

WHAT RELOCATORS NEED TO KNOW? AND WHAT
EVACUEES NEED TO KNOW TO ENCOURAGE THEM TO RELOCATE.

How to travel and find your way about in strange places:

- a. Train and bus travel in wartime conditions; reservations, seats, etc.
- b. Terminal problems: a railroad station and how to use it
- c. Etiquette of travel: tipping, conversation, dress, tickets, baggage
- d. Cities and their structure: maps and diagrams, methods of transportation in cities, directories and telephone, messenger services, the plan of the usual American city-- Chicago, Cleveland, Minneapolis, Kansas City, Des Moines, Detroit, Cincinnati, New York, Boston, New Haven, Washington, Pittsburgh, Philadelphia, St. Louis, New Orleans, Atlanta, Jacksonville Fla., etc.
- e. Hotels: meals, rooms, services such as laundering, pressing, beauty shop and barber shop service, shoe shining, room service, grills, coffee shops, and dining rooms, barrooms, ballrooms; fees, tips, and regulations concerning the use of services.
- f. How to find street addresses and landmarks.
- g. Rural areas villages, and towns; directions and how to follow them.

How to get a home

- a. Hostels and their functions
- b. Rooming and boarding houses
- c. Apartment houses
- d. Hotels
- e. Single and multiple dwellings
- f. Techniques of finding a home to live in:
 - (1) Realtors
 - (2) Newspaper ads
 - (3) Your employer
 - (4) WRA office
 - (5) United States Employment Office
 - (6) War Manpower Board
 - (7) U.S. Housing Authority
 - (8) Friends--personal friends, and the Friends' Service Committee
 - (9) Church and other "fair play" and "tolerance" groups
- g. What to look for in a home: heating, cooling, ventilation, refrigeration, plumbing, light, sanitation, care, furnishings.

How to apply for a job:

- a. Attitude
- b. Appearance
- c. Kind of a job, location of work compared with location of housing, and other elements of selecting a job.
- d. Techniques of landing a job: USCS, WRA office, asking

personally, by mail, who to see when you apply, or who to write to, how to address a personnel officer, what to expect, how to react to various answers (e.g., "We don't want any Japs!" might well be answered by either issei or nisei by the reply, "Neither do I. I'm an American. I chose this country to live in and work in because I like it better than any other country. I'm out here ready to do my best when manpower is needed and everybody ought to be working hard together, and not fighting each other. How about giving your support to democracy by working together, now, for a better world? I'm willing to do that. Can you afford to do any less?"), what clearances, certificates, etc. are likely to be required for positions in various plants.

How to get along with fellow-employees:

- a. Work cooperation; don't be too quick to take offense, but give the chronic gouger and trickster the same treatment your fellows do--a very cold shoulder. Try to urge cooperation at all times, and set the example yourself.
- b. Off-time conversation and activities
- c. Social relationships

How to get along with the neighbors

- a. Need for distinguishing between impersonal neighbors such as apartment house or rooming neighbors and suburban neighbors such as we are used to in the west.
- b. How to break the ice
- c. How to help them break the ice
- d. Informalities
- e. Formalities
- f. Etiquette of borrowing; don't be a sucker, but don't be offish either.

How to get along with your employer:

- a. Do your work conscientiously
- b. Don't be ostentatious when you need an adjustment; ask him quietly but definitely, and tell him why a change must be made if one is needed
- c. Resist impositions politely and considerately (suggesting alternatives to your doing more work than you agreed to do for the salary offered, if possible), but don't imagine that you're being worked to death everytime you're asked to put in a half-hour overtime. Look around and you'll find everyone else does it every once in a while also.
- D. If you are working under a union agreement, live up to it scrupulously. If your employer doesn't, take it up with your fellow-employees, and suggest that it would be a good thing to report to the union business agent or the shop committee on labor relations. Watch out to make sure you don't get caught in a squabble between the employer and the employees. Let someone else be the goat--you can't afford to just now. However when the situation calls for leadership, don't be backward about leading your fellow-employees, or about discussing the problems with them. But get the facts before you take a stand definitely.

