harris
- LUMBERTON**  
Lumberton Junk & Metal Co.
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Kirby's Garage
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T. C. Scarborough
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Weinstein Hide & Metal Co.
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Webster's Junk Yard
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- WILMINGTON**  
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- WILSON**  
Louis Arner
- WINDSOR**  
J. C. Johnson
- WINSTON-SALEM**  
Brenner Iron & Metal Co.  
B. Swartz & Co.

Revised from the original Salvage Manual prepared by  
the Michigan State Salvage Committee

Funds for printing this manual were provided the State Salvage Committee of North Carolina by the North Carolina Shipbuilding Company, Wilmington, North Carolina, and the American Trust Company, Charlotte, North Carolina, as a further contribution to the war effort and in tribute to the Salvage staff and its volunteer workers.

Dear \_\_\_\_\_:

In early September, the Office of Price Administration will launch a "Home Front Pledge Campaign" as a part of the President's order to "hold that line" against inflation in your community. The purpose of this "Home Front Pledge Campaign" is to impress upon each housewife and each merchant in your community their individual and personal responsibility in helping to hold down the cost of living.

The Community Service Member of your local War Price and Rationing Board will launch this campaign in your community. Will you do the following things as president of your organization:

1. Supply volunteers for the house-to-house canvass.
2. Give support to the program at your first meeting. Ask the Community Service Member to speak to you on the subject of the campaign.
3. Give complete support to the understanding of and compliance with the work of your local Price Panel. Ask your Price Panel Chairman to speak to your club on the ceiling price program.

Soon we will send you a program for discussion and forum groups on "How We Can Keep Prices Down: Our Wartime Job." Use this program in your organization meetings. Inflation is the greatest danger to the American home. It's our job on the home front to hold down the cost of living.

Cordially yours,

\_\_\_\_\_  
President, \_\_\_\_\_



COORDINATORS

Alamance  
Alexander, Edward F. Fox, Taylorsville  
Alleghany  
Anson, Brown Huntley, Wadesboro  
Ashe  
Avery, J. E. Penland, NewLand  
Beaufort  
Bertie  
Bladen  
Brunswick, Charles M. Trott, Southport  
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Cherokee, H. Bueck, Murphy  
Chowan, G. I. Dale, Edenton  
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Orange  
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Pasquotank  
Pender  
Perquimans, F. T. Johnson, Hertford  
Person, Percy Bloxam, Roxboro  
Pitt  
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Wilson, W. H. Dunn, Wilson  
Yadkin  
Yancey  
Chapel Hill, Guy B. Phillips, Chapel Hill  
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High Point  
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Guilford, Stark Dillard, Greensboro  
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Harnett, Earl McD. Westbrook, Dunn  
Haywood, Jonathan H. Woody, Waynesville  
Henderson, Monroe Redden, Hendersonville  
Hertford, W. Dare Boone, Winton  
Hoke, H. L. Gatlin, Jr., Raeford  
Hyde, Mrs. Seth M. Gibbs, Engelhard  
Iredell, H. P. Grier, Jr., Statesville  
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Johnston, James R. Pool, Smithfield  
Jones, John W. Creagh, Trenton  
Lee, Warren Williams, Sanford  
Lenoir, C. A. Kramer, Kinston  
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McDowell, Zeno Martin, Marion  
Macon, Guy Houck, Franklin  
Madison, E. D. Wilson, Marshall  
Martin, Hugh Horton, Williamston  
Mecklenburg, Martin L. Cannon, Charlotte  
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Onslow, John D. Warlick, Jacksonville  
Orange, A. H. Graham, Hillsboro  
Pamlico, E. S. Askew, Bayboro  
Pasquotank, J. Henry LeRoy, Elizabeth City  
Pender, W. H. Robbins, Burgaw  
Perquimans, Chas. Whedbee, Hertford  
Person, L. C. Bradsher, Roxboro  
Pitt, June H. Rose, Greenville  
Polk, Charles J. Lynch, Tryon  
Randolph, C. C. Cranford, Asheboro  
Richmond, W. H. Eubanks, Rockingham  
Robeson, O. L. Henry, Lumberton  
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Rowan, Walter H. Woodson, Sr., Salisbury  
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Wake, Frank Daniels, Raleigh  
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Washington, P. Bruce Bateman, Plymouth  
Watauga, Wade E. Brown, Boone  
Wayne, Ray Armstrong, Goldsboro  
Wilkes, Judge J. A. Rousseau, N. Wilkesboro  
Wilson, Charles McLean, Wilson  
Yadkin, Fred C. Hobson, Yadkinville  
Yancey, Dover R. Fouts, Burnsville  
High Point, O. A. Kirkman, High Point  
Rocky Mount, Millard F. Jones, Rocky Mount  
Chapel Hill, Mayor R. W. Madry, Chapel Hill

SCRAP   HAPPY

Here's a treasure of COPPER

And a box of Clean RAGS ...

An assortment of METALS

Odd bits and BRASS tags,

I've rinsed out the TIN CANS

And flattened them ... thin!

And stacked the old PAPERS --

They reach to my chin.

Here's a can full of FATS

I'm going to turn in

I'm serving by saving

So our boys will win.

All this may seem minor

These TWIDLINGS and SCRAPS

But UNCLE SAM shoots them

At NAZIS and JAPS!

----- Muriel Jeffries Hurd

## Part II

### Basic Plan for Participation of Women's Units in the General Salvage Program

#### Introduction

Due to the obvious need for women to take a more active part in the newly accelerated Salvage Program, suggestions are hereby submitted for a basic organizational plan for Women's Units. This plan is purposely flexible, so that it may be adapted for all local needs. It is expected that it will also be useful in communities where women are already playing a major part in stimulating the flow of scrap.

These units shall be known as Women's Auxiliaries of Salvage Committees.

These units shall function as part of the regular, established Salvage Committees, and shall be responsible to the Chairman of the Salvage Committees of which they are part.

A broad general policy for the functioning of all Women's Units - whether they be national, State or local - may be summed up as follows:

Women should take no active part in the fundamental organization of disposal machinery beyond the Salvage Depot. They should, however, solicit and educate the housewife, generate a continuing enthusiasm for the Salvage effort among housewives, and supervise the flow of scrap from the home to the district Salvage Depot in cooperation with the local Salvage Committee.

Women should never be used locally or nationally as "protest" groups, but only as groups to stimulate collection.

#### Part II - Section (1)

##### Organization of Women's Unit of the General Salvage Section, Conservation Division, War Production Board

In Washington, the Women's Unit of the General Salvage Section is headed by Mrs. Mary Brewster White, who is directly responsible to the Chief of the General Salvage Section, Mr. Herbert L. Gutterson. There is an Assistant, Mrs. Ruth S. Everson. Publicity for the Women's Unit is supervised by Miss Helen Blankenhorn, directly responsible to Mr. Robert R. Ferry of the Division of Information, War Production Board.



in. The Women's Unit formulates the over-all national women's policy on the General Salvage program, and presents ideas and suggestions to State Salvage Committees through the Chairman of the Women's Auxiliary of the State Salvage Committee, who is appointed by the State Executive Secretary. (Copies of all correspondence are filed with the State Executive Secretary.) It is the function of the national Women's Unit to keep the State Chairman constantly informed on all Salvage activities, to send her women's news bulletins of interesting information culled from women's activities all over the country; to write, print and distribute special educational bulletins from time to time.

The national Women's Unit is directly responsible for all contacts with all national women's organizations, such as Parent-Teachers Associations, General Federation of Women's Clubs, Business and Professional Women's Clubs; all religious women's associations, such as the National Council of Catholic Women, National Council of Jewish Women; all volunteer women war-time organizations, such as American Women's Voluntary Services, Bundles for America, U. S. O. Women's Unit, Red Cross; all women's consumer contacts with C. P. A., O. C. D., and all other Federal war agencies; all women's contacts with the Departments of Agriculture, Interior, Labor, Commerce, Treasury, etc.; all national contacts with teaching and professional home economists; with women colleges, both private and professional, and all publicity contacts with women editors of national magazines, national Press associations and syndicates, national network women's radio programs through the Division of Information.

In the interests of efficient organization and non-duplication of effort, none of the above-mentioned national contacts should be approached in any way by local committees, nor by any other unit of the General Salvage Section, except through, and with the approval of, the Women's Unit.

## Part II - Section (2)

### Organization of Women's Auxiliary of State Salvage Committee

The State Executive Secretary shall immediately appoint a Chairman of the Women's Auxiliary of the State Salvage Committee. Too much emphasis cannot be placed on this selection, as the success of any women's committee depends upon the capabilities of its leader. The Chairman should be a prominent, outstanding woman with state-wide interests and organizational contacts. She should have special administrative ability, energy and enthusiasm.

It should be the duty of the State Executive Secretary to see that the Chairman of the Women's Auxiliary of the State Salvage Committee is thoroughly familiar with organization of the Conservation Division of the War Production Board, the General Salvage Section and the various units and their objectives.

In detail, the Chairman should perform the following duties and functions:

- (a) If the women members of the State Salvage Committee already appointed by the State Executive Secretary are not representative of all prominent State-wide women's organizations, the Chairman should immediately appoint additional women in conjunction with the State Executive Secretary.



- (b) Request County Chairmen to appoint a woman to serve as Chairman of the Women's Auxiliary of each County Salvage Committee.
- (c) Appoint State Publicity Chairman who will have no direct supervision of County or local publicity, but who will gather information from all parts of the State and use it as State publicity only (see Part II, Section (7)).
- (d) Distribute information, literature, posters and bulletins to County units immediately upon receipt of same from the National Women's Unit.
- (e) Receive weekly reports from County Chairmen and consolidate into monthly reports to be sent to the Director of the Women's Unit in Washington, one copy to be filed with the State Executive Secretary. (See Exhibit A following page ).
- (f) Hold regular meetings at established time and place with members of Women's Auxiliary of the State Salvage Committee. May call in County Chairmen occasionally if advisable, although large and frequent meetings have not been found to be practical nor particularly conducive to organizational programs and success.
- (g) If conditions warrant it, and war emergency transportation does not interfere, a State Chairman should take an occasional tour of her State to inspire her fellow-workers and enthuse the women of her State.

### Part II - Section (3)

#### Organization of Women's Auxiliary of County Salvage Committee

Each County Salvage Committee should appoint a Chairman of a Women's Auxiliary (or if the Chairman of the Committee is a woman, a Vice-Chairman), who would be responsible for women's Salvage activities in the County and who would perform the following duties and functions:

- (a) Organize a Women's Auxiliary of the County Salvage Committee composed of the Chairman of the Women's Auxiliary of the Salvage Committee of each town and city in the country. (She should contact the Chairmen of Local Salvage Committees to obtain the names of the women appointed to be sure a woman has been appointed in each town.
- (b) Distribute bulletins, literature and information received from the State Chairman to each Local Chairman.
- (c) Receive reports from local Chairmen and consolidate them into County report to be forwarded to State Chairman at regular designated intervals. (See Exhibit A - following page ).
- (d) Appoint a County Publicity Chairman to work in cooperation with local Publicity Chairmen. (See Part II - Section (7)).

(e) Work with Chairman of County Salvage Committee and ~~U.S.D.A. War Board Chairman~~ in arranging for dissemination of information to, and collection of, scrap from farms in rural areas.

*County Home  
Demonstration  
Agent*

*Chairman of City  
2 Vice-Chairmen  
12 Zone Directors  
    Block  
20 Sector Captains*

Part II. Section (h)

PLAN FOR CITIES OF 25,000 OR OVER

The Local Salvage Chairman shall immediately appoint a Chairman of the Women's Auxiliary of the Salvage Committee. Too much emphasis cannot be placed on this selection, as the success of any woman's committee will depend on the capabilities of the leaders. She should be a prominent citizen, should have administrative ability, understand organizational procedure and have energy and enthusiasm.

It should be the duty of the Local Chairman to see that the Chairman is thoroughly familiar with the organization of the Conservation Division of WPA, the General Salvage Section and the various units and their objectives.

The Chairman shall have the responsibility of organizing the women in her city. This should be done by dividing the city into divisions, zones and sectors. The Air Raid Sectors, Civilian Defense Sectors, Voting Precincts and subdivisions by the occupied dwellings will serve as guides for aiding and dividing the city.

(a) The following plan is proposed for local organization procedure:

- (1) Secure a large map of the city and hang it in the office for reference.
- (2) Determine the number of occupied dwellings in the city (an apartment house should represent as many dwellings as there are individual apartments in the building.)  
(See Exhibit B following page \_\_\_\_.)
- (3) Secure dwelling distribution survey (from City Hall or County Courthouse.)
- (4) Divide city into equal divisions of 20,000 dwellings each (mark map.)  
(See Exhibit C following page \_\_\_\_.)
- (5) Appoint one Vice-Chairman for every division of 20,000 (in no instances shall there be less than two.)
- (6) It is understood that each Vice-Chairman shall be entirely responsible for her division and for the organization therein.
- (7) The Vice-Chairman will now secure a map of her division, divide it into 20 equal zones of approximately 1,000 dwellings each and appoint 20 Zone Directors. It is preferred that the Zone Director reside in the zone she represents.

- (8) The Zone Director shall now divide her zone into 20 Sectors of 50 dwellings each and appoint 20 Sector Captains.
- (9) Each Sector Captain will be responsible for the personal solicitation of everyone of her 50 dwellings (she may call in helpers if she so desires.)

(b) Duties of Local Chairmen, Vice-Chairmen, Zone Directors and Sector Captains.

(1) Chairmen of Women's Auxiliaries of Local Salvage Committees.

