REQUEST TO TAKE DIRECT ACTION

ALL REQUESTS TO TAKE DIRECT ACTION MUST BE FIRST SUBMITTED TO YOUR SENIOR VP OF FIELD OPERATIONS AND MEMBERSHIP FOR RECOMMENDATION.

Written approval from the General Counsel and the President/CEO must be obtained before you lead, participate in, or endorse a boycott, demonstration, picket, rally or coalition. (Please review the attached pages, which come from the NAACP Civil Rights Reference Manual, before completing this request.)

IMMEDIATELY UPON SUBMITTING REQUEST TO TAKE DIRECT ACTION TO FIELD OPERATIONS FOR APPROVAL, NOTIFY NAACP OFFICE OF GENERAL COUNSEL BY PHONE (410) 580-5790, OR BY E-MAIL (legaldept@naacpnet.org).

The ___________________________ of the NAACP requests approval to

lead / participate in / endorse ___________ boycott / demonstration / picket / rally / coalition ___________

on _______________ from _______________ to _______________.

We have previously submitted this request to _____________________________________ to take Direct Action and now we request the National Office’s approval to take direct action for the following reasons (please state the purpose, reason and/or goal of this direct action):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

(tags if you need additional space, please attach a separate sheet of paper)

Checklist – (Please answer YES or NO to the questions below and provide supporting documentation with this request.)

_____ Has the Unit passed a resolution or obtained a sworn statement?

_____ Has the Unit submitted this Request to Take Direct Action to the Senior VP of Field Operations and Membership for recommendation?

_____ Has the Senior VP of Field Operations and Membership recommended approval?
Has the Unit obtained all necessary and required permits?
Is the Direct Action in compliance with local and state statutes?
Has the Unit obtained event insurance?
Have the participants received training on NAACP policies and procedures?
Have the adult participants received and signed a waiver and disclaimer form?
Have the guardians/parents received and signed a waiver and disclaimer form for participants under the age of 18 years?
Will individuals “off the street” be able to participate in the direct action?
Does the NAACP Unit have complete charge and control of the direct action?
Has a coalition been formed? (Please provide a list of coalition members.)
Is the Direct Action of a nonviolent nature?
Will there be any signage? (Please provide the language on the signage.)
Will there be chants? (Please provide the language used for the chants.)
Will there be speakers? (Please provide a list of the speakers.)
Is there adequate security for the Direct Action?
Has law enforcement been notified and will they participate?
Will there be NAACP Marshals?
Have you notified your State Conference President and Senior VP of Field Operations and Membership?
Have you provided your Senior VP of Field Operations and Membership with an Agenda or Plan of Action, which outlines the planned activities/events of the Direct Action?
Have you provided the General Counsel with an Agenda or Plan of Action, which outlines the planned activities/events of the Direct Action?
Have you provided your Senior VP of Field Operations and Membership with all documents that support your answers to these questions?
Have you provided the General Counsel with all documents that support your answers to these questions?
Publicity is crucial to advancing the mission of the NAACP. Sophisticated use of the media is a skill all NAACP units must strive to obtain.

**BOYCOTTS, DEMONSTRATIONS, PICKETS AND RALLIES**

Written approval from General Counsel must be obtained before you lead, participate in, or endorse a boycott, demonstration, picket, rally or coalition.

A boycott is a campaign designed to withhold patronization of a business, service or establishment until the business meets the boycott’s demands. Well organized boycotts can be effective tools in pursuing civil rights goals. A boycott is a last resort tactic, to be used where more negotiations, political action, rallies or demonstrations have failed. A demonstration may be a march rally, sit-in or a picket. Careful research and a well-planned publicity campaign are essential to a credible, effective boycott, demonstration or picket.

Bear in mind that a boycott is intended first to educate the public and only second to deprive discriminators of the economic fruits of African American patronage. If your activity maintains an educative and informative tone, and if it is designed to impress upon the public that they can and should use their dollars to assure fair play in the marketplace, then the boycott will be a long range success even if it fails to gain all of its immediate objectives. Moreover, a boycott that is seen as an educative initiative is very unlikely to result in a lawsuit. Even the targets of such a boycott will respect us for the way we carried the boycott out.

