

ACWR EXECUTIVE BOARD 1996-1997



Marjorie Buttner, OP, President; Alba King, SC, Vice President/President-Elect; Rosalie McQuaide, CSJP, Treasurer; Edna McHeever, CSJ, Secretary; Emma Cecilia Busam, OSU, Past President; Patricia A. Hodge, ASM, Exec. Sec. (Not pictured)

AN ACWR INSTITUTE? YOU BET!

by Rosalie McQuaide, CSJP

"We believe ACWR should sponsor training institutes, especially regional ones, (one of which would be part of the annual meeting)." An energetic, focused group came to this conclusion and recommended it to the full group assembled for ACWR's session at the Society of American Archivists meeting in San Diego, August 1996.

Following the workshop agenda for discussion, participants Michaela O'Connor, Margaret McGrath, Stephanie Morris, and Rosalie McQuaide took up the pros and cons of an ACWR-sponsored institute: course content; staffing; whether the institute should be held as a single nationwide event, or as multiple regional events; duration; sites; costs; dates.

Recognizing that such an institute might appear redundant in light of SAA educational programs, the group still felt that archivists for religious congregations generally have different backgrounds and experiences from those of archivists on a career path—to whom SAA directs most programs—and that religious have questions that are not addressed by SAA programs. An ACWR Institute, focused on the particular needs of religious archivists, would well serve our constituency.

Course content for the institute would be two-track: *basic* and *specialized*. Staff would be drawn from ACWR and SAA members as well as regional experts on particular subjects. A national

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BRIDGES OF UNDERSTANDING SAN DIEGO

by Mary Serbacki, OSF

"How can you involve your provincial or congregational leadership in the archives?" This and related questions were among those raised at a sharing session about relations and communications between the archivist and her congregational administration during the 1996 San Diego conference.

At Sinsinawa this group envisions a work session with a positive thrust which incorporates input from a variety of people—leadership, historians, archivists—from different types and sizes of community archives. The "Bridges of Understanding" group has developed a series of questions for exploration and feels that time for "knee-to-knee" discussion and sharing will be essential.

PERSONNEL RECORDS

by Dolores Liptak, ASM

At one of the ACWR working groups during the 1996 SAA San Diego conference, two ACWR members provided valuable information. Loretta Zwolak Green, Archivist for the Sisters of Providence in Seattle, and Dolores Liptak, ASM, Mercy Services Director, Maryland, provided information on the management of personnel records and litigation issues.

Loretta explained the process she used to determine the content of personnel records and distributed her check list designed to insure uniformity. Dolores gave examples of canonical and civil laws that can be applied to records and suggested policies that administrators and archivists should agree on to safeguard personnel information.

MAKING HERITAGE VISIBLE

by Rose Matthew Mangini, IHM

The HERITAGE of congregations of women religious is often a well kept secret, even from the members themselves and certainly from the wider church and society. At the 1996 San Diego conference, a lively member group proposed a workshop for the ACWR 1997 meeting in Sinsinawa

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Marjorie Buttner, OP
President, ACWR

PRESIDENT'S MESSAGE

The political conventions of this past summer, and my own cross country travels from visiting my East coast family to attending the SAA conference on the West coast made me think. I thought of the breadth, length and diversity of our nation, and of our ACWR membership, as well as the variety of ways in which we can help one another, along with the multiplicity of talents available to us in our membership.

At the California ACWR meeting, interested members began discussions of four topics that will be developed in committees throughout this year. These will be brought to the entire membership at the Sinsinawa, Wisconsin meeting in 1997. These topics are at the heart of our work:

- [1] Collaboration between LCWR and ACWR is natural, necessary and beneficial to both organizations;

- [2] Communication between our congregational leadership and our archivists will lead to better understanding/appreciation of each other's work, and eventually to the advantage of our archives;
- [3] Education and training of archivists is a major concern of ACWR, as it is of the Society of American Archivists;
- [4] Making our heritage visible is one of the ways to ensure that people will become aware of the contributions of religious to world betterment.

