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IOWA DEVELOPMENT COMMISSION

250 JEWETT BUILDING
DES MOINES, IOWA 50309

LABOR AVAILABILITY STUDIES

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In the job of providing answers for a company's location requirements , a development group can count on one question coming to the forefront sooner or later. That question deals with the availability of an adequate labor supply.

This booklet has been prepared by the Iowa Development Commission with the hope that it will help you perform a uniform and meaningful labor survey when the need arises in your community.

Each company has particular labor requirements and will make these known. These will provide the "ground rules" for your development group as they begin to prepare a labor survey of your area .

Labor surveys are always extremely ambitious projects and so a few words of caution are in order .

Labor surveys require the full cooperation of your entire community. If you have any less than full cooperation , your survey will suffer accordingly.

A survey of this type should be the **LAST STEP** in any plant location project being carried out by your development group. **IT SHOULD ONLY BE CONSIDERED WHEN YOUR COMMUNITY HAS FULFILLED ALL OTHER REQUIREMENTS AND ONLY THE QUESTION OF LABOR REMAINS TO BE ANSWERED.**

It is also important to keep in mind the confidential nature of a labor survey and to make this confidential treatment known to all who will participate in any way in your survey. More will be said about this later.

A labor survey takes time to prepare and will run smoothly only with sound pre-planning. Usually a labor survey takes place within a short period of time. There is a tremendous pressure of "deadline" to be faced. With this in mind, it becomes vital that planning be carried out well and completely.

One of the first questions to be answered is "What area shall we cover?" The answer to this will depend somewhat on your location but normally your survey should start with your city as the center and cover a 30-mile radius area.

The next question to be faced is one of time. Your survey should cover a 3-day period. We recommend these three days be Thursday, Friday and Saturday with the survey ending at the close of business hours on Saturday. With this time span, you would allow the maximum number of people to fill out your information card.

Leaders of each community within your 30-mile radius should be contacted with an explanation of the survey and why it needs to be taken, your plans for carrying it out and a request for their cooperation.

This booklet will provide a sound basis for establishing a procedural format for your project. Any additional information you may need will be furnished by the Iowa Development Commission upon request.

In a project of this type communication is of vital importance. It will do little good to have a survey if few people know about it.

You should contact daily and weekly newspapers in your area and arrange necessary printing and the insertion of a supplement announcing the labor survey in their publication on a specific date. Arrangements for additional advertising and printing might be made at this time also. The insertion sheet would usually be timed to appear in the newspaper the day before the survey is to begin. It would contain all details regarding the survey.

Arrangements should be made for a post office box to be used during the survey. We recommend that this be a separate post office box and that it be used only for survey correspondence. The number of the post office box should appear in all advertising and on all information about returning survey cards.

The next step is to have enough inserts printed to insure complete circulation in your survey area. A sample of this type of insert is included in the appendix of this booklet.

Radio and television stations broadcasting to your area should also be contacted and asked if they would make public service announcements detailing the survey. These announcements should also be timed for the day prior to the survey. Radio and TV stations will normally prepare their own broadcast copy for this type of announcement, but you will need to furnish the details.

Additional printing you may want to consider would include identification posters to be used on "drop boxes", posters to be used in windows of participating businesses

The next step will be the contacting of at least two business establishments in each town within your survey area and receive their permission to place application forms and an application "drop box" in their stores.

You should concentrate on heavy traffic locations such as grocery stores, taverns, post offices and banks. It is of paramount importance that your survey reach the largest number of people possible.

Names of business places where an applicant can pick up or leave his form should be included on the survey insert announcement along with information concerning the post office box being used for the labor survey.

A typical information form is included in the appendix.

Two days before the survey is to begin, industrial development workers should meet and receive copies of the newspaper inserts, application blanks and "drop boxes" for distribution to the predetermined sites. Your employment survey material should be distributed to all locations at least one day prior to the beginning of the survey.

Each "drop box" area should be visited by a development worker at the close of each day so that cards deposited can be picked up and supplies replenished if necessary.

