



# WOMEN'S HISTORY AND RESOURCE CENTER

## ADVANCEMENT GUIDE

 Visit [www.GFWC.org/membership/club-manual/](http://www.GFWC.org/membership/club-manual/) for updates and more information.

## WHRC PAST, PRESENT, AND FUTURE

The Women's History and Resource Center of the General Federation of Women's Clubs, celebrating over 30 years of preserving historical records and providing quality reference service to members, officially opened at GFWC Headquarters in Washington, D.C. on May 1, 1984.

The WHRC invites GFWC members, the research community, and the general public to explore the rich history of women volunteers by providing access to GFWC's expansive collections. Readily available reference service, interactive technology, educational programs and publications, creative exhibits, and dynamic partnerships await those interested in using all GFWC has to offer. 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 are some of the benefits of membership all made possible through this invaluable resource.

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.

The *GFWC Women's History and Resource Center Advancement Guide* encourages clubs to investigate and document their own history by learning about our past. We hope this information will motivate and provide the incentive for you and your club members to explore and boast about GFWC's amazing history, which will serve to help facilitate a growing and purposeful future.

May 1, 2014 marked 30 years since Vice President George H.W. Bush cut the ribbon opening the GFWC Women's History and Resource Center. Since that historic day, GFWC clubwomen have generously contributed time, funds, and historical materials to the WHRC, making it a pearl among the country's women's history research centers.

Help us celebrate by becoming a Friend of the WHRC today! Your donation will help the WHRC engage in outreach activities, preserve and catalog the WHRC's multimedia collections, build the research library collection of publications on women's history, and offer internships and research fellowships. Make your donation through the GFWC Marketplace today!



### 2018-2020 WOMEN'S HISTORY AND RESOURCE COMMITTEE

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### 2018-2020 INITIATIVE

In 1994 Martin Luther King, Jr. Day in January was declared a National Day of Service. Each and every club in GFWC is asked to do a service project on that day. It may be in any area, any type of project. OUR GOAL IS 1,000 CLUBS PARTICIPATING.

## 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. Our Archives document GFWC's historical development from 1890 to the present, including the role of GFWC clubwomen in promoting education, leadership, and social and political advocacy in the broad programmatic areas of art and literature, 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 histories, photographs, and art and artifacts. 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 nearly 5,000 publications that provide a broad context for researching the history of GFWC and women volunteers. The GFWC Collections Management Policy, which defines how GFWC collections are acquired, managed, and preserved, can be found at [www.GFWC.org/Membership](http://www.GFWC.org/Membership).

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

### HOW CAN THE WOMEN'S HISTORY AND RESOURCE CENTER HELP ME AND MY CLUB?

Your club's history is valuable to your community and to GFWC. The WHRC 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*. Call 1-800-443-4392 (GFWC), email [WHRC@GFWC.org](mailto:WHRC@GFWC.org), or write the WHRC, 1734 N Street NW, Washington, DC 20036-2990, for a free copy of these publications.

1. GFWC history is YOUR history. The WHRC can help you develop programs using GFWC history to promote interest and membership. Refer to the "Ideas for Club Projects Using GFWC History" section beginning on page 3 for more information.
2. The WHRC helps manage the preservation of GFWC's National Landmark Headquarters building. We can offer advice and assistance in preserving your historic clubhouse.
3. 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.
4. 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 online exhibits, and provide advice to clubs and State Federations on how to make their own collections accessible online. Visit the online catalog and exhibits at [www.GFWC.org/WHRC](http://www.GFWC.org/WHRC).
5. GFWC publishes the *WHRC Newsletter*, a seasonal publication for those who sign up to receive it, and other special publications to assist and promote clubs that are doing projects that relate to GFWC history or historic preservation.
6. Workshops and tutorials on GFWC history and historic preservation are presented at the GFWC Annual Convention and online at [www.GFWC.org](http://www.GFWC.org)
7. GFWC offers tours highlighting exhibits at GFWC Headquarters for groups and individuals. These benefits are free.
8. The WHRC provides research opportunities for members and the general public.

