



A Call to Action ...



FLORIDA PUBLIC
ARCHAEOLOGY
NETWORK



Society of Florida Archivists

FAMDA



Connecting to Collections Statewide Training Program DEVELOPING EMERGENCY PLANS

APPLICATION DEADLINE EXTENDED TILL OPEN SLOTS ARE FILLED

Requirements and application simplified

- **Join a network of colleagues in your region who, like you, have responsibilities for collections.**
- **Participate in a structured training program that will result in the improvement of an existing emergency management plan, or the writing of a new one to help protect your organization's collections**

We are looking for staff with responsibilities for collections at nonprofit and government organizations (museum, special, archeological, archival, historical house) in the State of Florida to apply to participate in training and development of emergency management plans. There are a limited number of slots available in each of Florida's four regions. Applications will be accepted until all the slots are full.

The program is open to collections professionals interested in:

- Creating an emergency plan for their organization
- Enhancing their institution's existing emergency plan

Participants in each region will attend three collaborative workshops between April and October 2012. In early 2013, all participants and their organizations will be recognized in a regional reception with public officials. The process will:

- Strengthen current leadership skills
- Develop skills and actionable plans to preserve collections
- Draw attention to the importance of collections preservation among elected officials
- Develop a network of trusted colleagues to call on in an emergency and to serve as the nucleus for future mutual aid networks

Who is Eligible to Participate?

Staff or volunteer at non-profit (501(c)3) organizations or of a unit of state or local government, located in Florida and with responsibilities for collections, such as museums, library special collections, archives, archaeological research facilities, historic house museums, and historic sites with collections.

The organization must commit to supporting that staff member's time. Within a multipurpose organization such as a university, historical society, or cultural center, multiple units may apply (i.e. individual units in a university or government entity such as the archives, special collections library, and museum can each apply).

Will there be other opportunities to participate? The next phase of this project will focus Collections Plans. Applications will be available Spring 2012. An organization can choose to apply to one or both of the training modules.

What is the Difference between a Mentee and a Mentor Organization?

Mentee organizations are improving an existing plan, or creating a new one. Mentor organizations are willing to assist others in developing an emergency plan.

Why Should my Organization Apply to be a Mentee?

Your organization is seeking to:

- Enhance an existing emergency plan or develop a new plan
- Develop a network of trusted colleagues to call on in an emergency and to serve as the nucleus for future mutual aid networks
- Learn new knowledge and in turn, mentor other organizations in the future

For a **mentee application** [click here](#) or go to

<http://www.flamuseumsfdn.org/machform/view.php?id=14>

Why Should my Organization Apply to be a Mentor?

Your organization is seeking to:

- Share its knowledge and expertise in emergency planning with others in the region
- Be acknowledged as a leader
- Gain new insights by mentoring others
- Develop a network of trusted colleagues to call on in an emergency and to serve as the nucleus for future mutual aid networks
- Receive an \$800 honorarium to defray staff expenses for participation and mileage, paid to the mentor organization

For a **mentor application**, [click here](#) or go to

<http://www.flamuseumsfdn.org/machform/view.php?id=13>

Creation of Regional Networks

Participants will be assigned to one of four regional groups. Each regional group will include organizations with different levels of expertise, from those who do not have an emergency plan, to those who have one they would like to improve, to mentors who are committed to assisting other organizations enhance their practices.

Participants will work in a structured environment involving three workshops with formal presentations via webinars and discussions around specific issues of participating organizations. The aspiration is to create a trusted network to call on as needed, for collections care and advocacy in the region.

The four regions will allow collecting organizations from every part of Florida to participate: South, East-Central, West-Central, and North Florida.

Participant Commitment

- Attend three daylong training workshops scheduled for April 24, 2012, August 7, 2012 and October 24, 2012
- Participate as needed in a working group between workshops to develop specific plans for the mentee organizations in two to three scheduled one to two hour meetings or conference calls
- Participate as needed in an on-line community for problem-solving and refining draft plans
- Participate in “Graduation” event with area elected officials, in early 2013
- Many organizations have found that when they total the time of ALL those involved in assessment, development, review and approval of the plan, including staff, board members, and volunteers, a total of 200 hours for all those involved is not an unreasonable assessment. This estimate refers to time spent improving your organization’s practices.
 - For example, the participating staff member will be involved in three day-long workshops, and in working with colleagues within the museum in assessment, developing the plan and making sure it is understood and practiced by other staff. In addition the board will review the plan. The expectation is that it will be approved by the board or governing authority. All of these hours are included in our suggestion that it may take 200 hours to develop a plan (i.e. if 18 board members spend 3 hours reading and discussing the plan before approval at a board meeting, that’s a quarter of the allotted time (18 board members x 3 hours each = 54 hours). Participants will be asked to document their time, as well as that of their colleagues and board members, as part of Florida’s in-kind contribution to match the IMLS grant.

Review of Applicants

A Steering Committee will review applications. A representative from each partner organization (listed below) serves on the Steering Committee. The Steering Committee will ensure that each regional group includes representatives from archives, special collection libraries, museums, and historic house and archaeology collections. The Steering Committee will consider:

- Balance among the different disciplines
- Evidence that the organization will support the staff member in playing a future leadership role in advocating for collections care, in developing collaborative practices in the region in the future, or encouraging others to develop a similar process for additional organizations in the region

Partner Organizations Serving on the Steering Committee

- Florida Association of Museums Foundation
- Florida Art Museum Directors Association
- Florida Department of State
- Florida Library Association
- Florida Public Archaeology Network
- Florida Trust for Historic Preservation
- Society of Florida Archivists

How to Apply

The application form must be submitted on-line.

For a **mentee application** [click here](#) or go to

<http://www.flamuseumsfdn.org/machform/view.php?id=14>

For a **mentor application**, [click here](#) or go to

<http://www.flamuseumsfdn.org/machform/view.php?id=13>

DEADLINE:

Rolling application is open until all slots are filled, whichever comes first.

Note that the North Florida regional cohort, including Pensacola and Tallahassee, is almost full. Contact Myriam Springuel before submitting an application if you are from that region.

Questions?

Questions can be addressed to Myriam Springuel, Florida Association of Museums Program Manager at Myriam@SpringuelConsulting.com or to Malinda Horton, Florida Association of Museums Executive Director at fam@flamuseums.org.

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