As soon as possible after the survey is completed, your industrial development workers should pick up all boxes and excess material.

To insure continued cooperation from local merchants, workers assigned to "drop boxes" should take special pains to make sure there is an adequate supply of cards, that "drop box" areas remain neat and that all material is picked up after the survey is complete. This would include posters, flyers, etc.

Throughout the entire project it is important that all advertising and announcements stress the point that ALL APPLICATIONS WILL BE HANDLED ON A CONFIDENTIAL BASIS!

In keeping with this, we would suggest that you contact the Iowa State Employment Service for help in classifying and tabulating your results.

Assuming their cooperation, you should make an all-out effort to assemble all forms from mail-ins and drop boxes as soon as possible after the survey ends and deliver them to the Iowa State Employment Service offices.

Normally, the Employment Security Commission will furnish a written account of their tabulations which will include an explanation of how the tabulation was carried out.

FOR RELEASE NOON APR. 28

Communities in Monroe and adjacent counties are joining with Albia and the Industrial Bureau of the Albia Chamber of Commerce this week for a three-day labor survey of the area.

Survey registration begins Thursday and will continue through Saturday night.

Survey registration cards will be returned to the Albia Chamber of Commerce each evening so that tabulations can be kept current.

Robert W. Larson, chairman of the Albia Industrial Bureau said, "This survey is being made at the specific request of a manufacturer interested in locating a firm which will employ an estimated 125 persons with a projected employment growth to 400."

Larson said Albia is one of several towns still under consideration by this firm. The Albia industrial group has been in contact with the firm for the past several months and has been supplying information on the community, its desirability and potential industrial locations. Two groups of the firm's officials have visited Albia and have inspected both the general Albia area and proposed industrial sites.

- more -

employment now or in the future. It will include the current group of high school graduates, farmers who want off-the-farm employment, women who want to add a second income to supplement the family budget, and those who are presently employed but are seeking an opportunity to better themselves or to advance.

Registration will be held Thursday, Friday and Saturday in the following communities:

Albia

Tower Lanes - Wednesday, 12 noon to midnight; Thursday, 8 a.m. to midnight; Friday, 12 noon to midnight; Saturday, 8 a.m. to midnight.

Chariton Valley Electric Cooperative - Thursday, Friday, and Saturday, 8 a.m. to 5 p.m.

United Food Market - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 9 p.m.; Saturday, 9 a.m. to 5 p.m.

Ralph N. Ewers Store - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 9 p.m.; Saturday, 9 a.m. to 5 p.m.

Williams Clothing Co. - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 9 p.m.; Saturday, 9 a.m. to 5 p.m.

Gamble's - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 9 p.m.; Saturday, 9 a.m. to 5 p.m.

Hy-Vee Food Store - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 9 p.m.; Saturday, 9 a.m. to 5 p.m.

Oehler Bros. Firestone - Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to

Benge Grocery & Locker Plant - Thursday, 7 a.m. to 7 p.m.; Friday,

7 a.m. to 7 p.m.; Saturday, 7 a.m. to 10 p.m.

Iconium

Scotts Oil Station - Thursday, Friday and Saturday, 8 a.m. to 8 p.m.

Russell

McCullough's Insurance - Thursday, Friday and Saturday, 8 a.m. to 8 p.m.

Lovilia

Tierneys Cafe - Thursday, Friday and Saturday, 6:30 a.m. to 9 p.m.

Miners Furniture Store - Thursday, Friday, 9 a.m. to 5 p.m.; Saturday,

9 a.m. to 8:30 p.m.

North End Tavern - Thursday and Friday, 8 a.m. to 12 midnight; Saturday,

8 a.m. to 10 p.m.

Avery

Myers Grocery - Thursday and Friday, 7 a.m. to 6 p.m.; Saturday, 6 a.m.

to 12 noon.

Eddyville

Salger's Cafe - Thursday, Friday and Saturday, 5:30 a.m. to 7:30 p.m.