- (a) Plan organization of her city (See Part II, Section 4, Article d.)
- (b) Appoint Vice-Chairmen which group shall be known as the Advisory Committee. It may also be advisable to have prominent representative women attend in an advisory capacity. Their viewpoints may be valuable.
- (c) Call a meeting of the Advisory Committee for the purpose of education and direction. It is imperative that the Chairmen of the Local Salvage Committees be present at this meeting. At this meeting, or meetings, the Chairman must prepare her Vice-Chairmen for the program to be generated in that city. For this reason the meeting should be comprehensive and should cover the following subjects:

- 1 - Organization of Conservation Division of WFB )
- 2 - Organization of General Salvage Section ) See National Salvage Program Exhibit (2.)
- 3 - The Need for Salvage ) following Part II
- 4 - Materials to be salvaged )
- 5 - Preparation of Salvage for disposal )
- 6 - General Outline of city organization
- 7 - Establishment of salvage depots
- 8 - Salvage Campaigns
- 9 - Discussion of credential cards - (See National Salvage Program following Part II)



10 - Determine time and place of regular Vice-Chairmen meetings.

- (d) See that all Vice-Chairmen have credential cards.
  - (e) Tabulate reports received from Vice-Chairmen and forward same to County Chairman.  
(See Exhibit A following <sup>page</sup>)
  - (f) Attend all meetings called by County Chairman of the Women's Auxiliary of County Salvage Committee, or have a representative attend.
  - (g) Keep chart showing division progress and foster competition among the Vice-Chairmen.
  - (h) Hold regular meetings of the Vice-Chairmen. In order that the organization may function smoothly from the beginning it is advisable to hold weekly meetings for a period of four or six weeks. After that it shall remain the privilege of the local Chairman to call meetings as she deems necessary. Meetings should not be called unless necessary, but when called it is imperative to have a 100% representation.
  - (i) The Local Chairman should be responsible for the dissemination of material to her entire city through her Vice-Chairman.
  - (j) The Local Chairman shall appoint a publicity Chairman whose duties are defined in Part 2, Section 7, Article a.
- (2) Vice-Chairman of Women's Auxiliary of the Salvage Committee
- (a) Plan organization of her Division (See Part II, Section 4, Article d.) Separate areas of her Division shall be known as Zones.
  - (b) Appoint Zone Directors which group shall also act as an advisory group.
  - (c) Call meeting of Zone Directors. (See Part II, Section 4, Article d.)
  - (d) See that all Zone Directors have credential cards.
  - (e) Tabulate reports received from Zone Directors and forward same to Local Chairman. (See Exhibit A following page)
  - (f) Attend all meetings of Local Chairman or have representative attend. Each Chairman shall be a member of the Chairman's Advisory Committee and shall take part in discussion and organizational policies.



- (g) Keep chart showing Zone progress and foster competition among Zone Directors.
- (h) Hold regular meetings of Zone Directors. (See Part II, Section 4, Article 4, Paragraph 1, Item h.)
- (i) Vice-Chairman will be responsible for the dissemination of material to her entire Division through her Zone Directors.
- (j) Vice-Chairman shall consult the Local Publicity Chairman appointed by the Local Chairman of the Women's Auxiliary of the Salvage Committee on all matters pertaining to publicity.

(3) Zone Directors

- (a) Organize Zone according to plan (See Part II, Section 4, Article d.)
- (b) Appoint Sector Captains (one to each 50 dwellings.)
- (c) Call meetings of Sector Captains. (See Part II, Section 4, Article e, Paragraph 1, Item c.)
- (d) See that each Sector Captain has credential card.
- (e) Tabulate weekly reports from Sector Captains and forward same to Vice-Chairman. (*See Exhibit A following page*)
- (f) Attend all meetings called by Vice-Chairman.
- (g) Keep chart showing Zone progress and foster competition among Sector Captains.
- (h) Hold regular meetings of Sector Captains. (See Part II, Section 4, Article e, paragraph 1, item h.)
- (i) Zone Directors will be entirely responsible for the dissemination of information to her Sector Captains.
- (j) Any ideas on publicity must be sent to Vice-Chairman who will see that they reach the Publicity Chairman, appointed by the Chairman of the Woman's Auxiliary of the Salvage Committee.
- (k) Zone Directors shall be responsible for Salvage Depots. They should be of sufficient number that every housewife can reach one easily.

Each depot should be well marked. Arrange for bins or space so that metals, rubber, rags, burlap, old rope and tin cans can be segregated.

Such depots may be

- 1 - Schools  
*Business*
- 2 - ~~Fire~~ stations
- 3 - Police Stations
- 4 - Vacant Stores
- 5 - Organization or Club headquarters such as  
Bundles for ~~War~~, Girl Scouts, etc.  
*Business*
- 6 - Churches

The Zone Directors will be assisted by her Sector Captain and each Sector Captain shall know of the location of each.

(4) Sector Captains

- (a) Shall be personally responsible for contacts with every dwelling in her sector.
- (b) Educate each housewife to the following:
  - (1) Need for Salvage
  - (2) How to prepare salvage for collection *and suggestions for segregation of salvage in the home*
  - (3) Acquaint her with nearest Salvage Depot
  - (4) Arrange for collections of large and bulky piles of salvage in homes.
  - (5) Be sure to leave her such material as to be distributed to her.
  - (6) Try to get signed pledge card.
- (c) File weekly reports with Zone Director. *(See Exhibit A following page)*
- (d) Attend all meetings held by Zone Directors.
- (e) Help in setting up Salvage Depots.

Part II - Section (5)

Organization of Women's Auxiliaries of Salvage Committees  
in Cities and Towns of less than 25,000

The organization of auxiliaries shall be the same as in cities of over 25,000, except that there will be no Vice-Chairmen in charge of Divisions. The Zone Directors shall work directly with the Chairman of the Auxiliary and shall perform the same duties and functions as those performed by Zone Directors in larger cities, with respect to appointing and informing Sector Captains, making reports, etc. The number of Sector Captains under each Zone Director will vary between ten and twelve, depending upon the population of the city or town.

Part II - Section (6)

Enlistment of Women's Organizations in the General  
Salvage Effort

In general, it is <sup>already</sup> the policy of the Women's Unit of the General Salvage Section to use every women's organization to the fullest measure. With this in mind, we have <sup>already</sup> been in touch with the national leaders of 200 organizations (see list, Exhibit D - following page ), in an effort to determine the extent of woman-power at the disposal of the Salvage program. Many of these organizations have volunteered complete, and even extraordinary, cooperation. A few have not yet been heard from.

It should be the duty of every Chairman of every Women's Auxiliary of a Salvage Committee - wherever State, County or Local - to ascertain how any of these organizations within her province can most thoroughly further the Salvage effort. It should be noted that many of these organizations have centrally located offices in local communities which are at the service of local Salvage Committees as collection points and as places for distribution of all War Production Board written and printed material. Also, many of these organizations have special publicity staffs, which could be extremely useful in planning a comprehensive and coordinated Salvage campaign.

It should be borne in mind, of course, that in the enlisting of any organizations with the Salvage Program, that they should be incorporated into, and become part of, the over-all campaign. Any depots, promotions, publicity material thus used should be subject to the organizational procedure of the Conservation Division of the War Production Board, and should come under the jurisdiction of the local Salvage Committee of which they are part. We distinctly do not recommend separate Salvage campaigns, as this obviously tends only to confuse those we are striving ~~most particularly~~ to educate.

Remember that the enormous Salvage for Victory Program of which you are a part, so far exceeds any other volunteer war effort in number of potential workers that it is only intelligent to include every available bit of help offered to you. The need is urgent - the women are there - use them.



Part II - Section (7)

Publicity Plan

Obviously, publicity alone cannot carry the Salvage program to its ultimate and successful end. Nevertheless, neither can a voluntary Salvage crew do a completely effective job unless supported by a forceful, coordinated publicity campaign.

As this plan deals solely with the mobilization of women in the Salvage program, the publicity will be confined specifically to women's radio programs, periodicals (or sections of periodicals) of interest to women.

The publicity plan as conceived for national, State, County and local purposes, naturally will not follow the same structural procedure as the organization of women's Salvage auxiliary units. The reason for this is that there are only two types of publicity - national and local - and they are related only as one can contribute to the effectiveness of the other. In between lie County and State publicity, which cannot be informative, but rather, must be self-promotional. Therefore, State and County Publicity Chairmen of Women's Auxiliary Units should seek to gather and correlate publicity items from within the boundaries of their respective territories with an eye to using this information in the furthering of their particular programs. Local Publicity Chairmen, on the other hand, would have specific duties as outlined below.

While publicity and organization should never be separated in either the mind of the volunteer worker, or in that of the public, (the two make the broad tie-up known as "education") it is nevertheless deemed advisable to appoint a Publicity Chairman for each Women's Auxiliary of each Salvage Committee - State, County and local. This publicity Chairman is not expected to do any house-to-house canvassing, but is expected to act as a stimulating force to the Salvage crews by means of spreading the objectives of the Salvage effort locally by public speech and written word.

The first rule of publicity in an enormous campaign of this kind is to see that the Salvage story, as released, is uniform. The Publicity Chairman should make it her first obligation to see that there is no conflicting material sent out.

(a) Duties of the State Publicity Chairman

The State Publicity Chairman shall perform the following duties and functions:

- (1) Contact County Publicity Chairmen regularly for interesting news items, ingenious publicity stunts, etc.
- (2) Present these items in a regular report to the Chairmen of the Women's Auxiliary of the State Salvage Committee, who will in turn incorporate this report into her monthly report to Washington.

- (3) Be completely State-conscious in publicity releases, and strive to outdo sister states in pleasant rivalry.
- (4) Never try to superimpose any publicity ideas on County or Local Chairmen.
- (5) Form a State Speakers Bureau composed entirely of women speakers. Be sure that these women are uniformly informed on the Salvage effort so that they do not confuse the public. (Furnish speakers with copies of speeches, etc., made available to you via your Chairman from Washington). See that these women speakers are put on the programs of all important state functions, so that the Salvage story is constantly before the public.
- (6) Work with State headquarters of national women's organizations on State publicity.
- (7) Do not make any contacts with national periodicals which may have offices in your State, but refer all such publications to Washington.

(b) Duties of County Publicity Chairmen.

The duties and functions for County Publicity Chairmen follow the identical lines as those of the State Publicity Chairmen. Simply replace the word "state" with "county".

(c) Duties of local Publicity Chairmen.

Local Publicity Chairmen shall perform the following duties and functions:

- (1) Contact every local woman editor of press and radio, every professional and teaching home economist in your territory.
- (2) Form a speakers' bureau composed of women. Work with them on information so that the same coordinated story appears all over town.
- (3) Arrange for lectures and demonstrations in schools, clubs, community centers, churches, department stores (plan a specific, well-timed program).
- (4) See that the Chairman of the Women's Auxiliary of your local Salvage Committee is put on the programs of all civic and educational functions.
- (5) See that the location of Salvage Depots, the telephone number of your Salvage headquarters, are well publicized.



- (6) Transmit activities and results in a monthly report to your County Publicity Chairman.
- (7) Search constantly for new and ingenious "angles" on the Salvage story.

## Part II - Section (8)

### Relation of Women's Units to Fats, Tin, Rubber, Farm Units and Incorporation of School Plan in Women's Over-all Program

It has been previously stated that all Women's Auxiliaries of Salvage Committees function as cooperative units of established Salvage Committees. An extension of this basic principle should be clarified in regard to situations wherein special Salvage committees have been set up which include women, i.e. Tin Cans and Waste Fats.

Tin Cans: In certain cities special Tin Can Committees have been set up. These committees have women on them. Those women should automatically become part of the Women's Auxiliary of the local Salvage Committee, and should do everything in their power to further the general, over-all Salvage effort.

Waste Fats: Some Salvage Committees - State and local - have appointed special Fat Salvage Committees. In such cases where women serve on these committees, they should forthwith be incorporated into the Women's Auxiliary of whatever Salvage Committee the Fats Committee is part, and should make every effort to cooperate with the over-all program.

Rubber: At this writing there is no special Rubber Promotion, but a house-to-house search for this vital material must continue. The Women's Auxiliary Committees should keep in constant touch with the local Chairman to see how they may serve in the fullest sense, as and when further stimulation is needed.

#### National Scrap

Harvest The National Scrap Harvest is primarily concerned with heavy iron and steel scrap as it can be rounded by the Farm Implements Dealer Groups. It may be that women can supplement the efforts of this group (locally), and women's auxiliaries should consult their local Chairman how they may cooperate. Women on farms may be contacted by letter from County Chairmen of the Women's Auxiliary of the County Salvage Committee, and also by local branches of women's organizations.

School Plan: This special scrap program will be competitive. It seems to us that Women's Auxiliary Salvage Committees can best aid and abet the forthcoming campaign by an advance educational job on both the child and the parent. Here our Parent-Teachers Association members of Women's Auxiliary Salvage Committees will be particularly helpful.

If women's Salvage crews could sell the idea of properly divided Salvage bins in every home, families would undoubtedly be more receptive to Junior's collecting Salvage.

Women's Unit  
 General Salvage Section  
 Conservation Division  
 War Production Board

Chairmen, Women's Auxiliary  
 of State Salvage Committee  
 ---  
 Committee composed of women represent-  
 ative of various state organizations

Executive Secretary,  
 State Salvage Committee

Chairmen, Women's Auxiliary  
 of County Salvage Committee  
 ---  
 Committee composed of Chairmen of Women's  
 Auxiliaries of Local Salvage Committees

Chairmen,  
 County Salvage Committee

Women's Auxiliaries of Salvage Committees  
 for City, Town or Village  
 ---  
 Composed of Chairmen, Vice-Chairmen or Zone Directors where  
 there are no Vice-Chairmen, women representative of various  
 local organizations, including clubs, churches and schools,  
 Publicity Vice-Chairmen and women members of specially ap-  
 pointed Fat and Tin Can Committees.

