



# GFWC Women's History and Resource Center Advancement Guide

*2010-2012 GFWC Club Manual*

Promoting GFWC's History to Educate and Inspire

## TABLE OF CONTENTS

Introduction .....	
Overview of GFWC Collections.....	
Overview of WHRC Resources, Volunteering Opportunities, and Project Ideas .....	
How can the Women's History and Resource Center help me and my club? .....	
How Can My Club Support the Work of the WHRC?.....	
How Can I or My Club Arrange a Tour or Schedule a Research Visit? .....	
Awards, Contests, and Grants .....	
Resources.....	
Additional Resources For Researching Women's History .....	
Guide to Using The WHRC Online Catalog.....	
Friends of the Women's History and Resource Center .....	

**2010-2012 WOMEN'S HISTORY AND RESOURCE CENTER COMMITTEE**

**Cheryl Martin, Chairman**

2548 Lillis Lane | Billings, MT 59102

P (day): 406-247-2203 | P (eve): 406-656-6419

P (mobile): 406-661-6419 | F: 406-247-2203

E: *MartinC@billings.k12.mt.us*

Ivous Sisk

PO Box 2116 | Tupelo, MS 38803

P (day): 662-842-9595 | P (eve): 662-841-2501

F: 662-842-9568

E: *IvousWFTA@comcast.net*

Emma Jean Wise

726 Fadley Road | Weyers Cave, VA 24486

P: 540-234-8157

E: *WiseEngin@aol.com*

## INTRODUCTION

The Women's History and Resource Center of the General Federation of Women's Clubs officially opened at GFWC Headquarters in Washington, D.C., on May 1, 1984, building on a long tradition of preserving historical records and providing quality reference service to members.

From the Federation's founding in 1890, GFWC members have understood the significance of the organization's mission to improve communities through volunteer service. In 1904, the Federation established a Bureau of Information in Portsmouth, New Hampshire, to benefit GFWC members by preserving the organization's historic archives, distributing valuable program resources, and building a positive working relationship between GFWC members and staff. Keenly aware of its 1901 federal charter mandate to locate its Headquarters in Washington, D.C., GFWC established a war service office in the nation's capital in 1917. With the 1922 purchase of 1734 N Street NW, in Washington, D.C., GFWC gained a central location for producing and distributing program resources, as well as for organizing and preserving them for their permanent research value. Along with its educational mission, GFWC Headquarters is the GFWC clubwoman's home in Washington, and its rich art and artifact collections reflect the international diversity of GFWC's membership.

The WHRC strives to educate and inspire GFWC members, potential members, the scholarly research community, and the general public about the historical role of women volunteers by providing access to GFWC's rich collections through responsive reference service, interactive technology, educational programs and publications, creative exhibits, and dynamic partnerships. The WHRC welcomes inquiries from GFWC members on a variety of topics, including the preservation of historic records, buildings, and artifacts; the organization and publication of club history; and creative ways to use GFWC's history for community outreach.

Regardless of the focus of a community service project, it may benefit from historical perspective. GFWC's history is full of examples of successful projects that demonstrate the important relationship between grassroots and international efforts, the significance of long-range planning and thoughtful organization, and the value of community service in developing strong and compassionate leaders. We hope this *Women's History and Resource Center Advancement Guide* will inspire you and your club members to connect to GFWC's past, present, and future in a meaningful and productive way.

## OVERVIEW OF GFWC COLLECTIONS

The GFWC Women’s History and Resource Center manages the organizational archives of the General Federation of Women’s Clubs, related special collections, and a complementary research library.

The GFWC Archives document the historical development of the General Federation of Women’s Clubs from 1890 to the present. The collection is arranged by record groups reflecting GFWC’s organizational and programmatic structure, including constitutions and bylaws, minutes and reports, financial records, convention records, presidential papers, program records, publications, photographs, audiovisual materials, ephemera, scrapbooks, and GFWC-related artifacts. These materials are a significant resource for both historical research and community service program development.