Odem Hardware - Thursday and Friday, 7 a.m. to 5:30 p.m.; Saturday,

7 a.m. to 9 p.m.

Hiteman

Thomas Tavern & Grocery - Thursday and Friday, 7:30 a.m. to midnight;

Saturday, 7:30 a.m. to 10 p.m.

Dewery's Place - Thursday, Friday and Saturday, 7 a.m. to 9 p.m.

Georgetown

Georgetown Store - Thursday, Friday and Saturday, 9 a.m. to 9 p.m.

Melrose

Parenza's Store - Thursday, Friday and Saturday, 7 a.m. to 11 p.m.

Ciska's Store - Thursday, Friday and Saturday, 9 a.m. to 9 p.m.

Hamilton

Faye Clemens Grocery - Thursday, Friday and Saturday, 9 a.m. to 5 p.m.

Bussey

Bolton's Grocery - Thursday and Friday, 9 a.m. to 5 p.m.; Saturday,
9 a.m. to 9 p.m.

Bussey Cafe - Thursday, Friday and Saturday, 9 a.m. to 8 p.m.

(EDITOR: PLEASE DELETE FROM THE LIST THE COMMUNITIES OUTSIDE OF
YOUR AREA.)

###

SUPPLEMENT TO —

Afton Star-Enterprise
Humeston New Era
Lamoni Chronicle
Leon Journal-Reporter
Mount Ayr Record-News
New Virginia Virginian
Osceola Sentinel

Major Industry Needs Rush Survey of Labor

Will Hire Up to 400 People If Labor Is In This Area

The Iowa Development Commission and the Osceola Industrial Development Corporation are asking the people of the South Central Iowa area for complete cooperation in rushing a 3-day labor survey of this area.

The survey has been requested by a major manufacturing firm of small metal products, one of the largest in the country. The firm is considering Osceola as a location for a plant.

But before making a final decision, the company has asked for a complete labor survey of the South Central Iowa Area, to be sure there is enough available people to hire to keep the plant in operation and growing.

This company has stated that they do not require experienced people, but will give on the job training to the people they hire, both men and women. They expect to hire up to 400 people for the new plant, with about 60% of them to be men and 40% to be women.

This company is rated AAA1 financially and will build one

of the most modern plants in the middle west.

The Iowa Development Commission and the Osceola Industrial Development Corporation have been providing information to the company on the people and the various sites available in South Central Iowa for months, and the company has decided to locate in Osceola, IF THIS SURVEY

See labor survey registration card in this section

A reproduction of the labor survey registration card appears on the back page of this special tabloid section.

The center pages lists places of registration and gives instruction on filling out the card.

SHOWS THERE ARE ENOUGH PEOPLE INTERESTED IN A JOB IN A NEW INDUSTRY IN THIS AREA.

Speaking for the Iowa Development Commission, John Johnson said "This South Central Iowa area will benefit greatly by this and future industries. And this labor survey is important, not only for this industry but for other companies who might now or in the near future be looking at South Central Iowa for a plant site. This information will be very valuable to the Iowa Development Commission in the future."

"It is urgent," Mr. Johnson pointed out, "that the people of South Central Iowa help us in giving this firm a completely thorough and accurate survey."

Turn the page and you will find a complete list of the registration places in each of the towns in the South Central Iowa Area. Registration desks will be located in each of the communities in the business places listed who have agreed to cooperate in helping to complete this labor survey.

Here's what 100 new factory workers can mean to South Central Iowa

- 296 more people.
- 112 more households.
- 51 more school children.
- \$590,000 more personal income a year
- \$270,000 more bank deposits.
- 107 more passenger cars registered.
- 174 more workers employed.
- 4 more retail establishments.
- \$364,000 more retail sales a year.

These figures were compiled by the United States Chamber of Commerce in a study of nine counties in non-metropolitan areas. They show what new industry can mean for south central Iowa.

