

## Women's Forum Collection Inventory

Box#	Folder#	Item#	Item/Folder Name	Description	Qty	Other Notes:
1	n/a	1	Women's Forum Lapel & Ribbon Pins		3	
1	1		WF Scholarships Awarded	<ul style="list-style-type: none"> <li>• awardee letters</li> <li>• promotional flyer</li> <li>• administrative (accounting records including deposits and withdrawals)</li> <li>• correspondence</li> <li>• thank you card</li> <li>• ledger of scholarship recipients + enrollment/graduation status</li> </ul>		
1	2		Women's Forum Membership	<ul style="list-style-type: none"> <li>• recruitment letters</li> <li>• membership applications/forms</li> <li>• list of new members (2014)</li> <li>• completed membership applications</li> <li>• officer + membership lists</li> <li>• membership dues ledgers</li> <li>• membership cards</li> </ul>		folder is organized from newest to oldest
1	3		Women's Forum Meeting	<ul style="list-style-type: none"> <li>• Extended Executive Committee Meeting Agendas</li> <li>• Correspondence (Dolores Cox)</li> <li>• Scholarship Committee Reports</li> </ul>		Folder is organized from newest to oldest

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				<ul style="list-style-type: none"> <li>• Board of Directors and Committee Chairs lists</li> <li>• Women's Form General Meeting</li> <li>• Meeting minutes</li> <li>• Fundraising Committee letters</li> </ul>		
1	4		Draft of Scholarship Agreement	<ul style="list-style-type: none"> <li>• Scholarship Endowment Agreement</li> <li>• CSU Foundation General Endowment Spending Policy</li> <li>• Scholarship Competition Application</li> </ul>		
1	5		Women's Forum By-Laws	<ul style="list-style-type: none"> <li>• CSU Women's Forum By-Laws Committee Meeting Minutes</li> <li>• By-Laws drafts and final copies</li> </ul>		
1	6		Women's Forum Treasurer Reports	<ul style="list-style-type: none"> <li>• Treasury Reports</li> <li>• Silent Auction Reports</li> </ul>		
1	7		Women's Forum Elections	<ul style="list-style-type: none"> <li>• Women's Forum Elections Official Ballots</li> <li>• Correspondence</li> <li>• Election certification with signatories</li> </ul>		
1	8		Women's Forum Surveys	<ul style="list-style-type: none"> <li>• Completed membership surveys</li> <li>• Copies of survey forms</li> </ul>		

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1	9		Women's Forum Speakers and Programs	<ul style="list-style-type: none"> <li>• Lake Spivery Rotary Club program</li> <li>• Correspondence</li> <li>• Speakers list</li> <li>• Atlanta Woman Magazine</li> <li>• Correspondence to guest speakers</li> <li>• Correspondence from invited speakers</li> <li>• Media Advisory</li> </ul>		
1	10		Clayton State Women's Forum	<ul style="list-style-type: none"> <li>• Media Advisory</li> <li>• Flyers for Wellspring Living</li> <li>• Luncheon public relations announcements</li> <li>• Correspondence</li> <li>• Fundraising</li> <li>• Luncheon/event invites (general public)</li> </ul>		
1	11		Women's Forum Signs, Certificates, Brochures, Misc.	<ul style="list-style-type: none"> <li>• Table tent</li> <li>• Signage</li> <li>• Membership brochure</li> <li>• Correspondence</li> <li>• Awards</li> <li>• The Women's Forum Documentation Program</li> <li>• Women's Forum stationery</li> </ul>		
1	12		Women's Forum Fall Frolics	<ul style="list-style-type: none"> <li>• Fall Frolics brochures</li> <li>• Trophy Distribution List</li> </ul>		