Chairmen,  
 Local Salvage Committee

*Handwritten:*  
 City of  
 100,000

Cities over 100,000	Cities of 25,000 to 100,000	Cities of 5,000 to 25,000	Towns of 2,500 to 5,000	Towns of less than 2,500
2 to 48 Vice-Chairmen (One for each 20 Zone Directors) 25 to 500 Zone Directors (One for each 20 Sector Captains) 500 to 10,000 Sector Captains (One for each 50 dwellings)	2 Vice-Chairmen (One for half of Zone Directors) 6 to 25 Zone Direc- tors (One for each 20 Sector Captains) 125 to 500 Sector Captains (One for each 50 dwellings)	2 to 12 Zone Direc- tors (One for each 10 or 12 Sector Captains) 25 to 125 Sector Cap- tains (One for each 50 dwellings)	2 to 5 Zone Direc- tors (One for each 10 or 12 Sector Captains) 25 to 50 Sector Cap- tains (One for each 25 dwellings)	2 Zone Directors (One for half of Sector Captains) Maximum of 25 Sec- tor Captains (One for each 25 dwellings)

*Handwritten:*  
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200 to 10,000 sectors  
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 branches of the Alice-Christians of some branches, and  
 for the use of the  
 women's auxiliaries of the Alice-Christians

Local Branches Committee  
 Chairman

Auxiliaries of Local Branches Committee  
 Committee composed of Chairman of Women's  
 of County Branches Committee  
 Chairman, Women's Auxiliary

County Branches Committee  
 Chairman

State of Alaska state organizations  
 Committee composed of women representatives  
 of State Branches Committee  
 Chairman, Women's Auxiliary

State Branches Committee  
 Executive Secretary

Alaska Education Board  
 Commissioner Division  
 General Branches Section  
 Women's Unit

*The Director*  
*Director Captain*

EXHIBIT A

REPORT FORMS



(To be given to Zone Director promptly after close of each week)

Sector No. \_\_\_\_\_

REPORT OF SECTOR CAPTAIN

for week ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone Number \_\_\_\_\_

Number of dwellings in Sector \_\_\_\_\_

Number of calls made during week \_\_\_\_\_

Number of housewives personally contacted \_\_\_\_\_

Number of pledge cards signed \_\_\_\_\_

List of dwellings from which heavy scrap should be collected:

Name

Address

Type of Scrap

*+ address  
names of  
owner of other  
than present  
listed*

Constructive criticisms, suggestions and questions received on Salvage Program:

(Chairman or  
(To be forwarded to (Vice-Chairman  
promptly after close of each week)

Zone No. \_\_\_\_\_

REPORT OF ZONE DIRECTOR

for week ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone Number \_\_\_\_\_

Summary of Reports by Sector Captains

Total number of Sectors in Zone \_\_\_\_\_  
Total number of dwellings in Zone \_\_\_\_\_  
Total number of calls made during week \_\_\_\_\_  
Total number of housewives personally contacted during week \_\_\_\_\_  
Total number of dwellings in Zone contacted to date \_\_\_\_\_  
Total number of pledge cards signed during week \_\_\_\_\_  
Total number of pledge cards signed to date \_\_\_\_\_

Report on Salvage Depots in Zone:

Number of Salvage Depots in Zone \_\_\_\_\_  
Number of Salvage Depots supervised by women \_\_\_\_\_

Amount of Salvage deposited in and collected  
from Salvage Depots, during week:

Metals *under supervision of women* \_\_\_\_\_ lbs.  
Rubber \_\_\_\_\_ lbs.  
Rags \_\_\_\_\_ lbs.  
Paper (if being collected locally) \_\_\_\_\_ lbs.  
Tin Cans \_\_\_\_\_ lbs.

Constructive criticisms, suggestions and questions received from  
Sector Captains worthy of consideration:

(To be forwarded to Chairman  
promptly after close of each week)

Division No. \_\_\_\_\_

REPORT OF VICE-CHAIRMAN

for week ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone \_\_\_\_\_

Summary of Reports by Zone Directors:

Number of Zones in Division \_\_\_\_\_

Total number of Sectors in Division \_\_\_\_\_

Total number of dwellings in Division \_\_\_\_\_

Total number of calls made during week \_\_\_\_\_

Total number of housewives personally contacted during week \_\_\_\_\_

Total number of dwellings in Division contacted to date \_\_\_\_\_

Total number of pledge cards signed during week \_\_\_\_\_

Total number of pledge cards signed to date \_\_\_\_\_

Report on Salvage Depots in Division:

Number of Salvage Depots in Division \_\_\_\_\_

Number of Salvage Depots supervised by women \_\_\_\_\_

Amount of Salvage deposited in and collected from  
Salvage Depots during week:

Metals \_\_\_\_\_ lbs.

Rubber \_\_\_\_\_ lbs.

Regs \_\_\_\_\_ lbs.

Paper (if being collected in locality) \_\_\_\_\_ lbs.

Tin Cans \_\_\_\_\_ lbs.

Constructive criticisms, suggestions and questions received from Zone Directors  
worthy of consideration:

( Use other side of sheet )

(To be forwarded to County Chairman promptly after close of each week)

City \_\_\_\_\_

REPORT OF CHAIRMAN, WOMEN'S AUXILIARY  
OF LOCAL SALVAGE COMMITTEE

for week ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone Number \_\_\_\_\_

(Vice-Chairmen or  
Summary of Reports by Zone Directors:

Number of Divisions in City \_\_\_\_\_

Total number of Zones in City \_\_\_\_\_

Total number of Sectors in City \_\_\_\_\_

Total number of dwellings in City \_\_\_\_\_

Total number of calls made during week \_\_\_\_\_

Total number of housewives personally contacted during week \_\_\_\_\_

Total number of dwellings in City contacted to date \_\_\_\_\_

Total number of pledge cards signed during week \_\_\_\_\_

Total number of pledge cards signed to date \_\_\_\_\_

Report on Salvage Depots in City:

Number of Salvage Depots in City \_\_\_\_\_

Number of Salvage Depots supervised by women \_\_\_\_\_

Amount of Salvage deposited in and collected from  
Salvage Depots during week:

Metals \_\_\_\_\_ lbs.

Rubber \_\_\_\_\_ lbs.

Rags \_\_\_\_\_ lbs.

Paper (if being collected in locality) \_\_\_\_\_ lbs.

Tin Cans \_\_\_\_\_ lbs.

Constructive criticisms, suggestions and questions received from Vice-Chairmen or Zone Directors worthy of consideration:

(Use other side of sheet)



( To be forwarded to State Chairman  
promptly after close of each week)

County \_\_\_\_\_

REPORT OF CHAIRMAN, WOMEN'S AUXILIARY  
OF COUNTY SALVAGE COMMITTEE

for week ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone Number \_\_\_\_\_

Summary of Reports by Chairmen of Women's Auxiliaries  
of Local Salvage Committees:

Number of towns in county \_\_\_\_\_

Number of Women's Auxiliaries organized in towns to date \_\_\_\_\_

Number of Divisions in cities in county \_\_\_\_\_

Number of Zones in cities and towns in county \_\_\_\_\_

Number of Sectors in cities and towns in county \_\_\_\_\_

Number of dwellings in county \_\_\_\_\_

Number of calls made during week \_\_\_\_\_

Number of housewives personally contacted during week \_\_\_\_\_

Number of dwellings in county contacted to date \_\_\_\_\_

Number of pledge cards signed during week \_\_\_\_\_

Number of pledge cards signed to date \_\_\_\_\_

Report on Salvage Depots in County:

Number of Salvage Depots in county \_\_\_\_\_

Number of Salvage Depots supervised by women \_\_\_\_\_

Amount of Salvage deposited in and collected from  
Salvage Depots during week:

Metals	_____	lbs.
Rubber	_____	lbs.
Rags	_____	lbs.
Paper (if being collected in locality)	_____	lbs.
Tin Cans	_____	lbs.

Constructive criticisms, suggestions and questions received from local  
Chairmen worthy of consideration:

(Use other side of sheet)



(To be forwarded to Women's Unit  
General Salvage Section, Conserva-  
tion Division, WPP, Washington D.C.  
promptly after close of each month)

State \_\_\_\_\_

REPORT OF CHAIRMAN, WOMEN'S AUXILIARY  
OF STATE SALVAGE COMMITTEE

for month ending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Summary of Reports by Chairman of Women's  
Auxiliaries of County Salvage Committees:

Number of counties in State		<u>100</u>	<u>Y</u>
Number of County Women's Auxiliaries organized to date		<u>43</u>	
Number of towns and cities in State	<u>482</u>	<u>482</u>	
Number of local Women's Auxiliaries organized to date		_____	
Number of Divisions in cities in State		_____	
Number of Zones in cities and towns in State		_____	
Number of Sectors in cities and towns in State		_____	
Number of dwellings in State		_____	
Number of calls made during month		_____	
Number of housewives personally contacted during month		_____	
Number of dwellings in State contacted to date		_____	
Number of pledge cards signed during month		_____	
Number of pledge cards signed to date		_____	

Report on Salvage Depots in State:

Number of Salvage Depots in State	<u>20.000</u>	_____
Number of Salvage Depots supervised by women		_____

Amount of Salvage deposited in and collected  
from Salvage Depots during month:

Metals	_____	lbs.
Rubber	_____	lbs.
Rags	_____	lbs.
Paper (if being collected)	_____	lbs.
Tin Cans	_____	lbs.

Constructive criticisms, suggestions and questions received from County  
Chairman worthy of consideration: (Use other side of sheet or attach)

Table B

ORGANIZATIONAL POPULATIONAL STATISTICS OF 92 CITIES OF 100,000 OR OVER

Cities over 500,000	No. of Dwellings in City	No. of Sector Captains 1 to each 50 Dwellings	No. of Zone Directors 1 to each 20 Sector Captains	No. of Vice Chairman 1 to each 20 Zone Directors
<b>*1. New York, New York</b>				
Bronx	348,677	6,973	349	18
Brooklyn	674,571	13,491	675	34
Manhattan	472,481	9,449	473	24
Queens	324,408	6,488	325	16
Richmond	43,610	872	44	2
2. Chicago, Illinois	949,727	18,994	950	48
3. Philadelphia, Pennsylvania	507,124	10,142	507	25 f
4. Detroit, Michigan	425,536	8,510	426	21 f
5. Los Angeles, California	493,129	9,862	493	25
6. Cleveland, Ohio	242,475	4,849	243	12
7. Baltimore, Maryland	227,811	4,556	228	11 f
8. St. Louis, Missouri	234,909	4,698	235	12
9. Boston, Massachusetts	197,407	3,948	198	10
10. Pittsburgh, Pennsylvania	175,156	3,503	175	9
*11. San Francisco, California	158,644	3,173	159	8
12. Milwaukee, Wisconsin	164,319	3,286	165	8 f
13. Buffalo, New York	172,260	3,445	172	9
14. Washington, D. C.	173,709	3,474	174	9
<u>250,000 to 500,000</u>				
15. Atlanta, Georgia	82,000	1,640	82	4
16. Birmingham, Alabama	71,820	1,436	72	4
17. Cincinnati, Ohio	135,884	2,717	136	7
18. Columbus, Ohio	83,588	1,671	84	4
19. Dallas, Texas	84,113	1,682	84	4
20. Denver, Colorado	96,794	1,935	97	5
21. Houston, Texas	107,518	2,150	108	5 f
22. Indianapolis, Indiana	112,249	2,244	112	6
*23. Jersey City, New Jersey	75,293	1,505	75	4
24. Kansas City, Missouri	156,289	3,125	156	8
25. Louisville, Kentucky	89,961	1,799	90	5
26. Memphis, Tennessee	81,162	1,623	81	4
27. Minneapolis, Minnesota	123,092	2,461	123	6
*28. Newark, New Jersey	107,440	2,148	108	5 f
29. New Orleans, Louisiana	133,069	2,661	133	7
*30. Oakland, California	75,540	1,510	76	4
31. Portland, Oregon	102,234	2,044	102	5
32. Providence, Rhode Island	67,506	1,350	68	3 f
33. Rochester, New York	90,032	1,800	90	5
34. St. Paul, Minnesota	77,112	1,542	77	4
35. San Antonio, Texas	65,751	1,315	66	3 f
36. Seattle, Washington	126,410	2,528	127	6 f
37. Toledo, Ohio	79,294	1,585	79	4

100,000 to 250,000

38. Akron, Ohio	66,486	1,329	67	3
*39. Albany, New York	32,644	652	35	2
40. Bridgeport, Connecticut	39,341	786	39	2
41. Cambridge, Massachusetts	27,719	554	48	2
*42. Camden, New Jersey	29,882	587	30	2
43. Canton, Ohio	29,485	589	30	2
44. Charlotte, North Carolina	24,975	499	25	2
45. Chattanooga, Tennessee	33,473	669	34	2
46. Dayton, Ohio	59,741	1,194	60	3
47. Des Moines, Iowa	46,629	932	47	2
*48. Duluth, Minnesota	25,266	505	25	2
*49. Elizabeth, New Jersey	27,753	555	28	2
50. Erie, Pennsylvania	30,735	614	31	2
*51. Fall River, Massachusetts	28,857	577	29	2
52. Flint, Michigan	40,574	811	41	2
53. Fort Wayne, Indiana	33,003	660	33	2
54. Fort Worth, Texas	51,625	1,032	52	3
*55. Gary, Indiana	27,929	558	28	2
56. Grand Rapids, Michigan	47,549	950	48	2
*57. Hartford, Connecticut	41,567	831	42	2
58. Jacksonville, Florida	45,395	907	46	2
*59. Kansas City, Kansas	30,364	607	31	2
60. Knoxville, Tennessee	28,618	572	29	2
*61. Long Beach, California	41,068	821	41	2
*62. Lowell, Massachusetts	25,347	506	26	2
63. Miami, Florida	48,438	969	49	2
64. Nashville, Tennessee	45,808	916	46	2
*65. New Bedford, Massachusetts	27,585	551	27	2
66. New Haven, Connecticut	42,488	849	43	2
*67. Norfolk, Virginia	36,083	721	36	2
68. Oklahoma City, Oklahoma	59,529	1,190	60	3
*69. Omaha, Nebraska	55,961	1,119	56	3
*70. Paterson, New Jersey	34,914	698	35	2
71. Peoria, Illinois	30,467	609	31	2
72. Reading, Pennsylvania	29,802	596	30	2
73. Richmond, Virginia	50,924	1,018	51	2
74. Sacramento, California	32,192	642	32	2
75. Salt Lake City, Utah	41,353	827	42	2
76. San Diego, California	63,969	1,279	63	3
*77. Scranton, Pennsylvania	35,101	702	35	2
*78. Somerville, Massachusetts	25,544	510	25	2
79. South Bend, Indiana	27,895	557	28	2
80. Spokane, Washington	38,950	779	39	2
*81. Springfield, Massachusetts	37,388	747	38	2
82. Syracuse, New York	57,009	1,140	57	3
83. Tacoma, Washington	36,121	722	36	2
*84. Tampa, Florida	27,093	541	27	2
85. Trenton, New Jersey	29,595	591	30	2
86. Tulsa, Oklahoma	41,307	826	41	2
*87. Utica, New York	25,139	502	25	2
88. Wichita, Kansas	34,781	695	35	2
89. Wilmington, Delaware	29,293	585	29	2
90. Worcester, Massachusetts	48,847	976	49	2
*91. Yonkers, New York	35,669	713	36	2
92. Youngstown, Ohio	41,200	824	41	2

\* Estimated by dividing population by four.