Register in the area wide
LABOR SURVEY
Thursday — Friday — Saturday
March 16, 17 and 18

Here's folks who should register . .

Women

Women are particularly urged to register because 40 percent of the hiring for the present industry considering South Central Iowa will be for women. But jobs will be available for men in this and other industries in the area. Women who can work away from home can supplement their family income with a second pay check. Registrations from interested women are definitely wanted in the labor survey.

Students

College students who are seeking permanent or temporary employment should register for labor survey. Parents can mail cards to the students. Cards must be returned by Saturday evening. All 1967 graduates of area high schools should be sure to register if they will want temporary or permanent employment.

Fill Out Card

The Iowa Development Commission has been working for several months providing one of the nation's fine manufacturing firms with information on the people of South Central Iowa and its industrial opportunities.

THE IDC IS DOING this, not just to obtain a factory for Osceola, but in order to help create job opportunities for all of the people of this area. We have all complained about the export of our most precious resource—our children. Only by providing job opportunities can we help keep these children in their home communities.

The manufacturer interested in a Osceola location has asked for a labor survey. The firm wants to know that it will have enough labor to operate this plant now and as the plant expands in the future.

THERE IS URGENCY about this labor survey, too, since the manufacturer expects to make a decision very soon. The firm must have the information immediately.

The survey must be completed by Saturday and the tabulation will be done as the survey progresses and over the weekend by the Iowa Development Commission.

As the men and women of the area look over the information card (a copy appears in this tabloid section) there are a number of things which they should remember:

1. **THE CARD YOU** fill out will be held in strict confidence for the benefit of industry and you as an individual.
2. **THIS CARD MUST** be filled out in the applicant's own hand writing and must be signed by him and the person in charge of each registration place.
3. **FILL OUT** the card completely. Fill in all blanks. The information asked is needed for a composite picture of the labor availability in this area.
4. **DROP THE COMPLETED** card in the box provided in the store where you obtained it or mail it to Osceola, Iowa, 50213, P.O. Box 16.
5. **THE APPLICANT** may have a job now, but seeking new job opportunities or expanded income. It is important that these people fill out a card at one of the registration points. All people now unemployed should also fill out a card.
6. **ADDITIONAL CARDS** or information may be obtained by contacting the Osceola Industrial Development Corporation.
7. **THIS SURVEY CARD** should be filled out by both men and women in order that a complete and accurate picture of the labor supply in this area can be obtained.

The Iowa Development Commission has had the 100 percent cooperation of public officials and of everyone in South Central Iowa in the past several months as it has represented them to this industry.

We are confident that this cooperation will continue and that the labor survey registration will be another indication that everyone in South Central Iowa is behind the IDC in our search for industries and for job opportunities in the area.

Farmers

Factory employment provides off-the-farm income for many of the area's farmers. Those who can work off the farm are urged to register. Industries have found the Iowa farmer to be a dependable, highly productive worker and are interested in employing him in the factory. Ordinarily different shifts of work are available and most area farmers enjoy work in manufacturing.

Employed

Persons who are now employed should also register if they are seeking new opportunities or are interested in changing jobs. A new manufacturing firm always provides opportunities for advancement as it expands. The information is confidential and is for use only by the Iowa Development Commission and for use by the industry.

If You Are Interested In Clean, Desirable Work Under Top Notch Working Conditions . . . Here Is Your Chance

**ONE OF THE TOP 100
CORPORATIONS IN THE
UNITED STATES IS CON-
SIDERING LOCATING IN
OSCEOLA IF LABOR IS
AVAILABLE**

**THE INDUSTRY WILL
TRAIN MOST OF THE
PEOPLE TO BE HIRED
FROM THIS AREA . . .**

**Sponsored By The Osceola Industrial Develop Corporation and Newspapers of the Towns
Listed on Page 2 and The Iowa Development Commission**

Every Community in South Central Iowa Will Benefit

This labor survey will be beneficial to every community in South Central Iowa, according to members of the Iowa Development Commission who are assisting with the survey. Several other industrial prospects are expected to be looking at towns in this area for plant sites in the coming year, and this information will be made available to any community in the area for their use in making a presentation to any potential industry considering their community.