I wish to express my gratitude to, and esteem for, Emma Cecilia Busam, OSU, Past President of the Board. Her leadership propelled us through the revision of the Bylaws, the planning of the ACWR meeting in San Diego, and the preliminary preparation for the August 1997 meeting in Sinsinawa.

Leaving the Board as of August 1996, with our thanks, are Rose Matthew Mangini, IHM, Secretary, and Mary Serbacki, OSF, Past President, Vice-President and member of the Board for the last three years.

We welcome to the Board these recently elected officials of ACWR whose talents and generosity are well known to us: Rita King, SC, Vice President/President Elect, and Edna McKeever, CSJ, Secretary.

I was energized by the variety of religious archives sections/sessions/roundtables at the SAA meeting in San Diego. This vitality, which is a distinct trait of ACWR, comes from sharing our talents, problems and solutions. May we be strengthened in our work this year by knowing that we are not alone. ACWR is here to help.

FROM THE PAST PRESIDENT



Emma Cecilia Busam, OSU

Again, a grateful "thank you" for conferring on me the honor of the presidency of ACWR. I cherish the memories and hope I have carried the torch as high as my predecessors. My appreciation goes to Board members who so willingly and faithfully served during the past year: Mary Serbacki, OSF, took office as Vice President in 1992 and has served as President and Past President. Her dedicated service is greatly appreciated.

Rose Matthew Mangini, IHM, served as Secretary for the past two years and has been production editor of ACWR NEWS since the fall of 1995. Sister will continue producing the newsletter and the entire membership is grateful to her.

Marjorie Buttner, OP, a dedicated and faithful Vice-President, assumed the duties of President on August 31, 1996. We welcome her leadership.

Rosalie McQuaide, CSJ, a competent and trusted Treasurer, will continue her invaluable services for another year.

Patricia Hodge, RSM, Executive Secretary, and content editor for ACWR NEWS, has faithfully executed her duties since 1992. In May, Sister Pat will add other community responsibilities to her archival agenda and will leave her post as Executive Secretary. The entire membership owes Pat words of gratitude and is deeply indebted to her for all she has done for ACWR.

Congratulations to the new members of the ACWR Board: Rita King, SC, Vice President/President-Elect, and Edna McKeever, CSJ, Secretary. May your terms of office be fulfilling and prosperous as you help lead us toward the 21st century,

Special thanks to our membership. YOU are the backbone of our organization--the reason for our being. Don't hesitate to let us know how we can best help you make difficult decisions. Let us work together for improvements to meet current and future needs of our members and their communities.

We are grateful to the Elections Committee: Edna McKeever, CSJ, Elizabeth McLoughlin, SC, Irene Marie Richards, OP for sharing their talents in countless hours of service and a job well done. We welcome Judith Campbell, OP, Margaret Harrison, OP, and Ellen Pierce to this committee for 1997. Thank you to the Bylaws Committee: Anne Francis Campbell, OP, Anne Courtney, RSM, and Jeanne Agnes Michaud, SSJ--they deserve an applaud for their dedicated work.

As we continue to grow and are strengthened by each other, I encourage you to maintain membership, to serve on committees, and to be involved in every way possible. We look forward to our 1997 Conference in Sinsinawa. I encourage you to attend and again invite you to take an active part in it. We want the conference to serve your professional needs and bring us together on a more personal and social level. In the meantime, I send you blessings!



FROM THE NATIONAL OFFICE

by Patricia A. Hodge, RSM, Executive Secretary

Some of the following notes may be helpful in scheduling the ACWR Second National Conference, August 21-24, 1997, on your desk calendar for the coming year:

- [1] Conference registration takes place in the afternoon of Thursday, August 21, with the program beginning that evening at Dominican Mound, Sinsinawa. The conference will conclude near noon on Sunday, August 24, 1997.
- [2] The Planning Committee will be sending--much in advance--full details about pre-registration, program offerings, travel information, fees, and similar details. When that mailing reaches you, you are encouraged to send in your registration promptly.
- [3] Airport transportation to/from Dominican Mound will be available for a reasonable cost. More information will be provided.
- [4] Notre Dame Travel Agency (800-761-7763) in Saint Louis, is willing to advise our members planning to attend the Sinsinawa Conference of possible price wars in the airfare industry. Interested members should contact NDT at least six to eight weeks in advance of August 21, 1997. In contacting Notre Dame Travel directly, please identify yourself as an ACWR member, code number 40025. (See ACWR NEWS, April 1996 issue, p. 6)
- [5] For housing accommodations, Dominican Mound offers a large number of single rooms as well as a selection of double rooms.
- [6] Non-members are welcome to attend the ACWR conference.
- [7] ACWR Conference attendees planning to attend the SAA Annual Meeting in Chicago from August 27-31, 1997, are welcome to extend their stay at Dominican Mound after the ACWR Conference concludes. The Mound will charge a reasonable *per diem* rate for extended accommodations. These extended reservations should be made separately from ACWR conference registration.

- [8] The Director of Dominican Mound has advised ACWR that conference attendees may order Mound-baked bread at an average purchase price. Order forms will be available at the Mound when you arrive, with orders to be claimed near your departure time. Wisconsin-baked bread to satisfy our gourmet tastes!
- [9] As planned for the 1994 Monroe Conference, the ACWR Board intends that 1997 conference offerings will address professional needs and experience of archivists from beginning to the most advanced levels. Expect a varied program, indeed! □



Genevieve Shea, SLW, prepares facilitators for the WRA program at SAA of San Diego: Marilyn Gouailhardou, RSM; Edna McKeever, CSJ; Judith Campbell, OP; Beatrice Weisner, SNJM; Genevieve Shea, SLW; Angelita Heinrich, RSM.
Photo by Rita King, SC

WRA ROUNDTABLE MEETS IN SAN DIEGO

by Genevieve Shea, SLW

Thirty-two religious archivists joined in the WRA (Women Religious Archives) Roundtable session, August 31, 1996, during the annual SAA meeting in San Diego. After brief introductory business announcements, four volunteer discussion leaders distributed copies of guide questions related to several topics. Members of each group determined which topic generated most interest. After about forty-five minutes, though enthusiasm was still high, the small group discussions closed and reports followed.

Computerization and standardization seemed to generate the most interest. Energy levels around these topics prompted a resolution to plan more coverage of them during the 1997 SAA meeting in Chicago and the ACWR conference in Sinsinawa.

The meeting closed with the election of a new vice-chair. Rosemarie Kasper, SNJM, of Marylhurst, Oregon will be 1997 vice-chair and 1998 chair of the Women Religious Archivists Roundtable. Rosalie McQuaide, CSJP, 1996 vice-chair, will be the 1997 WRA chair.

As 1996 WRA chair, I wish to thank the volunteer small group leaders who helped make this year's discussion alive and effective: Marilyn Gouailhardou, RSM, Mary Ellen Sprouffske, CSJ, Edna McKeever, CSJ, Judith Campbell, OP, Beatrice Weisner, SNJM, Stephanie Morris, Angelita Heinrich, RSM, Rosemarie Kasper, SNJM, and photographer, Rita King, SC. □



ACWR NEWS is published biannually during April and November for the membership of the organization. Current policy excludes all paid or unpaid ads and press releases from other organizations, agencies, businesses and similar groups.

GENERAL EDITOR Marjorie Buttner, OP
CONTENT EDITOR Patricia A. Hodge, RSM
PRODUCTION EDITOR Rose Matthew Mangini, IHM
Related correspondence may be sent to: ACWR Executive Secretary c/o Sisters of Mercy Archives, 3333 Fifth Avenue, Pittsburgh, PA 15213-3165.

... THE ARCHIVAL TRAIL

HISTORY OF IMMACULATE CONCEPTION ARCHIVES

by Mary Dominic Frederick, OSB

The history of the Monastery Immaculate Conception Archives has been two-faceted. There has always been the *good news* and the *bad news*.

The first good news came in 1973 when Carlita Koch, OSB, prioress, appointed an archivist, Mary Kenneth Scheessele, OSB, an experienced librarian, historian, and researcher. Mary Kenneth's job was to gather and organize the records of a Benedictine community which was already reaping the harvest of 106 years.