Throughout GFWC’s history, members of federated clubs have promoted education, leadership, and social and political advocacy in the broad programmatic areas of art and literature, natural conservation, personal and public education, public and international affairs, and home and community life. GFWC programs have included advocacy for women’s suffrage; child labor and juvenile court laws; community and family health reform; the establishment of national parks; the preservation of Native American culture; peacetime uses of technology; libraries and literacy; wartime service; the Equal Rights Amendment; and international humanitarian efforts. GFWC members number some of the most prominent women of their respective eras, including Julia Ward Howe, Jane Addams, Julia Lathrop, Alice Lakey, Mary Belle King Sherman, Eleanor Roosevelt, and Margaret Chase Smith.

Special Collections held by the WHRC include state federation and club histories, oral history audiotapes and transcripts, photographs, art, and artifacts created or donated by state federations, clubs, individual club members, or others interested in the preservation of GFWC history. GFWC’s art and artifact collection consists of unique items in a variety of media that were collected by GFWC as part of its programming, donated by member clubs to provide artistic representation of a particular state or region, or produced with GFWC’s authorization to promote the work of the Federation and the history of women volunteers. GFWC’s most significant “artifact” is its Washington, D.C. Headquarters, which was designated as a National Historic Landmark in 1991.

GFWC’s Research Library consists of more than 4,600 publications that provide a broad context for researching the history of GFWC and women volunteers. These publications include a variety of publications on women’s history, published GFWC club and state federation histories, regional poetry, and sheet music.

The GFWC Collections Management Policy, which defines how GFWC collections are acquired, managed, and preserved, can be found online at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers). It is a useful reference for professional collections management procedures and specific guidelines for donating materials to GFWC Headquarters.

## OVERVIEW OF WHRC RESOURCES, VOLUNTEERING OPPORTUNITIES, AND PROJECT IDEAS

*How can the Women's History and Resource Center help me and my club?*

- 1) Your club's history is valuable to your community and to GFWC! The Women's History and Resource Center can help you preserve your club's archives, record the oral history of longtime members, and write an engaging historical narrative. The WHRC has prepared two guidelines to help you with these projects: *A Guide for Recording Oral History* and *A Guide for Preserving and Writing Club History*.

*A Guide for Recording Oral History and A Guide for Preserving and Writing Club History can be downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

- 2) GFWC history is YOUR history. The WHRC can help you develop and implement programs using GFWC history to promote interest and membership. See some suggestions under "Ideas for Club Projects Using GFWC History."
- 3) The WHRC helps manage the preservation of GFWC's National Landmark Headquarters building; we can offer advice and assistance in preserving your historic clubhouse.
- 4) The WHRC can act as a professional liaison for clubs that want to work with a state or local historical agency to preserve their historical records and/or buildings.
- 5) The WHRC uses the latest technology to make GFWC's collections available to GFWC members throughout the world. We can help you navigate the WHRC catalog and provide advice to clubs and state federations on how to make their own collections accessible online.

*The Guide to Using the WHRC Online Catalog can be found in the Resources Section and downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

- 6) GFWC publishes the *WHRC News*, a bi-monthly newsletter for Friends of the WHRC, and other special publications to assist and promote clubs that are doing projects that relate to GFWC history or historic preservation.

*Information on Friends of the WHRC can be found in the Resources Section and downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

- 7) Workshops, tutorials, and webinars on GFWC history and historic preservation are presented at the GFWC Annual International Convention and online at the GFWC website ([www.GFWC.org](http://www.GFWC.org)).
- 8) GFWC offers tours highlighting exhibits at GFWC Headquarters for groups and individuals. These benefits are free to GFWC members.
- 9) The WHRC provides research opportunities for members and the general public, and maintains an inventory of the locations of state federation and club archives to assist GFWC club members and other researchers in finding information.

## *How Can My Club Support the Work of the WHRC?*

- 1) Join the Friends of the WHRC.