Fifty Dwellings will constitute a Sector.

There shall be at least one Zone Director for every twenty Sector Captains.

There shall be at least one Vice Chairman for every twenty Zone Directors but the minimum shall not be less than two.

The territory under the Vice Chairman shall be called a Division.

The plus sign (+) indicates that the number designated may be sufficient and it is left to the Local Chairman to decide whether or not she desires another.



VICE CHAIRMEN (in part) WOMEN'S DIVISION SALVAGE COMMITTEE  
NORTH CAROLINA

Bladen-Mrs. Hobson Sanderlin, Chmn., Council

Mrs. Oliver Carter, Elizabethtown  
Mrs. A. G. McDougald, Clarkton  
Mrs. Woody Hilburn, Bladenboro  
Mrs. Henry Beatty, Tomahawk  
Mrs. Louvana Marshall, Lagoon  
Mrs. C. L. Braddy, Council, R-1  
Mrs. Trond Trondson, Acme, R-1  
Mrs. Florence Nicholson, Council  
Mrs. Joe Clark, Rosindale  
Miss Annie Lee Burney, Clarkton  
Mrs. Ed Clark, Council, R-2  
Mrs. June Singletary, Bladenboro  
Mrs. Luther Bryan, Bladenboro, R-2  
Mrs. George Godden, Elizabethtown  
Miss Theodica Hayes, Elizabethtown  
Mrs. Louise Lytle, Elizabethtown, R-1  
Mrs. Harvey Sutton, Elizabethtown, R-1  
Mrs. E. B. Graham, Ivanhoe  
Mrs. D. K. Dyson, Ivanhoe  
Mrs. Mat Lewis, Tomahawk  
Mrs. R. K. Henry, Kelly  
Mrs. C. L. Smith, Kelly  
Mrs. Rich Peterson, Kelly  
Mrs. Roy Smith, Kelly  
Mrs. Mary Frederic, Council  
Mrs. Rex Squires, Council  
Mrs. Edison Council, Council  
Mrs. J. K. Baldwin, Abbottsburg  
Mrs. Charlie Yarbrough, Abbottsburg  
Mrs. Leola McDaniel, Dublin  
Mrs. Johnnie Shaw, Dublin  
Mrs. Jeff Carroll, Tar Heel  
Mrs. Carlton Willis, Elizabethtown, R-1  
Mrs. Homer Monroe, Council  
Mrs. J. B. Cain, Fayetteville, R-7  
Mrs. L. T. Grimes, Tar Heel

Burke-Mrs. W. J. Wortmen, Morganton (Defense Chairman of Pilot Club)

Members of the Pilot Club

Edith Barbour  
Blanche Carter  
Ethel Connelly  
Hattie Dickens  
Flossie Denny  
Dorothy Dysart  
Betty Garrison  
Winnie Garrison  
Mrs. Guy McGimsey, R-4, Morganton  
Mrs. T. D. Hallyburton, 309 Rocky Ford Road, Morganton  
Mrs. Leila Duckworth, R-1, Morganton

Mrs. R. M. Jessup, Council  
Mrs. Dorna Guyton, Council  
Mrs. Roy Council, White Oak  
Mrs. C. M. Davis, White Oak  
Mrs. T. J. Dailey, White Oak  
Mrs. Milton Chason, Elizabethtown  
Mrs. B. C. Devane, Elizabethtown  
Mrs. Alton Rollins, Elizabethtown  
Mrs. Bonnie Mae Parker, Parkersburg  
Mrs. J. S. Melvin, Fayetteville, R-5  
Mrs. C. M. Howell, Fayetteville, R-5  
Mrs. Leroy Peterson, Garland  
Mrs. Mary Coble, Garland  
Mrs. Sudie H. Shaw, Clarkton  
Mrs. D. A. Regan, Clarkton  
Mrs. E. L. Green, Clarkton  
Mrs. Catherine Davis Singletary, Bladenboro

Mrs. Kate Kelly, Bladenboro  
Mrs. Grover Frink, Bladenboro  
Mrs. E. L. Corbett, Currie  
Mrs. R. A. Rocks, Kelly  
Mrs. R. L. Hunt, Kelly  
Mrs. Roger Savage, Council, R-2  
Mrs. S. W. Phillips, Council, R-2  
Mrs. Byron Priest, Council, R-2  
Mrs. Julia Robeson, Tar Heel  
Mrs. W. B. Baxley, Tar Heel  
Mrs. Web Sykes, Fayetteville, R-7  
Mrs. R. T. Whitted, St. Pauls  
Mrs. Oliver Carter, Elizabethtown  
Mrs. A. G. McDougald, Clarkton  
Mrs. Woody Hilburn, Bladenboro

Mabel Smith  
Louise Smith  
Effie Smith  
Godii Shiflet  
Jeane Sigmon  
Emilie Woodward  
Roberta Wortman

Bertie-

Mrs. W. A. Tadlock, Woodard  
Mrs. A. P. Murtain, Colerain, RFD  
Mrs. Frank Pierce, Colerain  
Mrs. L. F. Evans, Powellsville  
Miss Sarah Richardson, Aulander

Miss Prudence Newby, Windsor  
Miss Mary Grant Spivey, Woodville  
Mrs. V. V. Pritchard, Kelford  
Mrs. Cy Smith, Windsor, R-2  
Mrs. J. H. Cowan, Windsor, R-3



Bertie-Clara Robertson, Chmn., Windsors

Mrs. W. V. Hoggard, Aulander

Mrs. Ella T. Leicester, Kelford

Aulander:

Bessie Pritchard

Mrs. Herbert Jenkins, Jr.

Mrs. Glenwood Burden

Mrs. Landley Tayloe

Mrs. R. S. Burden

Mrs. R. S. Morris

Mrs. J. O. Jenkins

Mrs. Alton Jenkins

Mrs. K. R. Jernigan

Mrs. Thad Evans

Mrs. A. J. White

Mrs. J. E. Cooke

Mrs. S. A. Saunders

Mrs. R. B. Myers

Mrs. Garvey Basemore, Lewiston

Mrs. T. F. Norfleet, Roxabel

Cabarrus-Mrs. Fred Goodman, R-2, Concord; Mrs. Mary L. McAllister, Concord, Chairmen

Community Chairmen:

Gilwood-Mrs. Robert Bradford, R-2, Concord

Winecoff-Mrs. Fred Goodman, R-2, Concord

Rimer-Mrs. W. A. Sifford, R-3, Concord

New Gilead-Mrs. Fred Peck, R-3, Concord

Center Grove-Mrs. W. F. Eddleman, R-2, Kannapolis

Fisher-Mrs. C. A. Miller, R-1, Rockwell

Bear Creek-Mrs. Holly Lentz, Gold Hill

Poplar Tent-Mrs. A. K. Morrison, R-1, Concord

Roberta-Mrs. Hall Fenninger, Harrisburg

Camden-Mrs. H. F. Gregory, Chmn., Old Trap

Mrs. Alice Whitehurst, South Mills

Mrs. Sallie Needham, Shawboro

Mrs. H. F. Gregory, Old Trap

Mrs. J. P. Porhand, Belcross

Mrs. Charlie Gregory, Shiloh

Catawba-Mrs. Horace Isenhour, Chmn.

Hickory-Mrs. R. G. Hafer

Conover-Mrs. John Pharr

Newton-Mrs. W. G. Leffler

Cherokee-Mrs. Aline King, Chmn., Murphy

Murphy-Mrs. Tom Evans (with 15 captains)

Community Captains for the County

Bellevue-Mrs. Lawrence Hatchett

Suit-Mrs. Jim Wood

Liberty-Mrs. Clarence Jones

Tomotla-Mrs. John Keener

Martin's Creek-Mrs. Boyd Chastain

Ranger-Mrs. Jess Wingett

Grandview-Mrs. Ralph Adams

Andrews-Mrs. Elsie Taylor

Duplin-Mrs. Henry L. Stevens, Jr., Chmn., Warsaw

Bowden-Mrs. H. A. Parker

Calypso-Mrs. Johnnie Albritton

Fason-Mrs. A. R. Hicks

Durham-Mrs. Bryan Bolich, Box 106, Durham; Miss Lorna Langley, Home Dem. Agt., Durham, Chmn.

Mrs. C. M. Allen, Bahama

Mrs. Johnny Ellis, Bahama

Mrs. M. J. Carver, Rougemont

Mrs. E. W. Lambeth, 412 Tiona

Mrs. R. E. Honeycutt, R-1, Durham

Mrs. R. V. Millikan, R-3, Durham

Mrs. J. C. Jester, R-3, Durham

Mrs. John Herndon, R-1, Morrisville

Mrs. P. G. Farrar, R-4, Durham

Flowes Store-Mrs. J. B. Robertson, R-4, Conc

White Hall-Mrs. C. G. Allen, R-1, Concord

Trinity-Mrs. K. Y. Huddle, R-2, Concord

Pioneer Mills-Mrs. W. M. Morrison, Harrisb.

Hartsell-Mrs. Walter Propst, RFD, Concord

Midland-Mrs. John Beatty, R-1, Midland

Georgeville-Miss Inez Shinn, RFD, Concord

Mt. Pleasant-Mrs. J. W. Link, Mt. Pleasant

Harrisburg, Mrs. N. E. Lubchenko, Harrisburg

Mrs. Jim Butt, South Mills

Mrs. Graham Sawyer, Camden

Mrs. Mazine Sawyer, Belcross

Mrs. F. N. Williams, South Mills

Madien-Mrs. H. H. Gilly

Catawba, Miss Stella Coulter

Claremont-Mrs. Roy Smyer

Andrews-Mrs. Luke Ellis

Peachtree-Mrs. M. C. Flemmons

Wolf Creek-Mrs. Cecil Glore

Beaver Dam-Mrs. Fred Radford

Marble-Mrs. Harry Ingram

Sunny Point-Mrs. Homer Bryant

Slow Creek-Mrs. Joe Nations

Unaka-Mrs. E. W. Bates

Postell-Mrs. E. J. Torrence

Kenansville-Mrs. N. B. Boney

Wallace-Mrs. Jimmie Maultsby

Warsaw-Mrs. A. Brooks

Mrs. A. B. Wilder, R-1, Morrisville

Mrs. W. R. Rogers, R-4, Durham

Mrs. P. E. Hartie, Box 128, Durham

Mrs. H. C. Harton, R-5, Durham

Mrs. W. L. McClamrook, 602 Tiona

Mrs. E. L. Cook, R-4, Durham

Mrs. George Kirkland, R-2, Durham

Mrs. Hubert Wilson, R-2, Durham

Mrs. Hornell Hart, Duke University

Franklin-Miss Lillie Mae Braxton, Chmn., Louisburg  
Louisburg-Mrs. T. C. Alston Mrs. C. M. Howard  
Mrs. W. E. Collier Mrs. R. G. Bailey

Franklinton-Mrs. William Eaton  
Youngsville-Mrs. Maud Tharrington

Greene-Mrs. John S. Harper, Chmn, Snow Hill  
Snow Hill-Mrs. J. C. Moye Mrs. M. C. Lassiter  
Miss Ruth Moye Mrs. J. Paul Frizzelle, Sr.  
Mrs. F. C. Carraway Mrs. Robert Christman  
Mrs. C. H. Harper Mrs. R. A. Mewborn  
Mrs. James G. Exum

Mrs. J. A. Frizzelle, Maury  
Miss Elva Sugg, Snow Hill, R-1  
Mrs. A. J. Craft, Walstonburg  
Mrs. James Taylor, Snow Hill, R-3  
Mrs. Ralph Britt, Snow Hill, R-3  
Mrs. H. T. Herring, Walstonburg, R-1  
Mrs. A. C. Edwards, Hookerton  
Mrs. J. C. Gardner, Walstonburg  
Mrs. C. T. Hicks, Walstonburg  
Mrs. Carl Barrow, Snow Hill R-2

Haywood

Mrs. Wayne McElroy, Clyde, R-1  
Mrs. Henry Francis, Waynesville, R-1  
Mrs. C. C. Francis, Waynesville, R-1  
Mrs. Hugh Noland, Waynesville, R-2  
Mrs. Jerry Francis, Canton, R-3  
Mrs. Theodore Clark, Canton  
Mrs. Thurman Davis, Waynesville, R-2  
Mrs. C. S. Green, Clyde, R-1  
Mrs. Frank Cabe, Canton, R-1  
Mrs. Gilbert Inman, Waynesville, R-1  
Mrs. Weaver Hainie, Clyde, R-1  
Mrs. Levi Morgan, Clyde  
Mrs. Dave Plott, Waynesville, R-2  
Mrs. Robert Wood, Canton, R-1  
Mrs. Hugh Terrell, Canton, R-2  
Mrs. Homer Justice, Waynesville, R-2  
Mrs. W. D. Ketner, Waynesville, R-2  
Mrs. Fred Allison, Waynesville, R-2

Hertford-Mrs. Carlton Cherry, Chmn.

