



LOUISIANA 4-H MUSEUM

Item Donation and Loan Policies

Thank you for your interest in the Louisiana 4-H Museum. We are now reviewing items related to all aspects of Louisiana 4-H history from 1908 through the present for possible addition to the collection. Please read the information below carefully.

Mission: The purpose of the Louisiana 4-H Museum is to provide and sustain a publicly available center for the collection, preservation, and display of artifacts pertaining to the origin and development of 4-H in Louisiana.

Collection Scope: We are looking for a wide variety of items for possible use in exhibits, research archives, presentations, or traveling displays that represent significant changes in the 4-H program or personal connections to particular topics below.

Topics Featured:

- Short Course/4-H University
- Livestock Shows
- Camp Experiences
- All 4-H projects and camps
- Fashion Shows
- Award Trips
- Club Congress
- 4-H Clubs
- 4-H Day at the Capitol
- Afterschool Clubs
- Community Clubs
- School Enrichment
- Collegiate 4-H
- Volunteers
- 4-H Service Projects
- Louisiana Focus
- Washington Focus
- Youth Advisory Boards
- Achievement Days
- National 4-H Conference
- Jr. Leader/Teen Leader Camps and Conferences
- 4-H Executive Board
- Character Counts/La Character
- 4-H Lore (emblem, pledge, slogan, motto, colors)
- Louisiana 4-H Foundation
- Agent, Volunteer, and Leader Training
- Expanded Food and Nutrition Program
- Chick-N-Queing

Items Needed:

- Photographs
- Items bearing the 4-H emblem
- News clippings
- Letters from campers or youth on trips
- Camp souvenirs
- Schedules
- Menus
- Handicraft objects
- 8mm movies and videos
- Pins and badges
- Club meeting artifacts and agendas
- Items related to the World War I and II 4-H service projects (such as Victory Gardens, Ambulance Fund, Liberty Ship, Pursuit Plane)
- Items related to other 4-H service projects
- Tools used for project work
- Reports, newsletters
- Journals
- Short Course programs and mementos
- Certificates, trophies, ribbons
- Clothing, 4-H uniforms, hats, T-shirts
- Project bulletins and handbooks
- Record books and portfolios
- Handcrafted items made for projects
- Schedules, sketches, club reports, maps, itineraries
- Personal tools used in early days for farming, caring for livestock and poultry, cooking, sewing, etc.
- Surprise us with something out of the ordinary!

NOTE: Large farm equipment is not being reviewed at this time. Please check back with us later.

Item Donation and Loan Procedures:

1. All items submitted for consideration must be accompanied by a completed Item Description Form. Forms can be mailed, faxed, or e-mailed to the museum coordinator at the address below. To donate some items and loan other items, please use 2 separate forms.
2. **Items for Loan:** Please send only the completed Item Description Form and a photo of the item, if possible. We will contact you about borrowing the item after reviewing its alignment with the Mission and Scope described above.
3. **Items for Donation:** Flat and small objects can be mailed with the appropriate forms to the address below. For items too large to mail, please send the form and a photo of the item, if possible. We will contact you to determine the best way to transport large items to the museum if items are aligned with the Mission and Collection Scope. All donations and bequests shall be unconditional, if possible.
4. A museum collection committee will review all items and descriptions to determine potential use. When items are accepted by the committee, the item sender will be sent a form to sign indicating your agreement with the museum to either donate or loan the items.
5. Appraisals for tax purposes are the responsibility of the donor. If the donor does not wish to assign a value to the donated objects, the museum coordinator will determine the value utilizing guidelines to obtain in-house insurance.

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Item Description Form

Rose Anne St. Romain,
Coordinator, Louisiana 4-H Museum
8592 Highway 1, Suite 2, Mansura, LA 71350
E-mail: rstromain@agcenter.lsu.edu
Phone: (318) 964-2245 Cell: (225) 937-2114 Fax: (318) 964-2259
Website: www.lsuagcenter.com/4Hmuseum

Please type or print -- thanks! Mail, fax, or e-mail form to the address above. For loaned items, send only this form. Small donated items can be mailed with this form. We will contact you about accepted loaned and large donated items regarding transporting them.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Work #: _____ Home#: _____ Fax#: _____ Cell#: _____

Website: _____ E-mail: _____

Items below are offered for: (please check one)
Donation _____ OR Loan _____

Item Description: Please briefly write or type each item's name, description (including date, if known), condition, and appraisal value, if tax credit applies. If sending photos of items, please label each photo with the corresponding item number. If additional space is needed, please use a blank sheet of paper and staple it to this form.

1. _____

2. _____

3. _____

4. _____

5. _____

Signature _____

Date _____

FOR OFFICE USE ONLY

Received by _____ Date _____
Temp. Custody Receipt Sent _____
Reviewed _____ Status E A P TD
Deed of Gift: Sent _____ Returned _____
Accessioned _____ Accession # _____

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