*Information on Friends of the WHRC can be found in the Resources Section and downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

- 2) Become an onsite or long distance volunteer. The WHRC needs help to make the thousands of club histories and hundreds of oral history transcripts accessible online. The WHRC can provide copies of histories and transcripts for digitizing or audiotapes for transcribing. Onsite volunteers may work as GFWC Headquarters tour guides or collections assistants.
- 3) Help make the WHRC an internationally recognizable resource on the historical role of women volunteers by promoting WHRC collections, services, and student field study opportunities to local colleges, universities, and historical institutions. Upon request, the WHRC can provide you a full-color rack card describing the WHRC that you may give to a local repository or academic institution.
- 4) Promote and participate in events that feature the services and benefits of the Women's History and Resource Center, such as webinars, tutorials, and workshops, as well as the Women's History Month event held each year in March at GFWC Headquarters.
- 5) Encourage the appointment of a WHRC Chairman in all state federations and clubs.
- 6) Keep the WHRC updated on the location of club and state federation archives.
- 7) Report your program activities to GFWC. Your programmatic efforts and accomplishments are provided to the WHRC for our Collection, and we want to share your stories to inspire others.

## *Ideas for Club Projects Using GFWC History*

- 1) Contact the Women's History and Resource Center for tips for using publications featuring WHRC services and benefits for club program ideas. For example, use the GFWC Collections book to create programs on GFWC and its support of American Art or the GFWC Timeline to relate GFWC national service programs to local ones.
- 2) When planning a membership recruitment program, highlight your club's history to draw connections between your community and your club.
- 3) Gain inspiration for fundraising and community outreach by reviewing past GFWC Community Improvement Contest Award winners in the WHRC online catalog. GFWC history is relevant to ALL program areas.

*For more information on useful tools for fundraising, please review the GFWC Fundraising Advancement Guide in the GFWC Club Manual.*

*The Guide to Using the WHRC Online Catalog can be found in the Resources Section and downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

- 4) Develop a proactive public affairs program by offering GFWC history stories to your local news media for Women's History Month (March), Federation Day (April 24), and Archives Month (October).

*For more information on useful tools for working with internal and external audiences, please review the GFWC Public Affairs Advancement Guide in the GFWC Club Manual, which includes information on public relations strategies, sample club press releases, and instructions on how to build a GFWC club website.*

- 5) Take a leadership role in your community by partnering with local historical institutions to promote the role of your club in local history.

*For more information leadership development, please review the GFWC Leadership Advancement Guide in the GFWC Club Manual, which includes information on developing leaders in your club and community.*

- 6) Work with your local public schools to assist students with National History Day projects on women's history; offer to serve as judges for local History Day competitions.

### *How Can I or My Club Arrange a Tour or Schedule a Research Visit?*

The GFWC Women's History and Resource Center is accessible via e-mail at [WHRC@GFWC.org](mailto:WHRC@GFWC.org), phone at 202-347-3168, or postal mail at GFWC, 1734 N Street NW, Washington, DC 20036-2990.

The WHRC online catalog provides an e-mail feedback feature for members to send comments or corrections related to any catalog record.

*The Guide to Using the WHRC Online Catalog can be found in the Resources Section and downloaded at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

The Women's History and Resource Center manages the preservation of and access to GFWC's historic archives and collections, including tours of GFWC Headquarters. A National Historic Landmark, 1734 N Street NW is a Washington must-see for GFWC clubwomen and their guests. Group tours and research appointments must be scheduled in advance by contacting [WHRC@GFWC.org](mailto:WHRC@GFWC.org) or 202-347-3168 ext. 137. Tour and research hours are between 9:00 a.m. and 4:00 p.m., Monday through Friday. GFWC is closed on Federal holidays, Good Friday, and the week between Christmas Eve day and New Year's Day. Tour admission is free for GFWC members and by suggested contribution for non-members. GFWC is a member of the Dupont Kalorama Museums Consortium.