Mrs. T. D. Northcott, Winton  
Mrs. Herman Babb, Murfreesboro  
Mrs. R. C. Mason, Harrellsville  
Mrs. T. W. Seark, RFD, Ahsokie

Hyde-Miss Iberia Roach, Chmn., Swan Quarter;

Engelhard-Mrs. S. S. Neal  
Fairfield-Mrs. Frank Young  
Sladesville-Mrs. W. E. Nobles  
Ponzer-Mrs. E. J. Clayton

Johnston-Mrs. Kirby Rose, Chmn.

Mrs. Moses Peacock  
Mrs. Carlotta Sanders, Clayton  
Mrs. Hugh Page, Clayton  
Mrs. H. M. Grizzard, Kenly  
Mrs. Willye C. Wright, Selma  
Mrs. Atwood Uzzle, Wilson Mills  
Mrs. Floyd C. Price, Pine Level

Mrs. Norman Sutton, La Grange, R-2  
Mrs. Ed S. Taylor, Walstonburg  
Miss Nancy Darden, Ayden, R-1  
Mrs. F. W. Carroll, Hookerton  
Mrs. C. E. Walston, Walstonburg, R-2  
Mrs. Harvey L. Sugg, Snow Hill, R-2  
Mrs. W. E. Sugg, Snow Hill R-3  
Mrs. Lam Dawson, Snow Hill, R-3  
Miss Gladys Barrow, Farmville, R-1

Mrs. C. C. Francis, Waynesville, R-1  
Mrs. Hardy Limer, Waynesville, R-2  
Mrs. Ernest Carver, Waynesville, R-2  
Mrs. W. L. Ammons, Canton, R-1  
Mrs. James Robert Plott, Waynesville, R-2  
Mrs. Medford Leatherwood, Waynesville, R-2  
Mrs. Cecil Spencer, Clyde  
Mrs. Ray Holder, Clyde, R-1  
Mrs. Robert McCracken, Waynesville, R-1  
Mrs. Tom Higgs, Canton, R-1  
Mrs. C. S. Green, Clyde, R-1  
Mrs. Ned Crawford, Waynesville, R-2  
Mrs. Arletha Watts, Canton  
Mrs. J. Edgar Burnette, Canton, R-3  
Mrs. L. L. Allen, Waynesville, R-1

Mrs. Donald Spiers, Como  
Mrs. Herbert Brown, Manola, RFD, Ahsokie  
Mrs. R. R. Copeland, Ahsokie

Mrs. E. A. Williams, Swan Quarter, Chmn.  
Mrs. H. M. Fitzgerald, Princeton  
Mrs. M. Hinnant, Micro  
Mrs. J. L. Worthington, Micro  
Mrs. Charles Wellons, Four Oaks  
Mrs. W. G. Grier, Smithfield  
Mrs. Chester Barbour, RFD, Benson  
Mrs. Harvey Marshburn, RFD, Benson  
Mrs. W. F. Barber, RFD, Benson

Macon-Mrs. Florence S. Sherrill, Chmn., Franklin

Mrs. Charlie Bradley (Town of Franklin)  
Mrs. W. H. Cobb (Town of Highlands)  
Mrs. Frank Potts (Assistant, Town of Highlands)  
Mrs. Henderson Calloway (Franklin Garden Club)  
Mrs. Carl Slagle (U.D.C.)  
Mrs. Cora Washburn, Walnut Creek  
Mrs. Frank Cabe, Holly Springs  
Mrs. Miller Norris, Otto  
Mrs. Fred Palmer, Cullasaja  
Mrs. Lola May, Otter Creek

Captains for Franklin

Mrs. Derald Ashe	Mrs. Martin Angel
Mrs. Tom McCollum	Mrs. Ross Dean
Miss Marion Carr	Mrs. Lee Poindexter
Mrs. Verna Greene May	Mrs. Walter Dean
Mrs. Joe Palmer	

Captains for Highlands

Mrs. W. H. Cobb (Chairman)	Mrs. Elliott Casiaro
Mrs. Frank Potts	Mrs. Tom Harbison
Mrs. H. T. Bridgman	Mrs. Carl Zoellner

Mecklenburg-Mrs. C. T. Mauzer, 1101 Independence Bldg., Charlotte, Chmn.

Clear Creek: Mrs. Gaston Williams  
Mrs. Arthur Beaver  
Miss Welena Allen  
Mrs. Edith Fink

Mint Hill: Mrs. Bessie Garland  
Mrs. Law Bartlette  
Mrs. C. J. McEwen

Nash-Mrs. W. C. Ferrell, Chmn.

Mrs. G. W. Wheelless, Nashville  
Mrs. George Leonard, Corinth  
Mrs. Roy Cooper, Deans  
Mrs. C. M. Watson, Deans  
Mrs. J. W. Breedlove, Deans  
Mrs. John Flood, Deans  
Mrs. F. G. Chamblee, Spring Hope  
Mrs. Roland Glover, Bailey  
Mrs. A. E. Allen, Middlesex  
Mrs. Harold Bass, Momeyer  
Mrs. C. E. Batchelor, Sharpesburg  
Mrs. Robert Marriott, Battleboro  
Mrs. Jack Fisher, Whitakers

Northampton-Miss Sadie Futrell, Chmn., Rich Square

Mrs. W. A. Vincent, RFD, Roanoke Rapids  
Mrs. M. C. Vincent, Gaston  
Mrs. Edgar Martin, Conway

Pamlico-Mrs. Zack Paul, Arapahoe, Chmn.

Community Chairmen

Alliance-Mrs. Olive Sawyer  
Arapahoe, Mrs. Zack Paul  
Grantsboro-Mrs. Mary Sawyer  
Olympia-Mrs. J. G. Mason, New Bern, R-1  
Merritt-Mrs. Annie Gray Erite  
Stonewall-Mrs. T. T. Gaskins  
Kershaw-Mrs. Sam Swindell  
Mesic-Mrs. Lina Henries

Mrs. Paul Grist, Sealy  
Mrs. Grady Duvall, Burmingtown  
Mrs. Robert Bennett, Iotla  
Mrs. Floyd Martin, Oak Grove  
Mrs. Carl Slagle, Cartoogechaye  
Mrs. R. D. Wells, Patton  
Mrs. Lester Henderson, Union  
Mrs. Robert Ledbetter, Knoll  
Mrs. Burdell Ray, West's Mill  
Mrs. Rosetta Mason, Stiles-Tellico

Mathews: Mrs. E. V. Lanford  
Mrs. C. D. Welch  
Mrs. N. C. Cochrane  
Miss Monie McLaughlin  
Pineville: Mrs. F. S. Satterfield  
Mrs. Richard Subanks  
Mrs. Kathleen Earkey

Mrs. S. R. Griffin, Castalia  
Miss Vida Price, Oak Level  
Mrs. W. R. Deans, Red Oak  
Mrs. E. P. Harper, Stanhope  
Mrs. Hoyt Cobb, Benvenue  
Mrs. E. C. Sexton, Benvenue  
Mrs. Winslow Bone, Sandy Cross and Coopers  
Mrs. Sam Ellen, Dortches  
Mrs. J. M. Skinner, Salem  
Mrs. Paul Cone, Ferrells  
Mrs. J. A. Davis, Macedonia  
Mrs. Ed Taylor, Griffins  
Mrs. W. F. Woodruff, Griffins  
Mrs. J. L. Harris, Seaboard  
Mrs. Sam Motzno, Woodland  
Mrs. Walter Connor, Rich Square

Hobucken-Mrs. Leslie Leary  
Lowland-Mrs. Lucy Lupton  
Whortonsville-Mrs. Luvenia Lupton  
Florence-Mrs. W. J. Broadwaters, Merritt  
Pamlico-Mrs. Helen Gregory  
Oriental-Mrs. E. R. Goodwin  
Vandemere-Mrs. R. W. Lupton



Pitt-Miss Hennie Long, Chmn., Greenville; Miss Verona Lee Joyner, Greenville (rural)

Towns: Ayden-Mrs. J. H. Coward	Grimesland- Miss Turner
Bethel-Mrs. A. M. McWhorter	Winterville-Mrs. Jerry Gaylor
Mrs. Ralph Carson	Bell Arthur-Mrs. Robert McArthur
Mrs. G. L. Gurganus	Belvoir-Mrs. J. T. Dupree
Farmville-Mrs. Ted Allbritton	Chicod-Mrs. J. J. Carroll
Fountain-Mrs. Albert Merser	Falkland-Mrs. C. A. Lawrence
Greenville-Miss Hennie Long	Factolus-Mrs. C. J. Satterthwaite
Critton-Mrs. T. J. Williams	Stokes-Mrs. W. F. Stokes

Rural Areas: Ballards-Mrs. Chester Worthington, R-1, Greenville  
Belvoir-Mrs. J. T. Dupree, R-4, Greenville  
Bethel-Mrs. Ralph Carson, Bethel  
Chicod-Mrs. Newman Lewis, R-3, Greenville  
Falkland-Mrs. C. H. Pittman, Falkland  
Farmville-Mrs. J. H. Bynum, R-2, Farmville  
Littlefield-Mrs. Elia Carris, R-3, Ayden  
Meadow Brook-Mrs. L. E. Everette, R-5, Greenville  
Factolus-Mrs. W. F. Little, Factolus  
Pierce-Mrs. W. O. Jolly, Ayden  
Red Banks-Mrs. Robert Starling, R-3, Greenville  
Red Oak-Mrs. Amos Evans, R-1, Greenville  
St. John-Mrs. Alton Chapman, R-3, Ayden  
Stokes-Mrs. K. N. Nobles, Jr., Stokes  
Winterville-Mrs. J. D. McArthur, Winterville  
Cannon Cross Road-Mrs. Wilbur Worthington, R-2, Ayden

Greenville: Mrs. D. M. Clark, 407 Holly St.	Miss Sue Barrett, 613 E. Ninth St.
Mrs. O. L. Joyner, Jr., 1006 E. Fifth St.	Mrs. Jesse Smith, 301 E. Tenth St.
Mrs. T. M. Watson, 1406 E. Fourth St.	Mrs. Edna C. Jenkins, 1100 Evans St.
Mrs. S. T. White, 183 W. Seventh St.	Mrs. N. O. Warren, 482 W. Fourth St.
Mrs. J. B. Cummings, 1002 E. Third St.	Mrs. F. P. Brocks, 447 W. Fifth St.
Mrs. Dow Lassiter, 1015 Dickinson Ave.	Mrs. T. H. Moore, 205 Paris Ave.
Mrs. R. C. Abee, 1208 Chestnut St.	Mrs. W. L. Whedbee, 301 Latham St.
Mrs. W. M. Hough, P. O. Box 113	

Rutherford-Mrs. J. Worth Morgan, Chmn., Forest City	Mrs. E. S. Manning, Rutherfordton, R-2
Mrs. W. O. Geer, Rutherfordton	Mrs. J. G. Roach, Forest City
Mrs. Fred C. Kinzie, Spindale	Mrs. Maurice Smart, Forest City
Mrs. Otto Pratt, Union Mills	Mrs. J. T. Justice, Chimney Rock
Mrs. G. C. Hardin, Caroleen	Mrs. A. D. Warner, Lake Lure
Mrs. H. E. Cargill, Henrietta	Mrs. M. D. Blanton, Forest City, (Alexander Sta.)
Mrs. J. L. Brown, Cliffside	
Mrs. Zafe Laws, Avondale	

Swain-Mrs. Geraldine P. Hyatt, Chmn., Bryson City	Wesser-Mrs. Harry Phelps
Bryson City-Mrs. Leslie Brooks	Nantahala-Mrs. H. J. Young
Alarka-Mrs. Walter Barker	Bushnell-Mrs. Edgar Fisher
Lavada-Mrs. Rufus Bates	Whittier-Mrs. Robert Childers
Judson-Mrs. Herbert Enloe	Parish - Mrs. Paul Marr
Almond-Mrs. C. B. Butts	
Needmore-Mrs. Clyde Breedlove	

Tyrrell-Mrs. Jessie Campen, Chmn., Mail St., Columbia  
Columbia-Mrs. J. E. Nooris Mrs. R. S. Knight  
Mrs. C. E. Cchoon Mrs. Linwood Snell

Wake-Mrs. Jessie Mills, Chmn., 114 E. Park Drive, Raleigh	Mrs. Haywood Scarboro, Wendell
Mrs. Mary L. Tunstall, Apex	Mrs. Z. N. Culpepper, Zebulun
Mrs. M. E. Mims, Holly Springs	Mrs. H. C. Wade, Zebulun
Mrs. G. W. Jordan, Wake Forest, R-2	Mrs. Norman Screws, Zebulun
Mrs. J. N. Freeman, Wake Forest	
Mrs. F. R. Yarborough, Cary	

Wilkes-Mrs. C. B. Eller, Chmn., North Wilkesboro

Mrs. Edd Gardner, N.Wilkesboro, Mrs. Norman Smoak, Wilkesboro, Vice-Chairmen

County Women to Assist

Mrs. Claude Johnson, R-2, North Wilkesboro  
Miss Zella Harris, Roaring River  
Mrs. R. A. Greer, Moravian Falls  
Mrs. J. M. Bentley, Pores Knob  
Mrs. T. W. Ferguson, Ferguson  
Mrs. F. T. Moore, Ronda  
Mrs. Parks Weatherman, R-3, N. Wilkesboro  
Mrs. S. C. Stewart, R-3, N. Wilkesboro  
Mrs. W. R. DeJournette, Thurmond  
Mrs. W. H. Tevepaugh, Oakwoods  
Mrs. Earl German, Boomer  
Mrs. John R. Jones, North Wilkesboro  
Mrs. Taft Foster, Champion  
Mrs. C. C. Thompson, State Road  
Wilson-Mrs. Silas Lucas, Chmn., Lucama  
Mrs. L. D. Tomlinson, Black Creek  
Mrs. Bill Kirby, R-1, Lucama  
Mrs. Grady Deans, R-2, Wilson  
Mrs. H. F. Goforth, Elm City  
Mrs. George Lew, R-1, Wilson  
Mrs. Turner Gardner, R-3, Elm City  
Mrs. Rex Bailey, R-3, Kenly  
Mrs. John Cherry, R-1, Elm City  
Mrs. R. C. D. Beamon, Stantonsburg  
Mrs. L. A. Adams, Sims  
Mrs. M. P. Whitley, R-3, Wilson  
Mrs. Frank Owens, R-1, Elm City  
Mrs. Bill Tyson, R-1, Stantonsburg  
Mrs. Sidney Godwin, R-2, Wilson  
Miss Eleanor Lamm, Lucama

Lenoir-Mrs. S. D. McCullen, La Grange

Kinston Zone Leaders:

Mrs. Jeff Abbott, 900 Carey Rd.  
Mrs. Craven Brooks, Harvey Circle  
Mrs. T. W. Heath, 501 W. Lenoir Ave.  
Mrs. Eleanor H. Blanton, 204 W. Washington  
Mrs. Walter Jones, Rountree St.  
Mrs. Charles Johnson, Daniel St.  
Mrs. Branch Moore, Summitt Ave.  
Mrs. Hubert Landauer, 103 E. Lenoir Ave.  
Miss Orie V. Moseley, 204 E. Blount St.  
Mrs. David Dixon, 208 S. McLswean St.  
Mrs. Ira Lee, 1009 E. Bright St.  
Mrs. Carlton Pollock, 701 E. Gorden St.