The bad news was that little space was allotted to the archives. In addition, the community's archival knowledge was limited. Most members connected the concept of archives with Washington, D.C., the Declaration of Independence, and the Constitution of the United States--but not with the preservation of their own monastery's records.

The good and bad news was that this situation perpetuated itself for 20 years. The sisters did begin to submit requested mission chronicles. Many were even convinced that it was not a bad idea to have pictures of themselves and accounts of their personal accomplishments in the archives files.

Mary Kenneth, with the aid of devoted assistants, set up files on both the living and deceased. Ministry records were collected and documents identified meticulously. As parishes in areas where sisters had ministered began to celebrate their anniversaries, she helped with their historical research, establishing firmly and rightly the Ferdinand Benedictines in local Church history.

Space problems grew as the archives grew. To schedule department turnovers of records annually was difficult. Storage boxes became archives' repositories; newspapers and clippings claimed their victims--in addition to self-destructing.

Then, from 1994-1996, the good-news-bad-news archival saga burst into a new reality. The monastery moved into a large scale renovation program, allowing new space for its archives.

To facilitate relocating the archives, Kathryn Huber, OSB, present prioress, appointed a task force chaired by Rebecca Abel, OSB, who had worked as an archivist at the North American College in Rome. Task force members became educated in all aspects of operating an archives and visited some of the finest archives in the area. Emma Cecilia Busam, OSU, of Maple Mount, Kentucky, acted as a generous, knowledgeable consultant.



Mary Dominic Frederick, OSB Archivist, and Mary Regis Krampe, OSB, her assistant, share a light hearted moment in the Immaculate Conception Archives.
Photo by Odillo Burkhardt, OSB

Mary Kenneth resigned in 1994 because of needed surgery, and I, writer of this article, became her successor. In the summer of 1995, the archives moved to the present location consisting of a workroom, office and main repository. Because the archivist is curator of memorabilia and of the rare books and paintings collections, included in the archives area is a large room designed for preservation of these. Rooms are temperature-controlled and carpeted.

Another good-news item was a budget which provided for a new computer, copy machine, and a complete line of acid-free preservation materials. The Archive Control System computer program (ARCS) was purchased. I visited the Christian Brothers Archives in Memphis, Tennessee, and Robert Werle, FSC, who had been instrumental in developing ARCS.

The archivist, a full-time assistant, and part-time helpers make up the present staff. A *Guidebook*, begun by the task force with suggestions for goals, objectives and role descriptions, was completed in March of 1996. Annual goals have been set.

My archives education began with membership on the Archives Relocation Committee and has continued through visits to nine institutional archives (the best sites for learning practical, tried and proven methods), attending the 1995 SAA annual meeting and participating in its Workshop for Beginners, joining/attending meetings of the Society of Indiana Archives, and the Kentucky Council on Archives.

The now "best" news is that we are reorganizing a 130 year past archival collection piece by piece, using the newest materials and technology available. Less exciting is the fact that we have processed, in a year, 15 per cent of our collection. Until the other 85 per cent is archivally preserved, it is neither safe nor easily retrievable. This often pricks our pride.

One archivist, smiling, pointed out to me her "arreage" shelves. I understood her well, thinking of our workroom filled with boxes awaiting attention. This is neither good news nor bad news. In the light of archives history and development, it simply poses the question, "What else is new?" □

HOW I TRAINED MYSELF TO BECOME AN ARCHIVIST

by Marjorie Buttner, OP

I started my career as "jack of all trades and master of none." I had no training for the archives, just a willingness to learn and work. Nothing in thirty years of secondary school teaching and counseling had prepared me for this. I lucked into it, or I prefer to say, that Providence directed me to this ministry.