## **AWARDS, CONTESTS, AND GRANTS**

### *GFWC Club Awards*

A \$50 award will be given annually to one club in the nation to recognize creativity in implementing projects in the GFWC Women's History and Resource Center area. The award will be based on report narratives. State chairmen should forward the winning state entry to the national Women's History and Resource Center chairman by March 15 each year.

### *GFWC State Awards*

GFWC awards will be presented annually to one state federation in each GFWC membership category to recognize outstanding achievements in projects in the GFWC Women's History and Resource Center area. Award presentations will be made annually in honor of junior and general membership participation at the GFWC Annual International Convention.

### *Contests*

Please see the Contests section of the *GFWC Club Manual*.

### *Grants*

There are no grants in this area currently offered through GFWC at this time. Please subscribe to GFWC's *News & Notes* at [www.GFWC.org](http://www.GFWC.org) to receive updated information regarding grants and other member benefits.

## **RESOURCES—ADDITIONAL RESOURCES FOR RESEARCHING WOMEN’S HISTORY**

### *National Coalition of Women’s History Sites | [www.NCWHS.org](http://www.NCWHS.org)*

The National Collaborative for Women’s History Sites supports and promotes the preservation and interpretation of sites and locales that bear witness to women’s participation in American life. A current NCWHS goal is to create a National Women’s Heritage Trail that be illustrated with an interactive Web map. GFWC Headquarters is currently featured in the NCWHS publication *Women’s History: Sites and Resources*, which is available on the coalition’s website ([www.NCWHS.org](http://www.NCWHS.org)).

### *National History Day | [www.NationalHistoryDay.org](http://www.NationalHistoryDay.org)*

National History Day is a yearlong educational program for elementary and secondary school students designed to encourage solid historical research in primary and secondary sources. Students work on projects relevant to the year’s theme and the program culminates with a national contest in June. Details on how to work with students or judge projects are available at [www.NationalHistoryDay.org](http://www.NationalHistoryDay.org).

### *National Trust for Historic Preservation | [www.NTHP.org](http://www.NTHP.org)*

The National Trust for Historic Preservation is a private, nonprofit membership organization dedicated to saving historic places and revitalizing America's communities. The NTHP’s six regional offices offer technical assistance and small grants to help with local efforts. More information and regional contacts may be found at [www.NTHP.org](http://www.NTHP.org).

### *National Women’s Hall of Fame | [www.GreatWomen.org](http://www.GreatWomen.org)*

The National Women’s Hall of Fame is dedicated to honoring American women who have made significant contributions to all facets of American life. GFWC successfully nominated Jane Cunningham Croly for induction into the NWHF in 1994. Information about women currently in the Hall of Fame and how to nominate outstanding women, see [www.greatwomen.org](http://www.greatwomen.org).

### *National Women’s History Museum | [www.NWHM.org](http://www.NWHM.org)*

The National Women’s History Museum is a nonpartisan, nonprofit educational institution dedicated to preserving, interpreting, and celebrating the diverse historic contributions of women, and integrating this rich heritage fully into our nation's history. While NWHM is advocating for a permanent museum in Washington, it offers CyberMuseum exhibits and other educational resources on the history of women on its website ([www.NWHM.org](http://www.NWHM.org)).

### *National Women’s History Project | [www.NWHP.org](http://www.NWHP.org)*

The National Women’s History Project is an educational nonprofit organization whose mission is to recognize and celebrate the diverse and historic accomplishments of women. The NWHP, founder of National Women’s History Month, provides information, educational materials, and programs on its website ([www.NWHP.org](http://www.NWHP.org)).

## **RESOURCES-AVAILABLE FROM THE GFWC MARKETPLACE**

The following publications and materials related to the GFWC Women's History and Resource Center are available from the GFWC Marketplace ([www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace)).

### *Rising by Light to Higher Things*

Highlights from the GFWC Collections, this publication is a 28-page booklet offering a unique history of GFWC's early art education programs, the purchase of GFWC Headquarters, and the relationship between GFWC clubs and state federations to their Federation home. Use this booklet as a resource for club programming and encourage your club to learn more about GFWC's history of encouraging arts appreciation and ownership.