In addition, with this and other industries, several allied industries will be locating in nearby communities. This has happened consistently in eastern Iowa when new plants have located there.

Everyone Is Eligible

Every man and woman who is employable is eligible to register in the survey. Industries who are in this South Central Iowa area are often very interested in such self employed people as farm operators who wish to supplement their income either in part time work, seasonal work or ever full time. Also housewives who wish supplementary income are eligible and it is desirable that they register for this survey also.

This is the opportunity for South Central Iowa area to show that there is plenty of labor here for industry to move into any of the towns in this area.

New Job Opportunities . . . Both Full Time and Part Time

This will be a wonderful opportunity for those on the farm who wish to supplement their incomes in the off season with jobs. This firm is very interested in having people from the farms and those who wish to farm part time and work part time apply for jobs in the new plant.

Also, there will be plenty of jobs for women in the new plant. The plant expects to fill about 40% of the available jobs with women.

**REMEMBER, THE DEADLINE FOR FILLING
OUT THE CARDS FOR THIS LABOR SURVEY
IS SATURDAY, MARCH 18.**

**REMEMBER . . . ALL CARDS WILL GO TO INDUSTRY PERSONNEL MANAGER – ALL REPLIES
WILL BE STRICTLY CONFIDENTIAL. PLEASE REGISTER BY SATURDAY, MARCH 18.**

Notice of Important LABOR SURVEY

Thursday, Friday and Saturday, March 16, 17 and 18

A major U.S. manufacturing firm has requested an up-to-date labor survey of this area. This firm will locate in Osceola if there are enough people interested in jobs in a new industry in this part of Iowa.

Their decision must, of course, be based upon the results of this Labor Survey which must be completed by Saturday, March 18.

It is of utmost importance that everyone cooperates by filling in their survey form completely and promptly. You will be helping to attract new industry and new jobs to our area.

INSTRUCTIONS FOR LABOR SURVEY

- All information will be held in strictest confidence.
- Filling out the card could help you to a higher paying job in the near future.
- Cards must be filled out in the applicant's own handwriting.
- Fill out every item. This is to your advantage.
- Cards may be filled out and deposited at registration place listed below or mailed to LABOR SURVEY, P.O. BOX 16, OSCEOLA, IOWA, 50213.
- Applicant does not have to be unemployed. He may be employed or be a student seeking his first job. Farm people who might be looking for additional income are urged to apply.
- List your choices of jobs in blanks provided.
- Fill out the hours you would prefer. Three shifts would be day shift, 4 p. m. to midnight, and 12 midnight to 8 a. m.
- On employment history start with your present employment. Please state whether full or part time.
- On back of card be sure to check all applicable spaces so employer knows fully of your qualifications and experience.

Register At These Places

OSCEOLA —
All business houses.

OSBURN —
Cottrell DX Station

OSWEGO —
Percy Grocery

OSWEGO —
Houck Tavern

OSWEGO —
Derby Cafe

OSWEGO —
Peterson Cafe

OSWEGO —
Hy-Vee Food Store
National Bank and Trust Co.
First State Bank
J. C. Penney Store
Farm Bureau Office
Johnny's Place

MURRAY —
Clarke Co. State Bank
Davis Sundry

GARDEN GROVE —
Mendenhall Grocery

AFTON —
Commercial State Bank
Albright Service Station
Sheets Drug Store

LUCAS —
Farmers & Miners Bank
Ted's Tap

LIBERTY CENTER —
Liberty Center Cafe

DECATUR —
Dale Tavern

HUMESTON —
Citizens State Bank
Clarke Electric Office
Jimmy's Hi-way Cafe

TRURO —
Union State Bank
Kale Food Market

LORIMOR —
Commercial State Bank

LEON —
Farm Bureau Office
Underwood Auto
V & H Clothing Store
J. C. Penney Store
Hy-Vee Food Store
Turpin Tavern