You have a constitutional right to boycott, picket or demonstrate against establishments that discriminate. If you lead or participate in a boycott, demonstration, picket or rally and it doesn’t turn violent, your activity generally is constitutionally protected.

However, in some states, secondary boycotts may be unlawful. A secondary boycott occurs when concerted, coercive pressure is directed toward customers to cause them to withhold or withdraw their patronage from the establishment. You must check your state’s statute.

**The following procedures apply to boycotts, demonstrations and pickets:**

1. The unit must obtain a sworn statement of facts from a complainant. This statement shall contain all pertinent facts including dates, and the nature of the problem. If there is no complainant, i.e., the unit generated the investigation on its own, then an NAACP unit resolution reflecting the facts should be duly passed.

2. The unit, through its legal redress committee, should undertake a thorough investigation of all the facts surrounding the complaint. The unit investigation should reveal each version of the facts as alleged by the complainant and the target of her complaint.

3. The unit must obtain any all required permits. All city ordinances and state statutes for the protest must be complied with.

4. The demonstration protest must be of a nonviolent nature, and any and all signs, if signs are permitted, must carry nonviolent messages. Signs should not call for the termination of an employee. The unit should seek an open investigation of the occurrence,
demand that disciplinary action commensurate with the seriousness of the offense to be imposed, and request that training reforms be implemented to prevent future recurrences.

5. The NAACP must have complete charge and control of the demonstration/protect strategy. In other words, the unit should refrain from joining other coalitions unless the NAACP is in a position to direct all activities under the supervision of the NAACP.

6. If possible, all demonstration participants should sign a waiver of liability and receive a disclaimer form.

7. The unit must ensure that there is adequate security so that protestors/demonstrators are free from harassment.

Once you have responded in writing addressing each of the aforesaid, the General Counsel may issue authorization to proceed. You must request such permission in writing from the General Counsel.

**HOW TO ORGANIZE A BOYCOTT, DEMONSTRATION, PICKET OR RALLY**

**DO’S:**

1. Each unit must pass a resolution approving involvement in the boycott, Demonstration, picket or rally.

2. Notify the State Conference President. Notify your Senior VP of Field Operations and Membership. Request permission and obtain approval from the Office of the General Counsel before using the name of the Association in conducting a boycott, demonstration or picket.

3. Provide station/store watchers, pickets, and legal observers (such as lawyers, law students or paralegals) at boycott sites.

4. Encourage people to join the common cause through public speeches and private solicitations.

5. Provide transportation to alternative businesses providing comparable products, foods and services.

6. Provide literature that thoroughly explains why the boycott was called.

7. Educate the participants on the laws of the jurisdiction.

8. Make sure that you have proper security, necessary permits and sufficient insurance if required.

9. Obey orders from law enforcement officials, even if the order is clearly unlawful. Report the matter to the NAACP Legal Department. The matter can be resolved later through a lawsuit or restraining order.
DON'T'S:

1. Don't engage in unauthorized boycotts, demonstrations, pickets or rallies using the NAACP's name.

2. Don't use defamatory, demeaning, threatening or obscene language to or about any person.

3. Don't engage in or be seen as threatening, physical force or violence against customers, prospective customers or proprietors.

4. Don't intimidate, threaten, ostracize or degrade those who may cross the picket line.

5. Don't agree with anyone to use force against any person or property.

6. Don't organize boycott, demonstration, picket or rally to advance private economic interests.

7. Don't authorize, ratify or even discuss illegal conduct at meetings or anywhere else.

8. Don't make speeches likely to instigate lawless action.

9. Don't take part in coalitions unless prior approval from the National Office has been obtained.

CIVIL DISTURBANCES

Civil disturbances are violent protests which lack constitutional protection. On the other hand, civil disobedience is nonviolent and rests on the central tenet that members are willing to protest unjust laws and accept the punishment, including jail.

The NAACP does not condone civil disturbances and advises all units that they should not become engaged in such activity. A hallmark of the NAACP has been its effectiveness in using peaceful or civil remedies to right wrongs.

