

[Fisher]

July 9, 1947

Dear Mr. Mayor:

Many thanks for your letter of July 8th.

If I should be reappointed as delegate to the General Assembly of the United Nations which meets on September 15th, it might be difficult for me to get to Tarrytown. If we meet at Flushing, Long Island, I imagine the drive would be about one and a half to two hours, and we never know in advance just when the sessions will close.

I shall send the plan to the Mayor of Poughkeepsie.

Very sincerely yours,

ORIGINAL RETIRED FOR PRESERVATION



STERLING W. FISHER
MAYOR

Tarrytown-on-Hudson

New York

MUNICIPAL BUILDING
21 WILDEY STREET
TELEPHONE TARRYTOWN 4-1104

- FRED J. WARREN
CHAIRMAN OF
HIGHWAYS AND WATER
- CHARLES E. HAINES
CHAIRMAN OF
FINANCE AND CERTIORARI
- ERNEST BALLARD
CHAIRMAN OF
POLICE AND HEALTH
- FRANK H. CUREAU
CHAIRMAN OF
FIRE AND PUBLICITY
- FRANK C. RICHTER
CHAIRMAN OF
GENERAL GOVERNMENT
AND LIBRARY
- EDWARD H. VETRAMO
CHAIRMAN OF
RECREATION AND
VETERANS BUREAU

S. Fisher

Mrs. Franklin Delano Roosevelt,
Val-Kill Cottages,
Hyde Park, Dutchess County, N.Y.

Dear Mrs. Roosevelt:

Thank you for your letter of July 3rd and for the interest that you express in the UNITED NATIONS WEEK activities. I was particularly happy to hear from you because I was just on the point of writing you to extend an invitation to you to participate, along with a number of other distinguished personages, in the National UNITED NATIONS WEEK activities.

It happens that, in my capacity as Director of the NBC University of the Air, I am Co-Director with Clark M. Eichelberger, of National UNITED NATIONS WEEK. Last year, we adopted as our theme, "Welcome to the United Nations." This year, in planning for the week, which has been set for September 14 - 20, we have taken the theme, "The Responsibility of the Individual for the United Nations."

We decided that perhaps one of the most useful things that we could do was to select a community where the broadest kind of activities could be developed for September 14 - 20 in support of the United Nations. The community of Tarrytown and North Tarrytown was selected for this purpose and the most comprehensive kinds of activities are already being developed. So remarkable is the response thus far that it seems certain that the support for the United Nations will far exceed even the efforts devoted to support of the war activities. We have developed, with the co-operation of the American Association for the United Nations, the so-called "Tarrytowns Plan", copies of which I am enclosing.

Secretary of State Marshall has already agreed to support UNITED NATIONS WEEK with an address on Sunday, September 14, devoted to the United Nations. The week will close with a dinner in the Waldorf Ball Room at which the speakers will be: Trygve Lie, Paul Henri Spaak and Warren R. Austin.

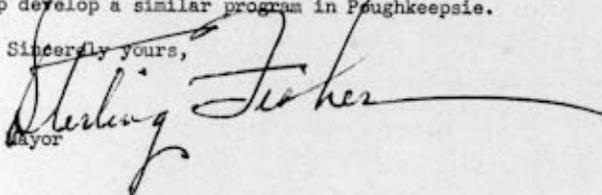
July 8, 1947
Copy sent over to Mrs. Roosevelt
Letter 15-6-47
difficult to get to
last
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to write

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The Association, NBC and the Tarrytowns have united in requesting me to extend to you a most cordial invitation to be one of the major speakers during UNITED NATIONS WEEK. The Business and Professional Womens Clubs of Westchester County will hold a luncheon in Tarrytown on Tuesday, September 16th. It is their hope that you will address the nation on the occasion of a luncheon of their group. I have already arranged for a half-hour nation-wide broadcast time over NBC at 1:00-1:30 p.m., and we are holding this time in the hope that you will be able to accept.

You asked me about the plans for Poughkeepsie. The Mayors of Tarrytown and North Tarrytown wrote to the Mayors of all 1100 cities in this country having populations above 10,000 about "The Tarrytowns Plan", sending them a sample proclamation for UNITED NATIONS WEEK. The Mayor of Poughkeepsie was included. We have not yet heard from him, though many of the major cities of our country have already issued this proclamation. We should be delighted to have you transmit a copy of "The Tarrytowns Plan" to him and should be glad to provide any further assistance that might be required to help develop a similar program in Poughkeepsie.