### *GFWC History Timeline*

The GFWC History Timeline includes important milestones and photographs covering GFWC history from 1890 to the present. This updated publication is a great resource for club programs on GFWC's history.

### *GFWC Headquarters Postcards*

Postcards feature photographs of the Music Room and Drawing Room at GFWC Headquarters and a detail of Helen Hyde's Blossom Time in Tokyo (1915), currently on exhibit.

### *GFWC Women's History and Resource Center Brochure*

This brochure helps clubs promote GFWC history and the important mission of the Women's History and Resource Center. Illustrated in full color, the brochure provides information on GFWC Headquarters, collections and exhibits, researching, visiting, volunteering, and becoming a Friend of the WHRC.

## RESOURCES—GUIDE TO USING THE WHRC ONLINE CATALOG

A primary goal of the GFWC Women’s History and Resource Center is to make the valuable historical records of the General Federation of Women’s Clubs more accessible to GFWC members, the scholarly research community, and the general public. The hope is that improved access will promote greater recognition for the contributions of GFWC volunteers and inspire GFWC members to use the lessons of past successes to build solid membership, strong leadership, and meaningful community service projects.

The new WHRC online catalog allows GFWC members and website visitors, including those who come to the catalog via a general Web search engine such as Google, to explore a wide range of GFWC collections.

To access the catalog through the GFWC website:

- 1) Go to [www.GFWC.org/WHRC](http://www.GFWC.org/WHRC)
- 2) Click on the “WHRC” tab
- 3) Click on the link that reads “View the WHRC online catalog,” which appears below a photograph of boxes in the GFWC archives.

The tips in this Guide are meant to be a quick outline to navigating the WHRC online catalog. The catalog also includes an excellent help feature. Just click on the “Help” button at the bottom of the series of buttons on the left-hand side of the search screen and browse for topics of interest. And, the WHRC is always ready to help. Don’t hesitate to contact us at [WHRC@GFWC.org](mailto:WHRC@GFWC.org) or 202-347-3168 if you need additional guidance.

### *Navigating the Online Catalog*

#### **Main Catalog Page**

- Left hand buttons
  - **Home**—Clicking this button will take you back to the main WHRC web page.
  - **Click & Search**—This unique feature allows you to quickly browse for the most up-to-date information about catalog content. If you know the name of a collection, title, creator, person, or subject that you wish to research, it is best to enter that data into the specific field (see below). However, if you aren’t sure of the collections that are available or want to browse the names of people, subjects, and club names currently in the catalog, the Click & Search feature is a good place to begin:
    - **Collection**—On the Click & Search page, if a letter has an active link that means that there is content in the catalog that begins with that letter. For example, clicking on the “C” in the Collection field shows the three collections in the catalog that start with that letter: Club History Collection, Clubhouse Photograph Collection, and Community Improvement Projects.
    - **People**—The Click & Search drop-down box for a beginning letter in the People field will list the names of persons whose last names begin with that letter.

## – **Subjects**

- *First letters*—Browsing letters in the Click & Search feature for Subjects will show both broad topics, such as “Health” or “Conservation,” as well as uniquely GFWC references, such as “GFWC Headquarters” or “Americanism Department.”
- *The # sign for club names*—To quickly identify the state to which a club is connected and simplify the way that club names sort when entered as search terms, the WHRC created a standard cataloging format for club names. The two-letter state postal abbreviation in parentheses precedes the name of the club; for example, (DC) Headquarters Club. Since the first character is not a letter, these entries are retrieved under the # sign that follows the letter Z on the Click & Search page. This shorthand naming convention allows quick browsing of clubs by state; names of clubs are listed alphabetically following the state abbreviation.

*Note:* Since all GFWC clubs are encouraged to use “GFWC” in front of their club names, these letters have been eliminated in standardizing names for cataloging in order to simplify searching.