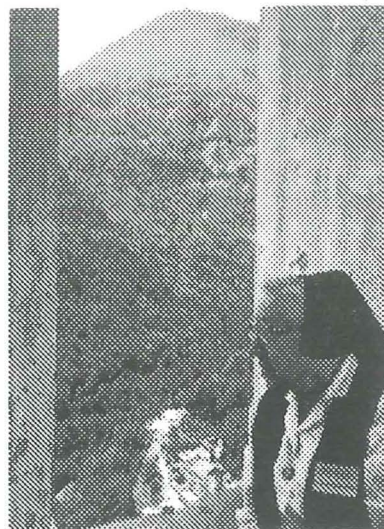
Toman King, OP, librarian, elementary school teacher and principal, was the archivist who introduced me to archival work. I worked daily at her side and in the process learned the archival principles of Provenance and Original Order. I helped process, describe, and accession the material that came into the archives. My joy in the work was so evident that the congregation leadership asked if I would like to study archival administration. At Catholic University of America in Washington, D.C., I studied basic library science courses as well as all the archival courses available. These courses gave me experiences in the Smithsonian Museums and Archives and in the Library of Congress.

I volunteered several hours a week in the Catholic University Archives. In June of that year I attended the National Archives Institute. This intensive two-week workshop is taught by the professionals who write the books about archival policies and procedures.

On my return to the Sinsinawa Dominican Archives, I followed a well planned schedule of a year's internship that would make it possible for me to become familiar with all areas of the archives and archival work. Although this plan was not carried out in all its aspects, it was a valuable experience.

I continue to learn with each new challenge on the job, as I train new staff, consult with other archivists, attend organizational meetings and workshops, and try to keep up with professional reading.

To have been apprenticed to a master and then to have studied the theory which I have since applied was the best preparation I could have had for my archival career. □



Emma Cecilia Busam, OSU, joined other members of the Ursuline Sisters and associates on the "Angela [Merici] Pilgrimage" to Italy, June 6-23, 1996. The extensive itinerary included a visit to Saint Angela Merici's birthplace in Desengano, her crypt in Brescia, and visitations to other Angela churches in that city. The Sistine Chapel, the Vatican Museum, a bus journey to Assisi with a stop at the Church of Saint Clare were a few of the other historic sites viewed by the Angela pilgrims. Saint Angela Merici founded the Order of Saint Ursula in 1535.



Six ACWR members were among the group of participants attending the *First International Conference of Sisters of Mercy Archivists* from April 22-28, 1996. Held at Mercy Centre, Dublin, Ireland, the conference attracted over thirty Mercy archivists from seven different countries. ACWR members shown in the photo are: First row, middle and right: Eleanor Nishio and Rita Connell; Second row, far right: Angelita Heinrich and Mary Kenneth Mullen; Third row, left, Patricia A. Hodge, and Marilyn Gouailhardou. *Photo by Mercedes McCarthy, ASM*

ELECTION COMMITTEE-1997

Chairperson: Judith Campbell, OP
Saint Dominic Convent Archives
496 Western Highway
Blauvelt, New York 10913-2097

Margaret Harrison, OP
Dominican Convent
175 Ate. 340
Sparkill, New York 109076-1047

Ms. Ellen Pierce
Maryknoll Mission Archives
P.O. Box 305
Maryknoll, New York 10545-0305

In early 1997, the above committee will be preparing ballots for the position of Vice President/President-Elect, and Treasurer of the organization. Elected members will be installed at the 1997 Membership Meeting to be held in Sinsinawa, Wisconsin.

HELP NEEDED TO PLAN LITURGY

Would you like to volunteer to assist with planning the liturgy for the August 1997 Sinsinawa conference? If so, please write to:
Rosalie McQuaide, CSJP

10329 L Malcolm Circle
Cockeysville, MD 21030

(Telephone and FAX information appear on page 11 of the ACWR Directory of Members, 1996.)

POSITION OPEN: ACWR EXECUTIVE SECRETARY

Description: Executive Secretary of ACWR, a twelve-month, part-time position requiring ten hours of work weekly. Financial reimbursement will be determined by annual contract.

Qualifications: Responsible person with organizational skills, communication competencies, ability to relate to a broad clientele, with energy to handle the day-to-day business of the organization.

For further information: Send letter of interest with current resumé to:

Marjorie Buttner, OP, ACWR President
Dominican Archives, General Delivery
Sinsinawa, WI 53824-9999

Phone: 608-748-4411, Ext. 277

FAX: 608-748-4491

BOARD ISSUES FIRST PUBLISHED ACWR ANNUAL REPORT

by Patricia A. Hodge, ASM, Executive Secretary

As a result of one of many decisions made at the May 1996 ACWR Board meeting in Monroe, the total membership received the first published ACWR Annual Report, dated August 1996.