In the event that a peaceful protest turns violent, the following steps should be taken:

1. Immediately notify the Senior VP of Field Operations and Membership and seek guidance and support;

2. Provide safe assistance to prevent the loss of life and property;

3. Provide solace, consolation and support to any victims and members of their families;

4. Immediately assist in obtaining legal representation;
5. Publicly issue condemnations of any violation of law, whether committed by police or by citizens;

6. Provide information about, nonviolent protest alternatives for the community;

7. Obey the orders of law enforcement personnel.
NAACP LEGAL DEPARTMENT
POLICY AND PROCEDURE FOR SUBMITTING REQUESTS FOR CERTIFICATES OF INSURANCE

1. To obtain insurance certificate for an event, the unit must complete the Special Event Application.

2. The unit must submit the application, along with event contracts and other relevant documents, to the Senior Vice President of Field Operations and Membership or his designee, at least ten (10) days prior to the scheduled event. The processing fee of $125.00 per insurance certificate should be mailed to the attention of Lanita Ross in the Legal Department.

3. The Senior Vice President of Field Operations and Membership or his designee will complete and sign the approval/disapproval selection of the application and promptly forward it to the NAACP Legal Department. All inquires should be faxed to the attention of Shawn Ward at (410) 358-9786 fax. Her telephone number is (410) 580-5635.

4. The NAACP Legal Department will submit the request to the insurance broker, MARSH USA, Inc. The Legal Department will provide the unit a copy of the Certificate of Insurance by fax or email.

5. If you do not receive a prompt response to your request, please contact:

   Lanita Ross
   NAACP Legal Department
   4805 Mount Hope Drive
   Baltimore, MD 21215-3297
   (410) 580-5795

6. Please be advised that the certificate of insurance only applies to the individual event described therein. However, units may apply for certificates of insurance to cover regular events, such as monthly meetings for a specified period of time.

1. To further protect unit and national assets and to enable the NAACP to fulfill its mission, we strongly encourage all units to obtain and maintain their own individual insurance policies.
### The Event

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Dates</th>
<th>To</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Times</th>
<th>To</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coverage Term</th>
<th>To</th>
<th>Limit Desired</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Claims made</td>
<td>☐ Occurrence Based</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Coverage</th>
<th>☐ No</th>
<th>☐ Yes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Broker:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type(s) of Coverage:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Additional Insurer
(Must provide complete name, address city and state)

### Venue/Facility Name
Address and telephone number
(Must provide complete name, address city and state)

- ☐ Indoor
- ☐ Outdoor

---

### Indoor Events

#### Sidewalks
Free of potholes?  ☐ yes  ☐ no
Free of significant cracks?  ☐ yes  ☐ no
Free of uneven conditions?  ☐ yes  ☐ no

#### Exit Signs
Are all exits marked and illuminated?  ☐ yes  ☐ no
Are doors that can be mistaken for an exit marked as “not an exit”?  ☐ yes  ☐ no

#### Exits
Are all exits from the building clear and unobstructed?  ☐ yes  ☐ no

#### Rear Exits
Are the rear exits equipped with panic hardware that allows the doors to be opened by pushing a bar?  ☐ yes  ☐ no

#### Exit Doors
Do the exit doors open outward?  ☐ yes  ☐ no

#### Entry Mat
Is there an entry mat?  ☐ yes  ☐ no
Is the mat at least six feet long?  ☐ yes  ☐ no
Does the mat lay flat?  ☐ yes  ☐ no
Are mats curled at the corners or raveled?  ☐ yes  ☐ no
Do the doors smoothly pass over the mat or carpet?  ☐ yes  ☐ no
<table>
<thead>
<tr>
<th>Steps</th>
<th>Are the steps into the building in good condition? □ yes □ no</th>
<th>Is there a handrail on at least one side of the steps or stairs? □ yes □ no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flooring/Carpeting</td>
<td>If there is carpeting, is it free of ravels, bunching or severe wear? □ yes □ no</td>
<td>Is the flooring in good condition? □ yes □ no</td>
</tr>
<tr>
<td>Tables</td>
<td>Are the tables in good condition? □ yes □ no</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>Are the chairs in good condition? □ yes □ no</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td>Are there any plumbing leaks? □ yes □ no</td>
<td>Any broken toilet seats? □ yes □ no</td>
</tr>
</tbody>
</table>

**Admissions and Seating**

<table>
<thead>
<tr>
<th>Admissions/Attendance</th>
<th>Admissions Per Day</th>
<th>Total all Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Tickets Printed</td>
<td># Tickets sold to date</td>
</tr>
</tbody>
</table>

| Seating               | ☐ Permanent  ☐ Bleachers  ☐ Festival  ☐ General Admission  ☐ Reserved  ☐ Other (Describe) |