- **Keyword Search**—This search field casts the widest net for information, similar to the simple keyword search feature of Google. This search covers all fields included in the catalog records, including donors, who may be individuals, clubs, or state federations. As with Google, enclosing a multi-word search term in quotation marks will limit results to that phrase.
- **Advanced Search**—The Advanced Search feature allows you to put search information into one or more fields to create a more accurate search. Entering data into more than one field automatically creates an “And” search, meaning that information in both fields has to match information in records retrieved.
  - **Catalog number**—This field is only used if you know the exact catalog number for which you are searching. This is generally not the case, but the WHRC newsletter (see description under “Friends of the WHRC”) often provides catalog numbers for specific materials to increase their direct accessibility. If you do have a specific number, be sure the letters and spacing are accurate, then enclose in parentheses; e.g. “CH MA 092” (a specific Massachusetts club history).
  - **Collection**—Using the Click & Search feature described above, you can browse an accurate list of collections for which data is included in the catalog. Several of those currently available are American Decorative Arts, Club History Collection, State Federation History Collection, Research Library Collection, Regional Poetry, Sheet Music, GFWC International Presidents Photographs, and Community Improvement Projects.
  - **Title**—If you know the specific title of a work, or a fragment of the title, you can use this field, entering the phrase you know in quotation marks. Please note that, unlike in some library catalogs, leading articles (The, An, A, etc.) are included as searchable parts of titles. This will not be an issue when searching for a title phrase, but titles with leading articles will be listed in the “Click & Search feature under the first letter of that article.

- **Creator**–The Creator field encompasses creators in a variety of media, including not only authors, but artists, photographers, and other records creators as well. You may search with just a last name or enter a name “Last Name, First Name” (enclosing in quotation marks).
  - **Subject**–As noted above, subjects include both broad and specific topics, as well as the names of clubs, state federations, and other organizations. You can combine this field with others to refine your search. For example, use “Club History” in the Collection field and the name of your club or state in the Subject field.
  - **People**–This field includes people who may be both creators and subjects, and others who are connected to a particular record; they may be mentioned anywhere in the catalog, whether as author, oral history narrator, or photo subject.
  - **Date**–The date search feature allows you to select a date range for retrieving materials; simply put the first date of the range in the “Start Date” field and the closing date in the “End Date” field. Dates included in the catalog may refer to a date of publication for library materials, or the date of creation of a manuscript, artwork, or photograph. For series of archival records, or in cases when an exact date is unknown, a date span may be included in a catalog record. The Sort Order buttons included with the date search allow you to organize your results in ascending or descending order by date.
  - **Random Images**–If you don’t have a specific research interest but love old photographs, this is for you! As the name describes, this feature offers a rotating series of assorted photographs that appear in catalog records of all types.
  - **Search Results**–This button is not activated until you complete a search. If you were to navigate away from the Search Results page, you could click on the Search Results button to retrieve your previous search results.
  - **Help**–This button takes you to the detailed Help pages created by the software designer.
- Right Hand Buttons
- **Records to Search**–Use this option to select all records that meet the criteria that you have specified in the search fields described above, or to select only records that include images.
  - **Content to Search**–This feature allows you the option to limit your search to a specific area within the catalog. The Objects area includes fine art, crafts, furnishings, and GFWC memorabilia, such as pins and ribbons. The Library includes both published and manuscript club and state federation histories, published titles in the WHRC’s research library collection, regional poetry, and sheet music. The Archives area includes oral histories, GFWC presidential papers, and some GFWC program records. (Note: Much of the GFWC archives is not yet cataloged. Researchers should contact the WHRC directly for more information about these materials.) The Photos area includes catalog records for single images or groups of images. Catalog records in all of the other areas may also include related images; to see records in all categories that include images, use the “Records to Search” feature described above.