# 2018-2020 GFWC CLUB MANUAL

## WOMEN'S HISTORY AND RESOURCE CENTER

### BECOME A FRIEND OF THE WHRC

Donate to the GFWC Women's History and Resource Center in support of our activities and you will become a Friend of the WHRC. By joining the Friends of the WHRC, you will help the GFWC Women's History and Resource Center:

- Preserve and maintain GFWC collections
- Increase research library acquisitions
- Provide student field study opportunities

<input type="checkbox"/> <b>Presidential</b>	<b>\$1,000</b>
<input type="checkbox"/> <b>Benefactor</b>	<b>\$500</b>
<input type="checkbox"/> <b>Sponsor</b>	<b>\$250</b>
<input type="checkbox"/> <b>Patron</b>	<b>\$100</b>
<input type="checkbox"/> <b>Supporter</b>	<b>\$50</b>
<input type="checkbox"/> <b>Friend</b>	<b>\$30</b>

Visit [www.GFWC.org/What-We-Do/WHRC/](http://www.GFWC.org/What-We-Do/WHRC/) for membership benefits.

Name \_\_\_\_\_

Club \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

For club memberships, please provide contact information for the club president.

Club president \_\_\_\_\_

Address \_\_\_\_\_

Email edition of WHRC News:  Yes  No  
Check donation status:  Individual  Club

Checks should be made payable and sent to:  
GFWC-WHRC  
1734 N Street NW  
Washington, DC 20036-29990

### FRIEND LEVELS

#### **PRESIDENTIAL—\$1,000 per year**

- Special donor gift
- 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 the WHRC (Small group format; certificate provided upon completion)

#### **SPONSOR—\$250 per year**

- 20 percent discount on library research services, including photocopying
- Feature story on WHRC-related topic on GFWC website

#### **PATRON—\$100 per year**

- 15 percent discount on library research services, including photocopying
- Current GFWC Holiday Ornament

#### **SUPPORTER—\$50 per year**

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

#### **FRIEND—\$30 per year**

- Exclusive *Friends of the WHRC* pin
- Subscription to *WHRC News* (name listed)
- Identification as Friends member with convention name badge ribbon

**PLEASE COPY THIS FORM**

### HOW CAN MY CLUB SUPPORT THE WORK OF THE WHRC?

1. Join the *Friends of the WHRC*. See above for levels of giving and benefits of *Friends of the WHRC*.
2. Become an onsite volunteer. The WHRC needs help to make the thousands of club histories and hundreds of oral history transcripts accessible online. Onsite volunteers may work as GFWC Headquarters tour guides or collections assistants, and can also volunteer through participating in the newsletter.
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 also help you locate a local repository for your historical club or state records.
4. Focus on other national/international groups with diverse memberships in the Washington, DC area and/or other locations to share and promote the historical role of GFWC as volunteers.
5. Promote and participate in events that feature WHRC services and benefits, such as tutorials and workshops, as well as the Women's History Month event held each year in March at GFWC Headquarters.

6. Encourage the appointment of a WHRC Chairman in all State Federations and clubs.
7. Keep the WHRC updated on the location of club and State Federation archives.
8. Report your WHRC program activities to GFWC. We want to share your success stories to inspire others.

#### WHRC PROJECTS UTILIZING LOCAL CLUB MEMBERSHIP

Make these suggestions part of your club work. Think outside of the box, put a new slant on an idea and adopt it to your club work. With all projects/programs think diversity--work with other groups or for other groups, or highlight diversity as the theme.

1. Have members take turns each month giving a report on a well-known woman in history or one currently making history.
2. Write your club history. "WHRC Guidelines for Writing Club Histories" is available from GFWC Marketplace.
3. Do a power point presentation video that shows photos of members past and present, major service projects, and historical artifacts to be used at membership teas, fundraisers, or town fairs.
4. Chose a member each month who will be celebrating her birthday that month. Interview her and prepare a presentation on her for your meeting. Also highlight a member from the past or an event from the past.
5. Hold a club scavenger hunt to help members learn about the history of your club or GFWC. Divide members into groups of three and give them a list of 40 things to find. Some items can be found in club yearbooks or scrapbooks, while others need an "older" member to answer. After 20 minutes, give the answers to the group using pictures and information in the scrapbooks to tell about the founding of the club and past projects. Long-time members can add interesting facts.
6. Educate the public of your history by inviting history teachers and students to visit your club. Share scrapbooks from early days and club histories.
7. Observe Women's History Month in March by presenting a "Woman of Distinction" award to a club member or community member who exhibits outstanding service to their community and exemplifies all the qualities set forth in the "Collect."