How to get along with the press:

- a. Be yourself
- b. Don't emphasize the hardships and difficulties you have been and will be working under. Present a well-balanced picture of the whole evacuee situation, and of your own if you're talking about that. Emphasize the need for democracy and racial equality throughout the world and United States in your speeches, and show the relationship between the rights of the other fellow, to whom you're talking, and your own rights--that if yours are violated, he can expect that his will be also, by some other pressure group which is trying to advance itself unjustly at others' expense. Tell them that the war we're fighting all over the world is vitally connected with your effort to maintain your freedom and keep your part in a free world.
- c. How to read and use newspapers

How to get along with other groups:

Church groups: Join them, talk to them, become one of them, expand the acquaintanceships you make in them, show them that you are an able person, and that you are just as American as they and their parents are.

School groups: Be yourself. Go out of your way to make friends, and to take advantage of opportunities to mix with the many social groups open through them.

Lodges and other fraternities and sororities: ditto, but keep an eye on which are dominant in the community and try to join those if alternatives are open, and if they give you as good treatment as the others. Don't get tangled up in secret alliances unless you are convinced of their value and know what you're getting into.

Service clubs such as Kiwanis, Rotary, Lions' Club, Elks; Talk to them if you get a chance, join them at the first opportunity that looks good.

How to eat, drink, and be merry gracefully:

Table manners--do you remember your silverware?

Dress: For street, work, and play

Dining out: How to behave, how to sit, how to order, how to tip, when and how to leave, what to say,

The theater: how to go, what to admire, ignore, enjoy, and say.

The tavern (alias beergarden, alias barroom, alias saloon

(obsolete)

What to drink and when to pay for it.

The ballroom:

Taxes and how to pay them:

State taxes: sales, income, and other. What they are and how to find out more about them.

Federal: Income, victory, etc.

Pay them by keeping on the job.

Insurance?

Hospital insurance, medical service if possible

Accident, sickness, and life insurance.

When to take out life insurance, what to buy, and how much to buy.

Savings, or how to live on a deficit:

Bonds and stamps

Investments

Postal savings and bank savings accounts.

Banks--how to use them

Six services commonly given by banks in the United States:

Checking accounts, savings, credit, trusts and escrows, safety deposits financial advice and information.

How to budget your income:

Living on your income and saving some for an emergency

What to buy, and where to find out the truth about quality and values: Consumers' Union, Consumers' Research, Consumers' Guide, Federal Bureau of Standards, Bureau of Home Economics, Women's Bureau Children's Bureau, Farm Security Administration, Department of Agriculture, Pure Food and Drug Administration, Department of Commerce, Bureau of Foreign and Domestic Commerce, PM, Chicago Sun, etc.

Standard of living: What part of your income should you spend for each type of commodity you need or want? How the Consumer Spends His Income, Dept. of Agriculture budgets on four levels of income, etc.

Aids to budgetting: A simple account book; a habit of writing up expenditures and receipts promptly and regularly; keeping the balances up to date; predicting your expenditures several months in advance; factors to watch

Rationing--or how to use your points to best advantage.

ABC's of Rationing

Rules and regulations--food, shoes, gas, tires, etc.

Budgeting your points--points bargains.

Trouble and how to meet it:

A. Ill health: Hospital insurance, and if possible medical insurance;

How to select the right doctor

How to select the right hospital

When to call the doctor, when to stay home from work, what to do when you have to stay home.

Home remedies and first aid.

B. How to get expert, impartial, helpful advice, and help if necessary:

Use your social agencies, especially the Social Security Board office nearest you, the Family Welfare Association, the Friends' Service Committee, The Community Chest and its member agencies, such as the YMCA, the YWCA, the Travelers' Aid Society, the Red Cross, the Boy Scouts, the Girl Scouts, the Social Service Department of the hospital if you are ill or injured, the Public Welfare Department of your city if it is

good, your church, the personnel department of your employer, if the company or plant is a large one. How to use each social agency; what each one tries to do, and what it might do for you

- C. How to give aid: Join some Civilian Defense, Hospital Society, Ladies' Aid, or Red Cross chapter, do as much as you can in your spare time, and get acquainted with your fellow-workers while you're doing it. Look for chances to do someone a good turn--they'll remember it--and you--with gratitude.

How to Make Friends and Avoid Loneliness:

Pay attention to your companions, talk with them, tell them about yourself, encourage them to talk of themselves and their problems. Be a good listener, and a sympathetic fellow-employee, diner, traveler, church member, etc. Invite them to your room or home, and be natural about it. They'll soon invite you to theirs. Even if they don't, you have the benefit of their company, information, and the good impression that your hospitality makes on them. Persistence will win friends, when joined with courtesy, consideration, and a friendly attitude. Go to it!