Presidents of State Women's Groups in North Carolina

1. Mrs. W. N. Linebury - Catholic Daughters of America  
206 New Bern Ave., Raleigh, North Carolina
2. Mrs. C. W. Chadwick - Women's Society of Christian Service  
New Bern, North Carolina
3. Mrs. Wilmont S. Holmes - Episcopal Diocese  
315 McIver, St., Greensboro, North Carolina
4. Mrs. J. Clyde Turner - Women's Missionary Union (Changed officers)  
Greensboro, North Carolina
5. Mrs. E. C. Heins, Jr., - Woman's Aux. for the N. C. Synod Presbyterian Church  
Sanford, North Carolina
6. Mrs. Max Zoger - N. C. Assn. of Jewish Women  
2108 Rolling Road, Greensboro, North Carolina
7. Miss Katherine Rehder, N. C. Nurses' Association  
15 Magnolia Place, Wilmington, North Carolina
8. Mrs. R. A. Moore, 2415 Warwick Road, Winston-Salem, North Carolina  
N. C. Medical Society Aux.
9. Mrs. G. E. Cromwell - Business and Professional Women's Clubs (changed officers)  
Thomasville, North Carolina
10. Mrs. W. B. Aycock - N. C. Conference of Social Service  
Raleigh, North Carolina
11. Mr. E. Clyde Hunt - Supts. of Public Welfare (men and women's group)  
Lexington, North Carolina
12. Mrs. Harry Caldwell - N. C. Grange  
Greensboro, North Carolina
13. Mrs. Walter Craven - American Legion Aux. (changed officers)  
Charlotte, North Carolina
14. Mrs. R. O. Everett - United Daughters of the Confederacy  
Durham, North Carolina
15. Mrs. Joseph Silversteen - Daughters of the Revolution  
Brevard, North Carolina
16. Mrs. P. R. Rankin - N. C. Federation Women's Clubs  
Mt. Gilead, North Carolina
17. Mrs. Morris Honigman - N. C. Federation of Music Clubs  
Gastonia, North Carolina
18. Mrs. Porter Paisley - N. C. Federation of Home Demonstration Clubs  
Sedalia, North Carolina

19. Mrs. J. D. Lybrook - N. C. Garden Clubs  
Advance, North Carolina
20. Mrs. Linville K. Martin - Junior League  
Winston-Salem, North Carolina
21. Mrs. J. S. Blair - P. T. A.  
Elizabethtown, North Carolina
22. Mrs. C. T. Wanzer - Amer. Assn. Of Univ. Women  
Charlotte, North Carolina
23. Mrs. J. M. Cheek - Kings Daughters  
Durham, N. C.
24. Miss Bessie Gaddy - Eastern Star (changed officers)  
% Methodist Orphanage, Raleigh, North Carolina
25. Mrs. P. P. McCain - Democratic Women  
Sanatorium, North Carolina
26. Mrs. Lindsay Patterson - Republican Women (Deceased)  
Winston-Salem, North Carolina
27. Mrs. T. H. Plenmons - W. C. T. U.  
428 East Blvd, Charlotte, N. C.
28. Mrs. J. Walter Williamson - Colonial Dames  
602 Market Street, Wilmington, N. C.
29. Miss Mary Hilton Hinton - Daughters of the Revolution  
Raleigh, North Carolina
30. Mrs. M. H. Caldwell - War Mothers  
Concord, North Carolina
31. Mrs. Margie M. Watson - Altrusa (more)  
Greensboro, North Carolina
32. Mrs. C. H. Stephenson - Daughters of ~~EM~~ War of 1812  
Raleigh, North Carolina
33. Mrs. Benjamine Wyche - Daughters of Colonial War  
Queens Road, Charlotte, North Carolina
34. Miss Hattie Parrott - Delta Kappa Gamma  
% State Dept. Public Instruction, Raleigh, North Carolina
35. Mrs. Hall - Pilot Clubs (Nat. Pres.)  
Greensboro, North Carolina
36. Y. W. C. A. - Greensboro, North Carolina  
Raleigh, North Carolina
37. Mrs. Harjett Dear - N. C. Press Women's Assn.  
Charlotte, North Carolina
38. Mrs. E. C. Pierce - Women's Aux. Society of Optometrists  
Gastonia, North Carolina

Basic Plan for Participation of Women in the  
General Salvage Program

In presenting a plan for the local intensification of women's part in the Salvage Program, no attempt is made to superimpose any mandatory structure over any existing operation, and the very sound fact that there is no single best way to collect scrap is observed. It is first, last and foremost a local problem, a special, individual challenge to every community in the country. Nevertheless, as a need exists for detailed programs below the Salvage Depot level, this plan provides basic, concrete suggestions for getting scrap out of the homes and into Salvage Depots or other collection points.

A broad general policy for the functioning of all Women's Units - whether they be national, State or local - may be summed up as follows:

Women should take no active part in the fundamental organization of disposal machinery beyond the Salvage Depot. They should, however, solicit and educate the housewife, generate a continuing enthusiasm for the Salvage effort among housewives, and supervise the flow of scrap from the home to the Salvage Depot in cooperation with the local Salvage Committee.

It should also be emphasized here, most emphatically, that the organizational plans which follow in no way should parallel the organizational machinery already set up in State, County and local Salvage Committees. The work of women in Salvage is entirely cooperative with the mechanics which already exist. All Chairwomen of Women's units of Salvage Committees - whether State, County or local - should be appointed by and responsible to the Chairman of the respective Salvage Committee, and their units will be an integral part of those Committees.

These units should be known as Women's Divisions of Salvage Committees.

Section 1. Organization of Women's Unit of the General Salvage Section,  
Conservation Division, War Production Board

In Washington, the Women's Unit of the General Salvage Section is headed by Mrs. Mary Brewer White, who is directly responsible to the Chief of the General Salvage Section, Mr. Herbert L. Gutterson, on matters of policy, and who is herself responsible for the organization and training of her staff and personnel at headquarters and in the field. The Director of the Women's Unit is assisted in these duties by an Associate Director for Organization, Mrs. Ruth S. Everson, and by an Associate Director for Education.

The Women's Unit formulates the over-all women's policy on the General Salvage Program, and presents ideas and suggestions to State Salvage Committees through the Chairwomen of Women's Divisions of State Salvage Committees. (Copies of all correspondence are filed with the State Executive Secretary). It is the function of the national Women's Unit to keep the State Chairwoman constantly informed on all Salvage activities, to send her news bulletins of information derived from reports of women's activities all over the country; to write, print and distribute special educational bulletins from time to time.



Section 2. Organization of Women's Division of State Salvage Committee

The Chairman of the State Salvage Committee should immediately appoint a Chairwoman of the Women's Division of the State Salvage Committee, who is an ex-officio member of the State Salvage Committee. Too much emphasis cannot be placed upon this selection, as the success of any women's committee depends upon the capabilities of its leader. The Chairwoman should be an able, outstanding woman with State-wide interests and organizational contacts. She should be a hard worker with special administrative ability, business experience, energy and enthusiasm.

It should be the duty of the State Chairman to see that the Chairwoman of the Women's Division is thoroughly familiar with organization of the Conservation Division of the War Production Board, the General Salvage Section and the various units and their objectives.

The State Chairwoman of the Women's Division should form a Women's Division of the State Committee composed of women who represent prominent State-wide organizations, industries and professions. It may be advisable for present women members of the State Salvage Committee to be members of the Women's Division.

The State Chairwoman of the Women's Division should see that Chairmen of County Salvage Committees immediately appoint Chairwomen of Women's Divisions of County Salvage Committees and file these names at State headquarters (in many cases, the County Chairmen may already be women); distribute information, bulletins and posters to these appointed County Chairwomen of Women's Divisions and to Chairwomen of Women's Divisions of local Salvage Committees; receive bi-monthly reports from these County Chairwomen and consolidate these reports into a bi-monthly report to be included in Executive Secretary's report sent to Washington; hold regular meetings with her Division and attend all general meetings called by the State Executive Secretary; appoint a member of her Division to cooperate with the State Publicity Chairman; and travel her State as often as war emergency transportation permits, in order to inspire her fellow workers and enthuse all women.

Section 3. Organization of Women's Division of County Salvage Committee

Each County Salvage Chairman should appoint a Chairwoman of a Women's Division (or if the Chairman of the Committee is a woman, a Vice-Chairman), who would be responsible for women's Salvage activities in the County and who would perform the following duties and functions:

Request the Chairman of each local Salvage Committee within the County to appoint a Chairwoman of a Women's Division of each Salvage Committee immediately, and file these names with the Chairwoman of the Women's Division of the State Salvage Committee; form a committee composed of these women for organizational purposes, without involving meetings more frequently than absolutely necessary under conditions of war-time transportation; receive reports from local Chairwomen and consolidate them into County reports to be forwarded bi-monthly to State Chairwoman (filing one \_\_\_\_\_th County Salvage Chairman); work with Chairman of the County Salvage Committee, County Home Demonstration Agent and other



appropriate agencies to arrange for dissemination of information to, and collection of scrap from, farms in rural areas, including information regarding coverage of rural homes in monthly report; and appoint a woman as a member of her Division to work in cooperation with the Publicity Chairman of the County Salvage Committee.

Section 4. Organization of Women's Division of Salvage Committee in Cities and Towns

The local Salvage Chairman should be asked to appoint, as soon as possible, a Chairwoman of the Women's Division of the Salvage Committee. Too much emphasis cannot be placed on this selection, as the success of any women's committee will depend on the capabilities of the leader. She should be a prominent citizen, should have unusual administrative ability, business experience, should be hard-working, energetic and enthusiastic.

It should be the duty of the local Salvage Chairman to see that the Chairwoman of the Women's Division is thoroughly familiar with the organization of the Conservation Division of the War Production Board, the General Salvage Section and the various units and their objectives.

The Chairwoman of the Women's Division should have the responsibility of organizing the women in her city. This should be done by dividing the city into divisions, zones and sectors. The Air Raid Sectors, Civilian Defense Sectors, Voting Precincts and subdivisions by the occupied dwellings will serve as guides for aiding and dividing the city.

(a) Duties of Chairwoman of Women's Division of Local Salvage Committee

- (1) If possible, secure a large map of the city or town and hang it in the office for reference.
- (2) Determine the number of occupied dwellings in the city (an apartment house should represent as many dwellings as there are individual apartments in the building) by using a dwelling distribution survey obtained from City Hall or County Courthouse.

Many cities may find it more convenient to use the block as a unit and determine the number of workers necessary for each block. This number will vary according to the number of dwellings in each block. An elementary school district is suggested as a "zone", and a high school district as a "division". Small towns and villages will want to set up territorial divisions in somewhat simpler form. This plan may be used as a guide, but, naturally, the number of volunteer workers will vary according to size of town, population and geographical distribution of population.

Names of territorial divisions, methods of dividing cities, towns and villages, are, of course, entirely optional.

- (3) Divide city into equal divisions of 20,000 dwellings each (mark map).
- (4) Appoint one Vice-Chairwoman for every division of 20,000 (in no instance should there be less than two).

- (5) Call a meeting of the Vice-Chairwomen for the purpose of education and direction. It is imperative that the Chairman of the local Salvage Committee be present at this meeting. At this meeting, or meetings, the Chairwoman must prepare her Vice-Chairwomen for the program to be generated in that city. For this reason the meeting should cover the following subjects:

Organization of Conservation Division of the War Production Board, including brief resume of all four Sections and importance of each, plus a statement to the effect that women's activities must be restricted to General Salvage.

Organization of General Salvage Section.

The Need for Salvage.

Materials to be Salvaged.

Preparation of Salvage for Disposal.

General Outline of City Organization.

Establishment of Salvage Depots.

Salvage Campaigns.

Discussion of Credential Cards and Pledge Cards.

Determine Time and Place of Regular Meetings of Vice-Chairwomen.