Sincerely yours,


Mayor

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Handwritten notes:
Standing at
Tarrytown
Sept 14-20
United Nations Week
The Tarrytowns Plan

April 29, 1947

UNITED NATIONS WEEK
The Tarrytowns Plan

The communities of Tarrytown and North Tarrytown, New York were selected as a united "model" community for United Nations Week, September 14 through 20, 1947. The following memorandum as prepared by the American Association for the United Nations has been followed by these two communities and is now being carried out. The memorandum is being sent to you for information and action in your own community.

To: Sterling Fisher, Mayor of Tarrytown and Henry Tilden Swan, Mayor of North Tarrytown, New York.

From: Estelle Linzer, American Association for the United Nations.

SUBJECT: DETAILED ACTIVITIES FOR UNITED NATIONS WEEK IN THE TARRYTOWNS
Time Schedule: September 14th through September 20th, 1947.

For your information, the following detailed memorandum has been prepared by the staff of the American Association for the United Nations to guide your community in its activities for United Nations Week. In the interests of simplicity, both Tarrytown and North Tarrytown will be called "the community" in this memorandum.

I. Phases of community life to be called upon:

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|--|---|
| 1. Churches | 7. Service Clubs
(Lions, Kiwanis, Rotary, etc.) |
| 2. Schools | 8. Professional groups
(physicians, lawyers, etc.) |
| 3. Retail Stores | 9. Community officials |
| 4. Business firms
(banks, public utilities, etc.) | 10. Young people's groups |
| 5. Women's clubs | 11. Press and Radio |
| . Labor Unions | 12. Libraries |
| | 13. Nationality groups |

II. Activities for each of these groups:

1. **Churches:** Saturday and Sunday services should be devoted to church sermons for all faiths on the United Nations. The pamphlet prepared last year by the Church Peace Union, when revised, could be used as a basis. Church groups should be asked to hold a special meeting during United Nations Week, and members should be urged to act as volunteers for all possible activities.

Time Schedule: Planning for services should be made by an inter-faith committee, to be set up by the end of June.

2. **Schools:** Using the material prepared by the National Education Association and the School Division of the American Association for the United Nations, special programs should be prepared in each of the schools. The history, government or civics, literature, and geography teacher should prepare lectures and discussions for that week, emphasizing the United Nations as it pertains to her particular subject. Arithmetic classes could discuss the world's currencies. Cooking and home economics classes could be learning about the meals and home life customs of United Nations countries. Art classes might study about the art of various countries. These special

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April 29, 1947.

studies will help to point out that every topic the children are studying is related to the United Nations.

High Schools: Here, too, classes in every subject should be bringing in related themes on the United Nations. History and government classes might plan model Security Council sessions and model sessions of the other Councils (Trusteeship and Economic and Social). A larger program could be built around a model session of the General Assembly.

Art classes should be delegated to prepare posters and exhibits to be placed in school lobbies, libraries and halls. Also, art students should be asked to prepare posters for use in the community for United Nations Week.

All schools should plan for assemblies in which flag ceremonies and United Nations talks and plays are to be given.

Time Schedule: Actual events to take place Monday through Friday of United Nations Week. A committee of teachers should be appointed before the end of the present school term to plan the September activities.

3. Retail Stores: A community committee should be set up to plan displays for all store windows. After securing permission from store owners for use of the windows and after designation of specific windows is made, the committee is to design displays to fit each type of window. Small flag sets, with the United Nations flags, are available at small cost from the American Association for the United Nations, as will be other material. A sheet of suggestions for planning window displays is being prepared now at this office. The products sold by each store might be used as a tie-in for related displays; for instance, a store selling woollens, cottons and other piece goods, could show in its display where those goods come from; a store selling automobile parts could show that the rubber comes from one country, the tin from another, etc.

Time Schedule: Displays to be scheduled for Sunday through Saturday, September 14 through 20. (Windows should be decorated by Saturday night at closing time, so that they will be ready for view on Sunday morning.)

Note: Retail store advertising in local newspapers should be prepared to include reference to United Nations Week. An institutional type of ad can be prepared, with quotations from Presidents Roosevelt and Truman, State and City officials, or an especially prepared message from the advertiser. Or, a line of type can be inserted saying "This is United Nations Week-- Get Behind Your United Nations", or any other slogan that is used for the general theme.

4. Business Firms: Arrangements should be made well in advance for public utility companies (gas, electric, telephone) to send out "stuffers" in the envelopes with their September bills. These stuffers would carry the United Nations Week message, and tell of the week's events in the community.

A committee of business men should be set up (no more than two or three) which could handle the details of reaching the business firms, cooperating with the special events committee, etc.

Banks should be urged to devote their windows to United Nations displays during this week. The committee working out details for the retail stores dis-

April 29, 1947

displays could well handle this aspect. One example of a bank display that amassed a great deal of interest was that of the Chase National Bank in Rockefeller Center, which featured samples of the currencies of each of the United Nations.