LACONA —
Kellogg Grill
People's Bank & Trust

NEW VIRGINIA —
Norwalk-Cummings State Bank
Boles Recreation Center

LAMONI —
Hy-Vee Food Store
Varsity Drug Store
Varner Bowl
State Line Cafe

MOUNT AYR —
Underwood Auto
Farm Bureau Office
Hy-Vee Food Store
Bev's Pantry
Security State Bank
Pool Hall

DAVIS CITY —
Davis City Tap

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LABOR SURVEY CARD

Deadline is Saturday, March 18th

Men and Women Wanted For Clean Desirable Jobs

You can fill out the survey card below and bring it to any one of the locations listed on Page two of this insert, or you can pick up a regular survey card at any of those locations and fill it out there. Cards may be dropped in boxes or mailed to: Labor Survey, P.O. Box 161, Osceola, Iowa, 50213.

All Information Confidential

Name (Print) _____ Date _____

Address _____ Social Security No. _____

Distance from _____ Phone _____

Age ____ Male Female Married Single Other _____ No. of Children _____

Physical or Health Limitations _____

Education: _____
(Last year of school completed)

Trade School: _____
(List type and no. of years attended)

Shift Preference 1st 2nd 3rd

Present Employer

Type of Work

When Started Wages

Previous Employers

1. _____
2. _____
3. _____
4. _____

(OVER)
COMPLETE REVERSE SIDE

Signature _____

Please indicate with a (✓) at which of the following appliances, occupations, or types of work you have had some experience:

<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Secretary
Assembly and/or Production Line	Shipping Clerk
Bookkeeping Machine	Stenography
Calculating Machine	Supervisor
Chemical Engineering	Switchboard
Clerical (General)	Tabulating Machine
Comptometer	Typewriter
Dictaphone	Warehouse Man
Inspection	Wrapper or Shipping Room
Key Punch Operator	Mechanic
Laboratory Technician	Truck Driver
Lift Truck Operator	Other (specify)
Machine Operator	
Mimeograph	
Multigraph	
Nurse	
Nurse (R.N.)	
Packer	
Payroll Clerk	

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LABOR SURVEY

A major U.S. manufacturing firm has requested an up-to-date labor survey of this area. There is a good possibility that this firm will locate in this immediate area.

Their decision must, of course, be based upon the results of this Labor Survey which must be completed by Saturday, Dec. 3.

It is of utmost importance that everyone cooperates by filling in their survey form completely and promptly. You will be helping to attract new industry and new jobs to our area.

Everyone Is Eligible!

Anyone, even though now employed, is eligible to register and fill out a card. You may want to change employment. You may want additional opportunity. If so, fill out a card.

**SURVEY
MUST BE COMPLETED
BY
9:00 p.m. SAT., DEC. 3**

INSTRUCTIONS FOR LABOR SURVEY

1. All information will be held in strictest confidence.
2. WHITE cards for women and BUFF cards for men. Use right color.
3. Cards must be filled out in the applicant's own handwriting.
4. Fill out every item. This is to your advantage.
5. Cards may be filled out and deposited at registration place listed below or mailed to LABOR SURVEY % _____
6. Applicant does not have to be unemployed. He may be employed or be a student seeking his first job.
7. List your choice of jobs in blanks provided.
8. Fill out the hours you would prefer. Three shifts would be day shift, 4 p.m. to midnight, and 12 midnight to 8 a.m.
9. On employment history start with your present employment. Please state whether full or part time.
10. On back of card be sure to check all applicable spaces so employer knows fully of your qualifications and experience.