#### EXAMPLES

1. GFWC Skowhegan Woman's Club, Dover-Foxcroft, Maine - The club began in 1882 and was federated in 1892. To celebrate their 130th anniversary, they wanted to investigate the beginnings of the club and its history. Records were gathered from History House and the local library. The project of copying and typing those reports whose conditions were becoming illegible was begun. The goal to preserve the past using modern technology such as DVD's CD's and thumb-drives. The result, these reports and documents will also be in print form and located at both the archives of GFWC Maine and University of Maine in Orono and locally in Skowhegan.
2. Lexington Woman's Club, Richmond Virginia - The Rockbridge County Historical Society invited the club to give a lecture to its members and the community on the 100-years of club history. A 45-minute slide presentation was given. The grandson of the founder of the club even attended. Extensive research preceded this lecture.
3. GFWC South Dakota Progress Study Club - Through history and heritage, the club gained knowledge and awareness at their monthly meetings from students of the local high school on their winning National History Day Project presentation about the need for a home for orphaned children in the 1800's.

#### IDEAS FOR CLUB PROJECTS USING GFWC HISTORY

1. Contact the WHRC for tips for using WHRC publications and electronic resources for club program ideas. For example, use the booklet *Rising by Light to Higher Things: Highlights of GFWC's Collections* to create programs on GFWC's support of American Art; the GFWC Timeline to relate GFWC national service programs to local ones; or GFWC photographs of events, people, or unique publications and memorabilia to illustrate a PowerPoint presentation.
2. When planning and publicizing a membership recruitment program, highlight your club's history to demonstrate the importance of your club to your community. For more information on membership recruitment activities, please review the *GFWC Membership Advancement Guide* in the *GFWC Club Manual*.
3. Gain inspiration for fundraising and community outreach by reviewing past GFWC Community Improvement

- Program Award winners in the WHRC online catalog. GFWC history is relevant to ALL program areas.
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).
  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 on leadership development, please review the *GFWC Leadership Advancement Guide* in the *GFWC Club Manual*.
  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 WHRC 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 1-800-443-GFWC (4392). Tour and research hours are between 9:00 a.m. and 4:00 p.m., Monday through Friday. GFWC is closed on Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, the Wednesday-Friday of Thanksgiving week, and the week between Christmas and New Year's Day. Tour admission is free for GFWC members and by suggested contribution for non-members.

### GUIDE TO USING THE WHRC ONLINE CATALOG

A primary goal of the WHRC is to make GFWC's valuable historical records more accessible to our members, the scholarly research community, and the general public. Improved access will promote greater recognition for the contributions of GFWC clubwomen and inspire members to use the lessons of past successes to build solid membership, strong leadership, and meaningful community service projects.

The 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. The tips in this Guide are meant to be a quick outline to navigating the WHRC online catalog. If you need additional guidance, please don't hesitate to contact us at [WHRC@GFWC.org](mailto:WHRC@GFWC.org) or 1-800-443-GFWC (4392).

To access the catalog through the GFWC website:

1. Go to [www.GFWC.org/What-We-Do/WHRC](http://www.GFWC.org/What-We-Do/WHRC)
2. Click on the "Search the Collections" button to bring you to the Women's History and Resource Center home page:

#### NAVIGATING THE ONLINE CATALOG FROM THE MAIN CATALOG PAGE

**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; for example, "South Dakota."

Interactive features in each record

- Email Page (top, right)—send this image to a friend.
- Send Feedback (top, far right)—contact the WHRC with comments or questions.
- Order Image (below image)—request a copy for a club presentation or publication.
- Search Term (in record)—may provide additional information on that topic. For example, click on "GFWC Headquarters" to read details on the history of GFWC Headquarters.
- Person (not shown)—Click on the name of any GFWC International Past President to see her biography.
- Related Hyperlinks (not shown)—If digital content is available, a link will be provided to read a book, club or state history, or oral history online.

## AWARDS

GFWC recognizes State Federations for outstanding projects and clubs for creative projects in implementing effective Women's History and Resource Center program, as follows:

- Certificate to one State Federation in each membership category
- \$50 award to one club in the nation for project creativity

Award winners will be determined by entries into the Awards Program. Each State Federation may submit one State Award Entry Cover Sheet and one Club Creativity Award Entry Cover Sheet for the Women's History and Resource Center program. Clubs do not submit entries directly to GFWC.



Refer to the Awards section of the *Club Manual* for more information, including the Award Entry Cover Sheet guidelines.