**Liquor**

Liquor Liability is needed:
☐ Yes ☐ No  *If yes, advise type(s):* ☐ Beer ☐ Wine ☐ Full Bar

What are the anticipated Liquor receipts? ________________

☐ Wristbands Used ☐ Local liquor laws governing sales to minors/intoxicated are followed
Security

<table>
<thead>
<tr>
<th>Name of Outside Security Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Firm – # of Guards</td>
</tr>
<tr>
<td>City Police – # of Officers</td>
</tr>
<tr>
<td>Venue Employees # of Guards</td>
</tr>
<tr>
<td>Other: Please Explain</td>
</tr>
</tbody>
</table>

Protection

First Aid:  □ City Paramedics  □ Venue Staff  □ None  □ Number ___

Fire Protection:  □ Extinguishers  □ Municipal  □ Volunteer
□ Fire  □ Emergency lights
□ Fire Sprinklers  □ Alarms

Parking
□ None  □ Venue responsible  □ Insured is responsible  □ Patrolled by security
□ Illuminated

Vendors/Concessionaires

Attach a list of vendors and/or concessionaire booths along with a sample copy of the contract required by the applicant.

Type(s) of concession(s) sold: _______________________________

Estimated receipts:  $ _______________________________

Outdoor Events

Is facility needed?  □ Yes  □ No  If yes, describe: _______________________________

Does the event end prior to sundown?  □ Yes  □ No

If no, is there adequate lighting?  □ Yes  □ No

Are there any swimming pools, lakes or bodies of water?  □ Yes  □ No

Is swimming allowed?  □ Yes  □ No  Life guard on duty?  □ Yes  □ No

Is water hazard fenced?  □ Yes  □ No  Give details

Evacuation/Egress plan arranged with civilian authorities?  □ Yes  □ No

Overnight camping?  □ Yes  □ No  If yes provide details, layout, security, etc.

Adequate drinking water & portable toilets?  □ Yes  □ No
### Responsibility Chart

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Venue</th>
<th>Applicant</th>
<th>Promoter</th>
<th>Certs. Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pyrotechnics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rides</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Animals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Stage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Lighting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stunts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Has same event been held before?**

- [ ] Yes
- [ ] No

**If yes, have there been any losses?**

- [ ] Yes
- [ ] No

Name of previous carrier: ____________________________

**Required attachments:**

- [ ] Copy of “rental agreement or venue contract”
- [ ] Copy of flyer, press release, advertising
- [ ] Facility diagram (outdoor events)
- [ ] Copies of certificates if applicant is responsible for security, transportation, animals or pyrotechnics
- [ ] List of required additional insured(s)

Signing this application does not bind the applicant to purchase the insurance, but the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in a way as to conceal or misrepresent any material, fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void.

Contact Name: ___________________________  Title: ___________________________

Signature: ___________________________  Date: ___________________________

### Senior Vice President of Field Operations and Membership Departments Approval

I hereby  [ ] approve  [ ] do not approve  the unit’s request.

Name: ___________________________  Region: ___________________________

Signature: ___________________________  Date: ___________________________

**Official Use Only:**  Authorization: ___________________________
Volunteers are needed to picket

LOCATION: __________________________________________________________
TIME: ______________________________________________________________

For more information call: ____________________________________________
Time: ______________________________________________________________

To sign up fill out the enclosed form and fax to: __________________________

Join us for an informational meeting on

__________________________________________
at the_____________________________________
Location: __________________________________________
_____________________________________

NAACP PICKET AND DEMONSTRATION RELEASE FORM

I __________________________________________ (please print your name) hereby agree to abide by all procedures, principles and policies of the National Association for the Advancement of Colored People (NAACP) in its sponsored picket at __________________________ __________________________.  
I also hereby agree to abide by all instructions and directives given by the designated NAACP representative, who is _______________ of the ________________________ Branch.

I hereby assume all risks that are associated with this picketing and demonstration action. I hereby forever release the NAACP and its directors, staff, employees, agents and volunteers from all liability for any injury or harm to myself occurring during this event or as result of this event.

Date_________________ Signature_________________________