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				<ul style="list-style-type: none"> <li>• Official video tape order form</li> <li>• Fall Frolics Production list</li> <li>• Correspondence</li> <li>• <i>Haunted Lives</i> event program</li> <li>• Talent Show entry form</li> <li>• Music lyrics</li> </ul>		
1	13		Women's Forum Poems	<ul style="list-style-type: none"> <li>• Print outs of poems</li> </ul>		
1	14		Women's Forum Luncheons	<ul style="list-style-type: none"> <li>• Luncheon Payments Ledger</li> <li>• Billing invoices</li> <li>• Correspondence</li> </ul>		
1	15		Women's Forum Receipts	<ul style="list-style-type: none"> <li>• Handwritten Receipts</li> </ul>		
1	16		Auction 2013	<ul style="list-style-type: none"> <li>• Raffle tickets</li> <li>• Promotional flyers</li> <li>• Online auction ledger</li> <li>• Auction payment form</li> <li>• Donations ledger</li> <li>• Correspondence and mail regarding donations</li> <li>• Tent cards and other signage</li> <li>• Sketch of event floor plan</li> </ul>		
1	17		Auction 2012	<ul style="list-style-type: none"> <li>• Raffle tickets</li> <li>• Newspaper clippings</li> <li>• Auction payment ledger</li> <li>• Auction payment form</li> </ul>		

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				<ul style="list-style-type: none"> <li>• Promotional flyers</li> <li>• Online auction ledger including item descriptions, value, and bid</li> <li>• Correspondence and mail regarding donations</li> </ul>		
1	18		Auction 2011	<ul style="list-style-type: none"> <li>• Promotional material</li> <li>• Auction payment ledger</li> <li>• Auction payment form</li> <li>• Correspondence and mail regarding donations</li> <li>• Bidders contact info</li> <li>• Online auction ledger including item descriptions, value, and bid</li> <li>• Raffle tickets</li> </ul>		
1	19		Auction 2010	<ul style="list-style-type: none"> <li>• Auction Sales ledger</li> <li>• Auction payment form</li> <li>• Online auction ledger including item descriptions, value, and bid</li> <li>• Signage</li> <li>• Promotional material</li> <li>• Correspondence and mail regarding donations</li> </ul>		

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1	20		Auction 2009	<ul style="list-style-type: none"> <li>• Auction payment ledger</li> <li>• Promotional material</li> <li>• Online auction ledger including item descriptions, value, and bid</li> <li>• Bidding Sheet</li> <li>• Signage</li> <li>• Auction payment form</li> <li>• Correspondence and mail regarding donations</li> <li>• Sketch of event floor plans</li> </ul>		
1	21		Auction 2008	<ul style="list-style-type: none"> <li>• Promotional material</li> <li>• Fundraising ledger</li> <li>• Online Auction ledger including item descriptions, value, and bid</li> <li>• Correspondence</li> </ul>		
1	22		Auction 2007	<ul style="list-style-type: none"> <li>• Promotional material</li> <li>• Auction ledger including item descriptions, value, and bid</li> <li>• Auction payment form</li> <li>• Silent Auction Committee Agenda</li> <li>• Correspondence and mail regarding donations</li> </ul>		

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				<ul style="list-style-type: none"> <li>• Bidders contact list</li> </ul>		
1	23		Women's Forum (2002 – 2003)	<ul style="list-style-type: none"> <li>• Women's Forum Silent Auction Online Bidding 2006</li> <li>• Correspondence</li> <li>• 2005 Auction ledger including item description, buyer, \$ amount</li> <li>• Press release</li> <li>• Silent Auction Procedures Manual</li> <li>• Sketch of event floor plans</li> <li>• Promotional material</li> </ul>		
1	24		Chili Cook Off	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Place Winner marker</li> <li>• Tent card and signage</li> <li>• Promotional material</li> <li>• Sketch of event floor plans</li> <li>• Chili Cook Off Planning Meeting Agenda</li> </ul>		
1	25		Women's History	<ul style="list-style-type: none"> <li>• 8 editions of <i>Women's History Gazette</i> (2005 – 2014)</li> <li>• Bookmarks</li> <li>• Promotional material</li> <li>• Itinerary of annual events</li> <li>• Sign-In sheets</li> <li>• Correspondence</li> </ul>		

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				<ul style="list-style-type: none"><li>• Committee Meeting Minutes</li><li>• Guest speaker bio(s)</li><li>• Newspaper clippings</li></ul>		
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