

RWAHS AFFILIATES – KEEP YOUR DETAILS UP TO DATE

This form is for Affiliated Organisations to keep the RWAHS informed of your contact details and information about your organisations. This information will be updated on the RWAHS website.

Please use **THIS FORM** and return it along with your **Annual Activity Report** (see next page) to the Administration Officer, **RWAHS, 49 Broadway, Nedlands** or email: admin@histwest.org.au **DUE DATE:**

USE BLACK PEN & PLEASE PRINT CLEARLY

Does your organisation agree to these details being published on the RWAHS Website?
YES NO

NAME OF SOCIETY _____

Postal Address: _____

Email Address: (If available) _____

Web Address: (If available) _____

SOCIAL MEDIA: (Circle as appropriate) Facebook Twitter Snapchat

OTHER SOCIAL MEDIA: _____

Phone: _____

ROLL CALL: Name/s of deceased members 2019/20 _____

No. of Members _____ **Active Members** _____

Does your organisation have a Museum (Circle One) YES NO

NAME OF MUSEUM: _____

Does your organisation have a paid Curator/Manager (Circle One) YES NO

Day of Meeting _____ **Time of meeting** _____

MEETING PLACE: _____

MONTH OF AGM: _____

CURRENT OFFICE BEARERS:

POSITION	NAME	EMAIL OR POSTAL ADDRESS	PHONE
President			
Hon Secretary			
Hon Treasurer			

ANNUAL ACTIVITIES REPORT GUIDELINES:

Each year the Affiliates Committee, on behalf of the RWAHS, presents a Merit Award at the Annual Conference. This award is presented to the Affiliated Society who has worked throughout the year to improve and promote their organisation, care for their collection and promote the history of their community through exhibitions and involving their community.

In order to qualify for the Merit Award your organisation is required to submit an “**Activities Report**”. The report should be a **one page summary** of your organisations activities from 1st June 2019 to 31st May 2020

Guidelines:

- Submit your **one page** summary on your Society’s Letterhead (if you have one). If not make sure you include your Society’s Name and contact details.
- Write a short opening paragraph
- Use Bullet Points to list your activities and **briefly** describe each activity.
- Use information about your collection, successful grants, exhibitions, creation of a new data base, website, awards, member activities etc.
- Please **DO NOT** include photographs.
- **Please adhere to these guidelines as any Activity Reports that include photographs or are longer than one page will not be included in the Merit Award judging.**

Please return your **Activity Report** along with the **Information/Contact Details Form** (see previous page) to:- Administration Officer, **RWAHS, 49 Broadway, Nedlands** or email: admin@histwest.org.au

DUE DATE: 30 June 2020