Business firms other than those already mentioned should be called upon also. For instance, a New York candy manufacturer ordered a large supply of loaflets on the United Nations Assembly to be placed in each candy box. Through their advertising, the business firms can be urged to carry the United Nations Week message.

Time Schedule: Planning should start with the setting up of a committee as soon as possible. Advertising should be planned for United Nations Week right away, of course, but the stuffers used by utility companies can go out late in August or early in September to inform residents of coming events.

5. Women's Clubs: All programs for women's clubs for the month of September should be devoted to various phases of the United Nations and world affairs. Then, during United Nations Week, joint meetings might be held, panel discussions arranged and exchange - of - idea meetings scheduled -- all giving the opportunity for a full and well rounded out understanding of United Nations activities.

Members of clubs should be called upon to serve on various committees making arrangements for United Nations week, to volunteer as information booth attendants, etc.

It might be well to note now that the value of films should be recognized for meetings and discussion groups. The American Association for the United Nations is ready to provide clubs and schools with a comprehensive list of the films that are available.

Time Schedule: A team of two - both women in club work - should be appointed to discuss meeting schedule for September with club program chairman. As the September programs are being made up now, this project needs to be under way quickly. Most clubs begin their Fall programs sometime within the week after Labor Day.

Labor Unions: For September meetings of all unions, short United Nations talks should be arranged. One person is to be appointed -- someone familiar with the labor picture locally - who will discuss this series of talks with union heads. Special emphasis on labor's stake in the United Nations should be brought into these talks. Members of labor unions should be urged, through posters in places of employment, to attend these meetings and to bring their families to all large meetings on the United Nations.

Time Schedule: A working chairman for labor should be appointed before the Summer, to give him enough time for planning meetings with union heads.

7. Service Clubs: Scheduled luncheon and dinner meetings to Rotary, Lions, Kiwanis, etc. should bring in speakers on the United Nations in September, and one point of emphasis would well be the work of the International Trade Organization now being set up in Geneva. A businessmen's luncheon should be planned for the Wednesday of United Nations Week, at which time all service clubs

April 29, 1947.

members would participate in a joint panel discussion of business' role in the United Nations.

Time Schedule: A businessman should be appointed as chairman for service club activities, one who has been active in the past or presently in this field. This person should begin these activities by June, to plan the schedule of discussions in plenty of time.

8. Professional Groups: The lawyers, physicians and dentists of the community should be called upon to participate. They, too, can plan meetings at which the work of the World Health Organization and other specialized agencies can be discussed. This meeting might be scheduled for Tuesday evening of United Nations Week, and the public could be invited to listen to the discussion. These professional people might be asked to display United Nations literature in their reception rooms.

Time Schedule: One professional person could take over the details. Time the same as Item 7.

9. Community Officials: A proclamation should be issued by the Mayor of Tarrytown and the Mayor of North Tarrytown as a joint statement. A letter, signed by Sterling Fisher, is to be sent to mayors in cities throughout the country, enclosing this proclamation, and asking them to issue similar ones.

All city officials should participate in all events taking place that week, especially the opening ceremonies launching the week. This could very well consist of a reading of the Mayor's proclamation on the steps of the City Hall, a flag raising ceremony, folk dances, etc. This public ceremony should take place Sunday noon, September fourteenth.

Time Schedule: The Mayors should set up an official committee to make arrangements for the community observance. This should be the first committee appointed, and should start work immediately.

10. Young Peoples Groups: Outside of their school activities, the young people of the community should be called upon to participate actively. The Scouts should be organized as "flying squads" to deliver posters and material to be used for public display, and should participate in the flag ceremonies that will take place.

The YM and YWCA and all other groups should be called upon to participate in discussion meetings and to enter into the folk dancing project.

Time Schedule: The summer months would be a good time for the young peoples groups to start planning their special activities.

11. Publicity: The use of the press and radio to publicize these events is obvious. A publicity chairman should be designated immediately. He will feed feature stories, news items and articles, etc. to the local press and radio stations, to get the best coverage possible. Life or one of the other picture magazines might be interested in doing a spread. The "Report to the Cities" radio series has already been arranged as a special event, by the National Broadcasting Company.

April 29, 1947

Time Schedule: As noted by the clippings received at the Association office, publicity has already begun. Timing on press and radio matters can best be decided by the publicity chairman.

12. Libraries: Display material should be planned for library display in school and public libraries. Flag sets, posters, books and other printed material on the United Nations should all be given prominent positions. The libraries can be used for promoting coming public meetings, by displaying posters and announcements on bulletin boards.