Designer and producer of the "Heritage Alive" publication, Rose Matthew Mangini, IHM, styled the brochure in a format which complements and supplements the first ACWR membership brochure which dates back to the early 1990's.

Board members Emma Cecilia Busam, OSU (now Past President), Rosalie McQuaide, CSJP, Treasurer, and Executive Secretary Patricia A. Hodge, ASM, each developed accountability statements which conveyed the message to membership that, like heritage, ACWR is *ALIVE* and moving forward.

The photographic collage on the front and back panels of the 1996 Annual Report was made possible by photos submitted by various ACWR members.

In addition to sending "Heritage Alive" --Annual Report 1996, to the full membership, the Executive Secretary plans to utilize the piece as a public relations item, to be mailed to individuals seeking information on ACWR programs and activities.

ACWR NATIONAL BOARD MEMBERS

1996-1997 (Effective September 1, 1996)

President: Marjorie Buttner, OP

Chairperson 1997 ACWR Conference
Dominican Archives, General Delivery
Sinsinawa, Wisconsin 53824-9999

Vice President/President-Elect: Rita King, SC

Mount Saint Vincent
6301 Riverdale Avenue
Bronx, New York 10471-1093

Secretary: Edna McKeever, CSJ

Saint Joseph Convent
1725 Brentwood Road
Brentwood, New York 11717-5587

Treasurer: Rosalie McQuaide, CSJP

10329 L Malcolm Circle
Cockeysville, Maryland 21030

Past President: Emma Cecilia Busam, OSU

Mount Saint Joseph
Maple Mount, Kentucky 42356-9999

Executive Secretary: Patricia A. Hodge, ASM

ACWR National Office
Sisters of Mercy Archives
3333 Fifth Avenue
Pittsburgh, Pennsylvania 15213-3165

(Executive Secretary concludes her Board membership as of April 30, 1997)

WELCOME NEW MEMBERS !

As of October 12, 1996, newest ACWR members are:

Buniff, Mary Naomi, RSM, Kentucky
DeNardis, Sandra, CDP, Pennsylvania
Donnelly, Catherine Regina, RSM, Pennsylvania
Eustace, Frances, CSJ, New York
Klein, Mary Ann, OP, Kansas
Krasowski, Mary David, CSSF, Pennsylvania
Lewandowski, Michaeline, RSM, Michigan
Mack, Kathleen, OSB, Pennsylvania
Manzi, Corinne, SNDdeN, Maryland
Metz, Judith, SC, Ohio
Mullaney, M. St. Michel, IHM, Pennsylvania
O'Brien, Sheila, ASM, Rhode Island
O'Connor, Judith, OSU, New York
O'Donnell, Frank, SM, Maryland
Pierce, Ms Ellen, New York
Strei, Evelyn, OSB, Minnesota
Viellion, Kay, MSC, Louisiana

Thank you for your trust and your support!



VICTIM OF "INFORMATION OVERLOAD" !

Cartoonist: Sharon Sullivan, OSU

MEMBERSHIP RENEWAL ...

1996-1997 Membership Renewal Forms were mailed in mid-September to all ACWR members. Please return your completed form with the accompanying check (\$25.00) to the Executive Secretary in Pittsburgh by December 1, or sooner. Thank you!

INSTITUTE - continued from page 1

institute could run five days, with two days given to both basic and advanced topics, a "show and tell" day, feedback from teachers, and ACWR business.

A regional institute would be two days. The group thought that religious colleges, during off periods, would be usable and cost effective for institute sites, and that the institute should be brought to the attention of LCWR members so that cost would be factored into annual budgets of congregations.

Summer seemed to be the best time for making the institute possible for ACWR members: mid-June to mid-August. The ACWR Institute will be part of the programming for the Sinsinawa conference in 1997. □

HERITAGE - continued from page 1

to explore ways to move heritage into "active voice," using a variety of means to share the cultural contributions of women religious.

