

1592 ECONOMIC OPPORTUNITY ACT AMENDMENTS OF 1967

Housing: There are 33,984 housing units in this area, and of these 1,603 or 4.7% are classified as deteriorated or dilapidated.

Headquarters for the Area Service Center 7 is currently located at 2470 El Camino Real, Santa Clara in a location nearest the Sunnyvale-Santa Clara border and in the center or middle line of both cities, thus easily accessible to both areas. The building houses all staff and personnel, plus an extra office for publication of all office memos and duplications.

In addition, we're now using a building donated by the Santa Clara Chamber of Commerce for use as a training center at 1425 Lafayette St., Santa Clara. It is in an easy-to-reach location, but somewhat difficult for those in Sunnyvale without transportation.

Both buildings are equipped with phones—the main office having three lines for in-coming and out-going calls.

The following material describes the program which are already incorporated, endorsed and approved by the Area Board and the Economic Opportunity Commission to meet some of the needs of the low-income residents of Area 7.

SECRETARIAL TRAINING

Class seeks to train or equip women with the skills necessary to obtain jobs as secretaries or office aids and clerks. Since this is a wide open field with an unending demand, and many women are aware of this fact, but financially unable to attend the various Secretarial Schools, we have tried to duplicate the training, but without cost.

With the help of experienced volunteers, the class teaches grooming habits, poise, personality, mechanics of office work—proper work attitude, handling people who enter the office in various situations, proper telephone usage, filing systems, typing, proper English usage, spelling, Business English terminology, and business forms.

Termination of program depends on student's own rate of progress, efficiency and readiness. Thus the student is not compelled to learn everything or nothing in six weeks or less. Upon termination, or that time which we felt students were ready for employment, we would place them in the ASC office to work one week doing work as it would be performed in an actual paying situation. Meanwhile, every attempt would be made to place them on a job.

The center is currently renting typewriters from Santa Clara County. Business Schools as well as one of our area high schools have donated manuals to assist instructors with the classes. Response has not been as favorable as expected, mainly because relatively few people know of its availability, due to its newness. Nonetheless, eight students have already begun classes on a regular basis, and report enthusiastic participation and added knowledge.

The center feels that it is a very worthwhile program and with adequate promotion may become exceedingly successful.

SEWING CLASSES FOR WOMEN

Classes designed to be a source of fun due to the relaxing recreational nature of the activity. Secondly, as a source of pride—the feeling acquired from having accomplished something by one's own initiative, ability and efforts. Thirdly, and probably most important to many of the women involved, the necessity of a mother with several children to be economical in the selection and purchasing of wearing apparel for her family.

Several sewing machines were obtained from private residents as well as from one of the local Sewing Centers. Several manufacturers or companies have donated short ends of material for practice work in the class. Classes, under the supervision of three volunteer teachers, are now offered at three separate times during the week and 25 women of low-income families are presently enrolled, with an expected increase after the first of the year.

Favorable response and continuous attendance by the same women indicate that they are satisfied and in need of the program, and thus, we feel, it has been quite successful.

In the coming year, we hope to be able to open a child car center, so that more women will be liberated to attend classes.