- (6) See that all Vice-Chairwomen have credential cards.
- (7) Tabulate reports received from Vice-Chairwomen and forward same to County Chairwoman (filing one copy with local Salvage Chairman).
- (8) Attend all meetings called by County Chairwoman of the Women's Division of the County Salvage Committee, or have a representative attend.
- (9) Keep chart showing division progress and foster competition among the Vice-Chairwomen.
- (10) Hold regular meetings of the Vice-Chairwomen. In order that the organization may function smoothly from the beginning, it is advisable to hold weekly meetings for a period of four to six weeks. After that it should remain the privilege of the local Chairwoman to call meetings as she deems necessary. Meetings should not be called unless necessary, but when called it is imperative to have a 100% representation.
- (11) The local Chairwoman should be responsible for the dissemination of material to her entire city through her Vice-Chairwomen.
- (12) The local Chairwoman should appoint a publicity Chairwoman whose duties are defined in Section 7.
- (b) Duties of Vice-Chairwomen of Women's Division of Salvage Committee
- (1) Plan organization of her Division. Secure map of her division, divide into 20 equal zones of approximately 1,000 dwellings each, and appoint Zone Directors, who should reside in their respective Zones.

- (2) Call meeting of Zone Directors. (See Section 4, Article (a), Paragraph (5))
- (3) See that all Zone Directors have credential cards.
- (4) Tabulate reports received from Zone Directors and forward same to local Chairwoman.
- (5) Attend all meetings of local Chairwoman or have representative attend. Each Vice-Chairwoman shall be a member of the Women's Division of the local Salvage Committee and shall take part in discussion and organizational policies.
- (6) Keep chart showing Zone progress and foster competition among Directors.
- (7) Hold regular meetings of Zone Directors. (See Section 4, Article (a), Paragraph (10))
- (8) Vice-Chairwoman should be responsible for the dissemination of material to her entire Division through her Zone Directors.
- (9) Vice-Chairwoman should consult the local Publicity Chairwoman appointed by the local Chairwoman of the Women's Division of the Salvage Committee on all matters pertaining to publicity.

(c) Duties of Zone Director

- (1) Divide Zone into 20 Sectors of 50 dwellings each, and appoint Sector Captains, who should reside in their respective Sectors.
- (2) Call meeting of Sector Captains. (See Section 4, Article (a), Paragraph (5))
- (3) See that each Sector Captain has credential card.
- (4) Tabulate weekly reports from Sector Captains and forward same to Vice-Chairwoman.
- (5) Attend all meetings called by Vice-Chairwoman.
- (6) Keep chart showing progress of Sectors and foster competition among Sector Captains.
- (7) Hold regular meetings of Sector Captains. (See Section 4, Article (a), paragraph (10))
- (8) Zone Directors should be entirely responsible for the dissemination of information to Sector Captains.
- (9) Any ideas on publicity must be sent to Vice-Chairwoman who will see that they reach the Publicity Chairwoman, appointed by the Chairwoman of the Women's Division of the Salvage Committee.



- (10) Zone Directors should be responsible for Salvage Depots. In order to avoid any duplications, these Depots should not be set up without the authorization and supervision of the local Salvage Chairman. They should be of sufficient number that every housewife can reach one easily. Each depot should be well marked. Arrange for bins or space so that metals, rubber, rags, burlap, old rope and tin cans can be segregated.

Such Depots may be

Schools  
Gasoline Stations, Automobile and Tire Dealers' Yards  
Police or Fire Stations  
Vacant Stores  
Organization or Club Headquarters, such as Bundles for America, Girl Scouts, etc.  
Churches  
Etc.

(d) Duties of Sector Captain

- (1) Each Sector Captain should be personally responsible for contacts with every dwelling in her Sector.
- (2) Educate each housewife to the following:

Need for Salvage  
How to Prepare Salvage for Collection  
Acquaint Her with Nearest Salvage Depot  
Arrange for Collection of Bulky Piles of Salvage from Home  
Leave Printed Material and Instructions  
Try to get Signed Pledge Card

Scrap may be sold or donated. If housewife wishes to sell, Sector Captain must make note of this and arrange to have junk dealer make calls in her Sector. If housewife wishes to donate, Salvage should be taken to Salvage Depot where it is sold and funds turned over to charity or used for civic improvements. Some charities will call for heavy scrap.

- (3) File weekly reports with Zone Director.
- (4) Attend all meetings held by Zone Director.
- (5) Help in setting up Salvage Depots.

Section 5. Enlistment of Women's Organizations in the General Salvage Effort

It should be borne in mind, of course, that in enlisting any organizations into the Salvage Program, they must be incorporated into, and become part of, the over-all campaign. Any depots, promotions, publicity material thus used must be subject to the organizational procedure of the Conservation Division



of the War Production Board, and must come under the jurisdiction of the local Salvage Committee of which they are part.

With this in mind, we have been in touch with the national leaders of approximately 50 organizations, in an effort to determine the extent of women-power at the disposal of the Salvage program. These organizations have volunteered complete, and even extraordinary, cooperation.

It should be the duty of the Chairwomen of every Women's Division of a Salvage Committee - whether State, County or local - to ascertain how any of these organizations within her province can most thoroughly further the Salvage effort. It should be noted that many of these organizations have centrally located offices in local communities which are at the service of local Salvage Committees as collection points and as places for distribution of all War Production Board written and printed material. Also, many of these organizations have special publicity staffs, which could be extremely useful in planning a comprehensive and coordinated Salvage campaign.

Remember that the enormous Salvage for Victory Program of which you are a part, so far exceeds any other volunteer war effort in number of potential workers that it is only intelligent to include every available bit of help offered to you. The need is urgent - the women are there. Use them.

#### Organizations Pledged to Support Salvage Program

American Association of Medical Record Librarians  
American Association of Medical Social Workers  
American Association of University Women  
American Dental Assistants Association  
American Dietetic Association  
American Institute of Decorators, Inc.  
American Legion Auxiliary  
American Women's Voluntary Services, Inc.  
Associate Alumnae of Vassar College  
Associated Women of the American Farm Bureau  
Association of the Junior Leagues of America, Inc.  
Bundles for America, Inc.  
Camp Fire Girls, Inc.  
Daughters of the Nile Supreme Temple  
Daughters of the Revolution  
DeBoth Home Makers' Schools  
General Alliance of Unitarian and other Liberal Christian Women  
General Federation of Women's Clubs  
Girl Scouts, Inc.  
Institute of Women's Professional Relations  
Ladies Auxiliary to the Veterans of Foreign Wars of the U. S.  
Mizrachi Women's Organization of America  
National Association of Deans of Women  
National Association of Women Lawyers  
National Congress of Parents and Teachers  
National Council of Catholic Women  
National Council of Jewish Women

National Federation of Temple Sisterhoods  
National Nursing Council for War Service  
National Organization for Public Health Nursing, Inc.  
National Security Women's Corps  
National Society Daughters of the American Revolution  
National Society Daughters of the British Empire in the U. S.  
National Society U. S. Daughters of 1812  
Pilot Club International  
Supreme Forest Woodmen Circle  
Women's Supreme Counsel B'nai B'rith  
Women's Defense Corps of America  
Women's Division of Democratic National Committee  
Women's Division of Republican National Committee  
Women's National Republican Club, Inc.  
Women's Professional Panhellenic Association  
Young Women's Christian Association  
Young Women's Hebrew Association

#### Section 6. Publicity Plan

Obviously, publicity alone cannot carry the Salvage program to its ultimate and successful end. Nevertheless, neither can a voluntary Salvage crew do a completely effective job unless supported by a forceful, coordinated publicity campaign.

The first rule of publicity in an enormous campaign of this kind is to see that the Salvage story, as released, is uniform. The Publicity Chairwomen should make it her obligation to see that no conflicting material is sent out.

(a) The Publicity Chairwoman of the Women's Division of a State Salvage Committee should assist the State Publicity Chairmen in all activities under his jurisdiction, keeping the "women's angle" uppermost in mind; form a State Speaker's Bureau composed of women speakers and see that these women are uniformly informed on the whole Salvage effort so that they do not confuse the public (furnish speakers with material and speeches made available to you via the State Chairwoman); see that these speakers appear on the programs of all important women's State meetings (work with State headquarters of women's organizations); do not make contacts with national periodicals, or national radio networks, which may have offices in your State, but refer all such media to Washington.

(b) The Publicity Chairwoman of the Women's Division of County Salvage Committees will follow the identical procedure as the State Publicity Chairwoman.

(c) The Publicity Chairwoman of the Women's Division of local Salvage Committees should contact every local woman editor of press and radio, every professional and teaching home economist in her territory; form a Speakers' Bureau composed of women, and see that their information is uniform; arrange for lectures and demonstrations in schools, clubs, community centers, churches, department stores (plan a specific well-timed program); publicize the location of Salvage Depots and the telephone number of Salvage headquarters thoroughly; transmit activities and results in a monthly report to County Publicity Chairwoman; and search constantly for new and ingenious "angles" on the Salvage story. All

publicity plans and releases should be cleared through the Publicity Chairman of the local Salvage Committee.

Section 7. Relation of Women's Units to Fats, Tin, Rubber, Farm Units and Incorporation of School Plan into Over-all Program

It has been previously stated that all Women's Divisions of Salvage Committees function as cooperative units of established Salvage Committees. An extension of this basic principle should be clarified in regard to situations wherein special Salvage Committees have been set up which include women, i.e. Tin Cans and Waste Fats.

Tin Cans: In certain cities special Tin Can Committees have been set up. These committees have women on them. Those women should automatically become part of the Women's Division of the local Salvage Committee, and should do everything in their power to further the general, over-all Salvage effort.

Waste Fats: Some Salvage Committees - State and local - have appointed special Fat Salvage Committees. In such cases where women serve on these committees, they should forthwith be incorporated into the Women's Division of whatever Salvage Committee that Fats Committee is part, and should make every effort to cooperate with the over-all program.

Rubber: At this writing there is no special Rubber Promotion, but a house-to-house search for this vital material must continue. Women's Divisions should keep in constant touch with the local Chairman to see how they may serve in the fullest sense as and when further stimulation is needed.

National Scrap Harvest: The National Scrap Harvest is primarily concerned with heavy iron and steel scrap as it can be rounded up by the Farm Implements Dealer Groups. It may be that women can supplement the efforts of this group (locally), and Women's Divisions should consult their local Chairman as to ways in which they may cooperate. Women on farms may be contacted by letter from County Chairwomen of the Women's Division of the County Salvage Committees, and also by local branches of women's organizations.

School Plan: This special Fall program, planned in conjunction with the United States Office of Education, Department of the Interior, is being forwarded to State Executive Secretaries to be distributed to all local Salvage Committees. Obviously, Women's Divisions of these committees will have a very large and important part to play in the furthering of this program, and should, therefore, be thoroughly organized ahead of time in order to carry it through most profitably.



What to Save and What to Do With It

Waste Fats:

- (1) Save your waste cooking fats after you have used them to advantage as fats and as food. Save pan drippings from roast ham, beef, lamb, poultry; broiler drippings from steaks, chops, veal, bacon; deep fats, whether lard or vegetable shortening, from fried potatoes, fish, doughnuts.
- (2) Pour into clean wide-mouthed can. A coffee or vegetable shortening can is best. Be sure the can is spotlessly clean, and strain your fats as you pour them in, so that meat particles and other foreign matter are removed.
- (3) Keep in refrigerator or a cool, dark place until you have collected at least a pound.
- (4) Take to your meat dealer who will weigh your can of fat, pay you the estimated price for it and start it back into war production. Frozen Food Lockers will also accept your salvaged fats.

One pound of waste fats will make four anti-aircraft shells.

Tin Cans:

Wanted only in certain areas because of present limited de-tinning facilities. If there is a collection in your city, prepare as follows:

- (1) Wash cans thoroughly after emptying contents. Remove paper labels.
- (2) Open cans, bottoms as well as tops. Tuck in tops and bottoms.
- (3) Flatten cans by stepping on them. Leave enough space between flattened sides to see through them. Do not hammer them.
- (4) Keep your "prepared cans" separate from trash, until collection day for your district. Basket, box, or barrel are suitable containers.

Metals:

Iron, steel, copper, brass, aluminum, zinc, lead. Anything around the home that is worn out and of no use is acceptable. An old flat-iron will make 2 steel helmets or 30 hand grenades. One wash pail will make 3 bayonets. One copper kettle will make 84 pounds of ammunition for an automatic rifle.

Rubber:

One old tire will make 12 gas masks, 1000 pairs of galoshes will provide enough rubber for one medium bomber. Save garden hose, bathing caps, rubber gloves, hot water bottles, etc.



Rags: Cast off clothing and underwear, dust cloths, draperies, pillows, bed linen, mattresses, rugs. Manila rope, regardless of condition. Old turlap bags.

Silk

Stockings: Save all silk hosiery and dispose of through collection facilities designated by local Salvage Committee.

Waste

Paper: Collect only when announced by local Salvage Committee. If needed, stack in piles and tie securely.

Women's Unit  
General Salvage Section  
Conservation Division  
War Production Board

Chairwomen, Women's Division  
of State Salvage Committee  
—  
Division composed of women represent-  
ative of various state organizations

Executive Secret  
State Salvage Comm

Chairwomen, Women's Division  
of County Salvage Committee  
—  
Division composed of Chairwomen of Women's  
Divisions of local Salvage Committees

Chairmen,  
County Salvage Com

Women's Divisions of Salvage Committees  
for City, Town or Village  
—  
Composed of Chairwomen, Vice-Chairwomen or Zone Directors where  
there are no Vice-Chairwomen, women representatives of various  
local organizations, including clubs, churches and schools,  
Publicity Chairwomen and women members of specially appointed  
Fat and Tin Can Committees.