The group proposed to explore such areas as: [1] helping leadership perceive the archives as a resource for planning; [2] feasible techniques to promote heritage, within the congregation, and to its publics; [3] linking archives with other congregational resources to orchestrate outreach, display and public relations opportunities; [4] stretching limited funds for display and special events; [5] practical assistance to archivists with limited experience and expertise. □

IN MEMORIAM

✦ **Sister Kevin O'Connor, MMS**, first archivist for the Medical Mission Sisters of Philadelphia, died November 26, 1995. "In her forty-seven years in the community, Sister Kevin served in a number of office support and leadership positions in Philadelphia, Saint Louis, Washington, D.C., and in Rome. She was well respected for her work as Archivist . . . and for twenty years devoted her time and attention to the careful preservation of her Community's written, oral, and audiovisual history."

Sister Kevin established the Archives of the Society here in the United States and then in Rome between the years 1965-1984. She was a participant in the Archives Institute sponsored by the National Archives in Washington, D.C., attending other workshops and conferences as well.

May she enjoy eternal life!

(Information from Stephanie Morris, Archivist, Medical Mission Sisters)

✦ **Sister Robert King, OSB**, Archivist for the Benedictine Sisters of Pittsburgh (Perryville Avenue) died on September 24, 1996. May everlasting peace be hers!

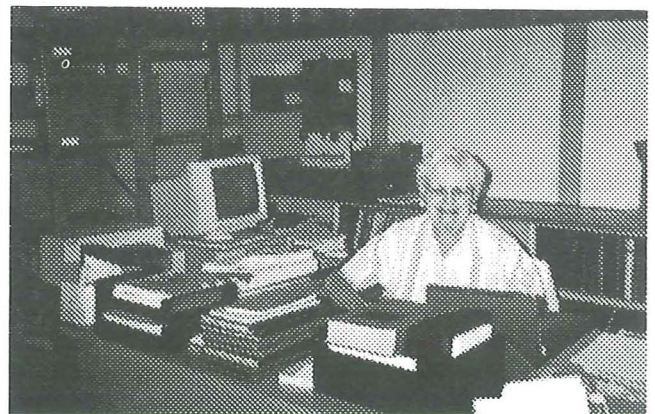
INTRODUCING . . .



Louella T. Petry, OP
in the Archives
of the Eucharistic
Missionaries of
Saint Dominic,
New Orleans,
Louisiana



Gayle Desarmia, SP,
is Archivist
for the
Sisters of
Providence
in Kingston,
Ontario
in Canada.



Helen Sigrist, RSM, Archivist at Mercy Center for the Baltimore Region of the Sisters of Mercy, is surrounded by trade tools!

ACWR NEW MEMBER APPLICATION FORM: 1996-1997

Name _____
(Last) (First) (Congregational Initials if Applicable)

Professional Title _____

Street Address _____
(Apartment #)

Town/City _____
(State) (9 - number ZIP Code)

Business Telephone () _____ FAX () _____

E-MAIL _____

Please complete the above form and mail it with a check for \$25.00 (no cash, please), payable to:

ARCHIVISTS for Congregations of Women Religious
c/o Patricia A. Hodge, RSM, Executive Secretary
Sisters of Mercy Archives
3333 Fifth Avenue
Pittsburgh, PA 15213-3165

(Optional) I first learned about ACWR by _____ Thank You !

OPERATIONAL EXPENDITURES

ACWR NATIONAL OFFICE: 10.23.95~8.25.96

Prepared by Patricia A. Hodge, RSM, Executive Secretary

Office Supplies	\$ 15.83
Postage & UPS Fees: 225.63	
Membership Mailing, 6.3.96 224.61	
.....	450.24
Printing (Envelopes)	79.98
Photocopying	167.01
Long Distance Telephone	183.83
FAX fees	11.58

Grand Total: \$908.47

SINSINAWA !

ONCE AGAIN . . . Plan to attend the Second
ACWR Conference at Dominican Mound,
Sinsinawa, Wisconsin, from August 21-24, 1997.
Let's make it as memorable as the 1994 Monroe
Conference.

SISTERS IHM
610 West Elm Avenue
Monroe, Michigan 48162-7909

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