HERE IN

All Information Confidential

Name (Print) _____ Date _____

Address _____ Social Security No. _____

Distance from _____ Phone _____

Age _____ Male Female Married Single Other _____ No. of Children _____

Physical or Health Limitations _____

Education: _____

(Last year of school completed)

Trade School: _____

(List type and no. of years attended)

Shift Preference 1st 2nd 3rd

Present Employer	Type of Work	When Started	Wages
-------------------------	--------------	--------------	-------

Previous Employers

1. _____

2. _____

3. _____

4. _____

(OVER)
COMPLETE REVERSE SIDE

Signature _____

Please indicate with a (✓) at which of the following appliances, occupations, or types of work you have had some experience:

Accounting	Secretary
Assembly and/or Production Line	Shipping Clerk
Bookkeeping Machine	Stenography
Calculating Machine	Supervisor
Chemical Engineering	Switchboard
Clerical (General)	Tabulating Machine
Comptometer	Typewriter
Dictaphone	Warehouse Man
Inspection	Wrapper or Shipping Room
Key Punch Operator	Mechanic
Laboratory Technician	Truck Driver
Lift Truck Operator	Other (specify)
Machine Operator	
Mimeograph	
Multigraph	
Nurse	
Nurse (R.N.)	
Packer	
Payroll Clerk	

INSTRUCTIONS TO SURVEY WORKERS

1. Set up in the community and/or stores assigned to you the arrangements for a Labor Survey Registration--Thursday, Friday, Saturday, December 1, 2 and 3.
2. Establish the hours for this Survey in each establishment. Suggested hours are from 9 a.m. to 6 p.m. on two of these days. On the third evening (the night the stores are open in the community) make arrangements for a registration until 9 p.m.
3. Make arrangements for a person to be in charge of the registration each of the hours the place of business is open.
4. Make arrangements for the completed cards to be filled out and returned to the chairman in each town at the end of each day. Identify each group of cards filled out.
5. If you are assigned additional communities, talk to the superintendent and high school principal and arrange for information on the labor survey to be given to the Class of 1967. (These are extremely important, especially the female students)
6. Keep news media abreast of developments and encourage constant news stories. Contact editors of these community newspapers immediately and supply news story and advertisement. (Ask for prime location) Ask permission of editors to have completed questionnaires mailed to them and make arrangements for picking them up.
7. If leaflets or window cards are used, contact all retail and professional establishments for permission to place in store.
8. On the final evening, Saturday, make certain all filled-out cards are picked up and returned immediately to town chairmen. All blank cards should also be returned.

	MALE	FEMALE	TOTAL
<u>NUMBER REGISTERING</u>	_____	_____	_____
<u>DISTANCE FROM (YOUR TOWN)</u>			
UNDER 10 MILES	_____	_____	_____
10 TO 20 MILES	_____	_____	_____
20 TO 30 MILES	_____	_____	_____
OVER 30 MILES	_____	_____	_____
<u>AGE</u>			
TO 18	_____	_____	_____
19 - 24	_____	_____	_____
25 - 40	_____	_____	_____
41 - 59	_____	_____	_____
OVER 60	_____	_____	_____
<u>MARITAL STATUS</u>			
SINGLE	_____	_____	_____
MARRIED	_____	_____	_____
OTHER	_____	_____	_____
<u>EDUCATION</u>			
8TH GRADE OR LESS	_____	_____	_____
SOME HIGH SCHOOL	_____	_____	_____
HIGH SCHOOL GRADUATE	_____	_____	_____
SOME COLLEGE	_____	_____	_____
COLLEGE GRADUATE	_____	_____	_____
<u>SHIFT PREFERENCE</u>			
DAYS	_____	_____	_____
4 P.M. - MIDNIGHT	_____	_____	_____
MIDNIGHT - 8 A.M.	_____	_____	_____
<u>EMPLOYMENT STATUS</u>			

MALE

FEMALE

TOTAL

WAGE RANGES

UP TO \$1.50

\$1.51 - \$2.00

\$2.01 - \$2.50

\$2.51 - \$3.00

\$3.01 - \$3.50

OVER \$3.50

RANK

PROFESSIONAL

CLERICAL & SALES

SKILLED

SEMI-SKILLED

UNSKILLED

FARMING

STATE LIBRARY OF IOWA



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