- Buttons at the Bottom of the Advanced Search Screen
  - **Search**—Once you have entered your search criteria into the appropriate fields, click on this button to activate your search.
  - **Reset All Fields**—Not happy with your search choices? This button will allow you to clear your search criteria entries and start over.
  - **Help**—This button takes you to the detailed Help pages created by the software designer. These are the same pages that are accessible via the Help button at the left of the screen, which is noted above.

## *Catalog Tutorial*

- I. Sample records and description of fields.
  - a) Catalog Number
  - b) Collection
  - c) Search Terms
  - d) Subjects
  - e) Related hyperlinks
  
- II. Interactive features in each record
  - a) E-mail Page
  - b) Send Feedback
  - c) Order Image
  - d) Select Biographies (Click on a name in the Person field to see a Person Record; see II. d. below)
  - e) Search Term details (for example: GFWC Headquarters, CARE)
  
- III. Let's Find and Create GFWC History!
  - a) See if your club's history is in the catalog.
  - b) Locate online books on GFWC history, such as Jenny June Croly's *The history of the woman's club movement in America* (1898) and *Unity in Diversity* (1953).
  - c) Read digitized state and local club histories (Contact the WHRC if you would like to volunteer to digitize your club's history.)
  - d) Find GFWC Past Presidents photographs and read their biographies.
  - e) Be inspired by a past Community Improvement Project.
  - f) Contribute an oral history tape, help create a transcript, or submit a photograph for the catalog.
  - g) "Tour" GFWC Headquarters and its art and artifact collections.
  - h) Are your club or state records preserved at a historical institution? Provide us the link to add to the catalog.
  - i) What else would you like to find in the catalog? How would you like to contribute to making GFWC history more accessible?

## RESOURCES—FRIENDS OF THE WOMEN’S HISTORY AND RESOURCE CENTER

### *Supporting the GFWC Women’s History and Resource Center’s Goals of Preservation and Access*

The Friends of the WHRC is a very special “club.” Its dedicated members recognize the power of history to enlighten and inspire. They are committed to the cause of saving and sharing the stories of GFWC clubwomen and the important volunteer work they have done across generations. The generous donations of Friends of the WHRC help purchase preservation supplies, collections management technology, and research library books, and fund student field studies and other outreach programs that support the GFWC Women’s History and Resource Center’s mission to collect, preserve, interpret, and promote the history of the General Federation of Women’s Clubs and women volunteers. The GFWC Women’s History and Resource Center encourages both individual and club memberships in the Friends of the WHRC.

All members of the Friends of the WHRC receive the *WHRC News*, a bi-monthly newsletter filled with stories about GFWC history, tips on preserving historical records and structures, news on related GFWC club and Headquarters projects, descriptions of GFWC collections, and instructions for accessing information about them. A list of new and renewing members is maintained on the GFWC website. In addition, new and renewing members receive a unique WHRC pin, a special premium available only to Friends of the WHRC, and are identified at GFWC annual conventions with a Friends badge ribbon.

### *Giving and Benefits to the Friends of the WHRC*

Additional benefits accompany donations at specific membership levels:

#### **Presidential Donor—\$1,000 per year**

- Engraved crystal paperweight
- Name of individual or club added to large plaque outside the WHRC Research Library

#### **Benefactor—\$500 per year**

- Contribution acknowledged in *GFWC Clubwoman Magazine*
- Full-day archives training workshop for individual or club representative using the collections at WHRC (small group format; certificate provided upon completion)

#### **Sponsor—\$250 per year**

- Up to 10 subscriptions to *WHRC News*, to circulate among club members
- 20 percent discount on library research service fees, including photocopying
- Feature story on WHRC-related topic on the GFWC website

#### **Patron—\$100 per year**

- Up to three subscriptions to *WHRC News*, to circulate among club members
- 15 percent discount on library research service fees, including photocopying
- Current GFWC Holiday Ornament, new designs unveiled annually in September

**Supporter—50 per year**

- 10 percent discount on library research service fees, including photocopying
- WHRC-related story featured in *WHRC News*

**Friend—\$25 per year**

- WHRC-related story featured in *WHRC News*