Chairman,  
Local Salvage Comm

Cities over 1 0,000

2 to 48 Vice-Chairwomen  
(One for each 20  
Zone Directors)  
25 to 500 Zone Directors  
(One for each 20  
Sector Captains)  
500 to 10,000 Sector  
Captains (One for  
each 50 dwellings)

Cities of 25,000  
to 100,000

2 Vice-Chairwomen  
(One for half of  
Zone Directors)  
6 to 25 Zone Direc-  
tors (One for each  
20 Sector Captains)  
125 to 500 Sector  
Captains (One for  
each 50 dwellings)

Cities of 5,000  
to 25,000

2 to 12 Zone Direc-  
tors (One for each  
10 or 12 Sector  
Captains)  
25 to 125 Sector Cap-  
tains (One for  
each 50 dwellings)

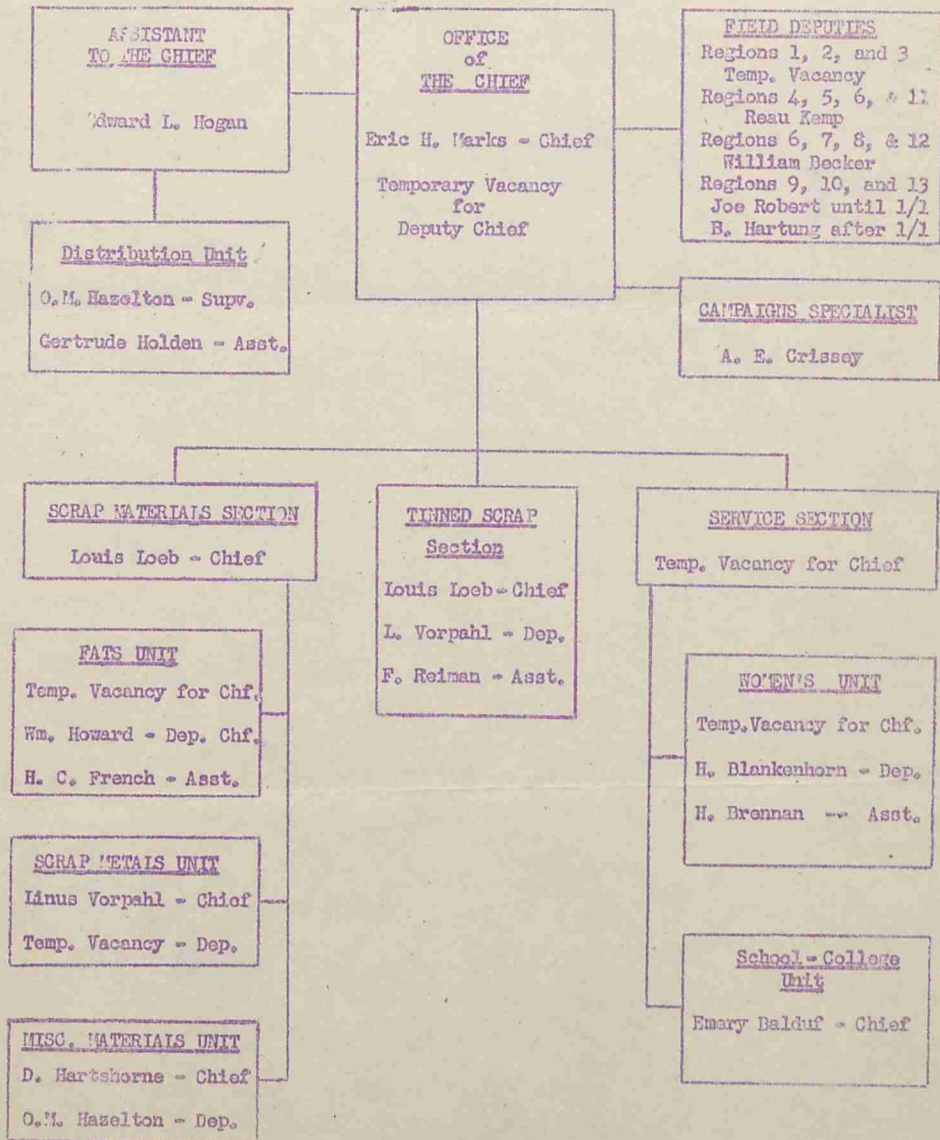
Towns of 2,500  
to 5,000

2 to 5 Zone Direc-  
tors (One for each  
10 or 12 Sector  
Captains)  
25 to 50 Sector Cap-  
tains (One for  
each 25 dwellings)

Towns of less  
than 2,500

2 Zone Directors  
(One for half of  
Sector Captains)  
Maximum of 25 Sec-  
tor Captains  
(One for each 25  
dwellings)

PERSONNEL ORGANIZATION CHART  
of  
GENERAL SALVAGE BRANCH  
SALVAGE DIVISION



NASH COUNTY

SALVAGE COLLECTION COMMITTEE

County Chairman Mrs. W. C. Ferrell

Mrs. G. W. Wheelless, Nashville  
Mrs. George Leonard, Corinth  
Mrs. Roy Cooper )  
Mrs. C. M. Watson ) DEANS  
Mrs. J. W. Breedlove )  
Mrs. John Flood )  
Mrs. F. G. Chamblee, Spring Hope  
Mrs. Roland Glover, Bailey  
Mrs. A. E. Allen, Middlesex  
Mrs. Harold Bass, Momeyer  
Mrs. C. B. Batchelor, Sharpsburg  
Mrs. Robert Marriott, Battleboro  
Mrs. Jack Fisher, Whitakers  
Mrs. S. R. Griffin, Castalia  
Miss Viola Price, Oak Level  
Mrs. W. R. Deans, Red Oak  
Mrs. E. P. Harper, Stanhope  
Mrs. Hoyt Cobb, Benvenue  
Mrs. E. C. Sexton, "  
Mrs. Winslow Bone, Sandy Cross and Coopers  
Mrs. Sam Ellen, Dortches  
Mrs. J. M. Skinner, Salem  
Mrs. Paul Cone, Ferrells  
Mrs. J. A. Davis, Macedonia  
Mrs. Ed Taylor, Griffins  
Mrs. W. F. Woodruff, "



The Tin (Can) Soldier

I'm only a tin can  
Not such a pretty sight  
But won't you pick me up  
And put me in this fight.

I go in bomber bearings  
And help to make bronze, too.  
I'm used in many places  
Where nothing else will do.

I line your food containers,  
I stand the heat and cold,  
I'm really very useful  
And serve a hundredfold.

From Iceland to Australia,  
From here to Tripoli,  
I have a job to do,  
A lot depends on me.

So pick me up today  
And throw me in the scrap.  
Then you'll be helping "Can"  
The German and the Jap.

Greetings to the members of the Women's Division of the Pitt County Salvage Committee, to the speakers, and to friends present for the first county-wide meeting! May I express my regret in not being able to be with you on account of illness. I shall miss the stimulation of your fellowship today, but I shall count on your renewed interest in serving our country and our boys by giving generously of your time and talent here on our home front.

The splendid work you have already done deserves praise. The full salvage program could not have proceeded successfully as it has without your repeated efforts and we can be proud of the close to five million pounds of scrap materials salvaged by Pitt County since last September. But we have not yet really bestirred ourselves in proportion to the need and our ability to meet that need.

I believe it was Gilbert Chesterton who said, "Nothing is real until it becomes local." Don't you think the time is long past for thinking of this war as being far-off? Ask any parent whose son is serving with the armed forces. Our job is local and it is clearly defined.

May I say a word or two to each of you about your individual importance in the block-plan on which the success of the whole salvage set-up depends? First, you are entrusted to give out vital information from time to time as the need arises. Try to get close to the heart of every woman assigned to you in your territory. Visit with her. Don't be satisfied with a telephone call telling her so-so's store will take in her silk stockings, or that tin cans are wanted on Wednesday. There is nothing casual about the way Germany's Storm Troopers collect salvage. Take the time to convince Mrs. Jones, if she is indifferent, of the real need of her cans and fats and stockings and other scrap materials.

And second, check the results in your territory. If they are good, talk about it. If they are poor, put more of your good common sense and energy into

page 2.

renewed efforts, and then watch the encouraging results.

Ours is a shining privilege to serve here at home because we want to serve. Let us continue to exercise it and find in it heartening satisfaction to get on with our job and to do it better than we have ever done it before.

Miss Lelia Higgs, Chairman  
Pitt County Salvage Committee

Greenville, N. C.  
April 7, 1943.

RECEIVED  
BOND  
APR 10 1943

June 9, 1943

STATE CHAIRMEN OF WOMEN'S DIVISIONS

OF STATE SALVAGE COMMITTEES

\*\*\*\*\*

ALABAMA

Miss Elizabeth Forney, Chairman  
Home Salvage Section  
Alabama Salvage Committee  
Alabama Polytechnic Institute  
Auburn, Alabama

Mrs. Etna McCaugh Atkinson, Co-Chairman  
Home Salvage Section  
Alabama Salvage Committee  
148 Ridge Street  
Montgomery, Alabama

ARIZONA

Mrs. Nellie Bush, Chairman  
Women's Division  
Arizona Salvage Committee  
802 Security Building  
234 North Central  
Phoenix, Arizona

ARKANSAS

Mrs. D. D. Terry, Chairman  
Women's Activities  
Arkansas Salvage Committee  
1346 Donaghey Building  
Little Rock, Arkansas

CALIFORNIA

Miss Grace S. Stoermer, Chairman  
Women's Activities  
California Salvage Committee  
c/o Bank of America  
7th and Spring Streets  
Los Angeles, California

COLORADO

Mrs. J. C. Johnston, Chairman  
Women's Division  
Colorado Salvage Committee  
529 Continental Oil Bldg.  
Denver, Colo.

CONNECTICUT

(Resigned)



DELAWARE	Mrs. Clarence Fraim, Chairman Women's Division Delaware Salvage Committee 2414 Pennsylvania Avenue Wilmington, Delaware
DISTRICT OF COLUMBIA	Mrs. Charles Goldsmith, Chairman Women's Division District of Columbia Salvage Committee Westchester Apts. Washington, D. C.
FLORIDA	
GEORGIA	Miss Lurline Collier, Chairman Women's Division Georgia Salvage Committee c/o State College of Agriculture Athens, Georgia
IDAHO	(Resigned)
ILLINOIS	Mrs. Anne V. Zinser, Chairman Women's Division Illinois Salvage Committee 140 South Dearborn Street Chicago, Illinois
INDIANA	Mrs. George Jaqua, Chairman Women's Division Indiana Salvage Committee Winchester, Indiana
IOWA	Mrs. Fred W. Weltz, Chairman Women's Division Iowa Salvage Committee 403 - 42nd Street Des Moines, Iowa
KANSAS	

KENTUCKY

Mrs. T. C. Carroll, Chairman  
Women's Division  
Kentucky Salvage Committee  
Shepherdsville, Ky.

LOUISIANA

MAINE

MARYLAND

MASSACHUSETTS

Miss Margaret Curtis, Chairman  
Women's Division  
Massachusetts Salvage Committee  
17 Court Street  
Boston, Massachusetts

MICHIGAN

Miss Gale Callender, Director  
Women's Home Salvage Program  
Michigan Salvage Committee  
1205 Detroit Savings Bank Building  
Detroit, Michigan

MINNESOTA

Mrs. Ann Ginn, Chairman  
Women's Division  
Minnesota Salvage Committee  
218 Midland Bank Building  
Minneapolis, Minn.

MISSISSIPPI

Miss Susie V. Powell, Chairman  
Women's Division  
Mississippi Salvage Committee  
1119 North West Street  
Jackson, Mississippi

MISSOURI

MONTANA

Mrs. Mark Farris, Chairman  
Women's Division  
Montana Salvage Committee  
512 Power Block  
Helena, Montana

NEBRASKA

~~Perlyne K~~  
Mrs. Bruce Donald, Chairman  
Women's Division  
Nebraska Salvage Committee  
Great Island, Nebraska

NEVADA

Mrs. G. Laurence Wilom, Chairman  
Women's Division  
Nevada Salvage Committee  
Box 925  
Las Vegas, Nevada

NEW HAMPSHIRE

NEW JERSEY

Miss Leila Brown, Chairman  
Women's Division  
New Jersey Salvage Committee  
525 Clifton Avenue  
Newark, New Jersey

NEW MEXICO

Mrs. L. S. Tireman, Chairman  
Women's Division  
New Mexico Salvage Committee  
453 North Sycamore Street  
Albuquerque, New Mexico

NEW YORK

NORTH CAROLINA

Mrs. Estelle T. Smith, Chairman  
Women's Division  
North Carolina Salvage Committee  
State College  
Raleigh, N. C.

NORTH DAKOTA

Mrs. Charles Vogel, Chairman  
Women's Division  
North Dakota Salvage Committee  
405 - 8th Avenue South  
Fargo, North Dakota

OHIO

Mrs. M. Y. Newcomb, Chairman  
Women's Division  
Ohio Salvage Committee  
1722 Fairfax - Walnut Hills  
Cincinnati, Ohio

OKLAHOMA

Resigned

OREGON

Mrs. Walter Kock, Chairman  
Women's Division  
Oregon Salvage Committee  
Seaside, Oregon

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RHODE ISLAND

Mrs. Ulric Shortley, Chairman  
Women's Division  
Rhode Island Salvage Committee  
191 Rutherglen Avenue  
Providence, R. I.

SOUTH CAROLINA

SOUTH DAKOTA

Mrs. J. C. Lepler, Chairman  
Women's Division  
South Dakota Salvage Commission  
15 Tenth Avenue, N. E.  
Watertown, S. D.



TENNESSEE

Miss Isadora Williams, Chairman  
Women's Division  
Tennessee Salvage Committee  
University of Tennessee  
Knoxville, Tennessee

TEXAS

Mrs. Berta Womack, Vice Chairman  
Texas Salvage Committee  
Fort Worth National Bank  
Fort Worth, Texas

UTAH

Mrs. John T. Walquist, Chairman  
Women's Division  
Utah Salvage Committee  
328 South 10th Street East  
Salt Lake City, Utah

VERMONT

Mrs. Marian Warner, Chairman  
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Vermont Salvage Committee  
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Montpelier, Vermont

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Women's Division  
Virginia Salvage Committee  
Waverly, Virginia

WASHINGTON

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Washington Salvage Committee  
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Bellingham, Washington

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Women's Division  
West Virginia Salvage Committee  
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Charleston, West Virginia

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Milwaukee, Wisconsin

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Wyoming Salvage Committee  
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