Time Schedule: The Libraries Chairman a librarian -- can start planning exhibits during the summer months, for a display project to last through United Nations Week.

13. Nationality Groups: Secure the cooperation of all nationality groups in the community by appointing a person as chairman for nationality group participation. This person should be someone quite familiar with all of these groups, and able to coordinate their activities. The groups should be asked to participate in the folk dance festivals which will be taking place during United Nations Week. Costumes of each group must be prepared and dances rehearsed.

Choral groups might be arranged, to sing the songs of each nation represented.

Time Schedule: A chairman should be appointed immediately. The first meeting of nationality group representatives should be arranged by June, with as many as possible participating.

An important phase of the activities not covered in this memorandum is the use of information booths to disseminate information on the United Nations. This is a project for which corps of volunteers should be enlisted, each worker taking a certain time of the day or evening for his or her assignment. The informational material of the American Association for the United Nations can be used, United Nations buttons can be handed out to those who sign their pledges of cooperation in support of the United Nations, etc. Also, these booths can be the source of information on the week's events in the community. Booths should be set up in the railroad station, in a few retail stores and libraries, and in any other public places that would be strategic.

United Nations meals can be planned by the women's clubs and churches as a special feature, with each day's fare devoted to another country's dishes. Thus, for five or six days, the meals could cover five or six regions of the world. The Tappan Hill Inn might take the lead in serving a United Nations meal each day during the week.

Finally, an over-all event for the whole community might be planned for Friday night of United Nations Week. This might take the form of a pageant, a parade, or an event of the type held at Rockefeller Plaza. Folk dances, high school bands, reading of the Preamble to the Charter of the United Nations, would all fit into the program. This would require the cooperation of all phases of the community mentioned in this memorandum.

The American Association for the United Nations is happy to cooperate

Memorandum on United Nations Week

April 29, 1947.

in every way possible with the communities of Tarrytown and North Tarrytown in making the United Nations Week project a really model one. Our material is being prepared now and will soon be available. Our staff is eager to help your community in this project.

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United Nations Week of the Tarrytowns

S. J. BALASSI
Chairman

C. V. FISHER
Treasurer

MRS. J. HENSHAW
Secretary

General
Committee

July 9, 1947.

THOMAS CLARK
RABBI JACOB COHEN
WM. C. DUELL
STERLING FISHER
D. O. FULLER
E. T. GORMAN
FRED GRABER
LINCOLN HECK
HAROLD JORDAN
JONEL JORGULESCO
JOSEPH LAGANA
REV. M. J. LARKIN
WILLIAM LAUDY
MRS. R. V. LEWIS
MICHAEL MCKENNA
PHILIP MILLER
REV. R. MITCHELL
WALLACE ODELL
ALFRED PAGE
MRS. OSCAR PERSSON
OWEN QUINN
DR. H. G. ROWELL
DR. DONALD REED
DR. E. SABERSKI
MRS. G. SANDALLS
CHESTER SEIFERT
H. TILDEN SWAN
DAVID SWOPE
JANE H. TODD
MRS. B. O. WARREN
GEORGE WILSON
ELLERY WRIGHT

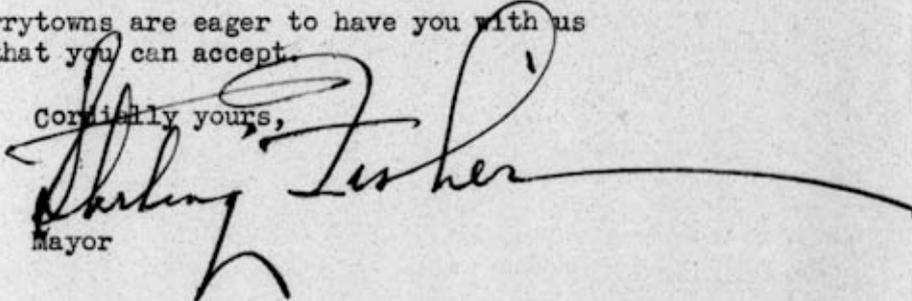
Mrs. Franklin D. Roosevelt,
Val-Kill Cottage,
Hyde Park, Dutchess County, N.Y.

Dear Mrs. Roosevelt:

This is a follow up on my letter of yesterday inviting you to give an address in the Tarrytowns during UNITED NATIONS WEEK. I learn that the womens groups inviting you are all such groups in the community, rather than merely the Business and Professional Womens Clubs. They include garden clubs, book clubs, Parent Teacher Association and womens church organizations. This fact gives considerably greater scope to the occasion.

All of us in the Tarrytowns are eager to have you with us and sincerely hope that you can accept.

Cordially yours,


Mayor