



A Call to Action ...



Connecting to Collections Statewide Training Program DEVELOPING EMERGENCY PLANS

- Are you responsible for collections in a museum, library special collection, archive, archaeological research facility, or historic house?
- Do you need to develop an emergency management plan for your organization?
- Would you like to play a leadership role in your community to participate in a regional network to safeguard your unique collections and to help others develop their management plans?
- Would you like to participate in creating a network of collections professionals to call on in an emergency in your region?

Nonprofit and government organizations with responsibilities for special collections (museum, special, archeological, archival, historical house) in the State of Florida are invited to apply to participate in training and development of emergency management plans. Applications, due by 5 pm on Monday October 24, 2011, will be reviewed by a committee of partner organizations.

We are seeking applications from both organizations seeking to develop emergency management plans for these types of collections, and from organizations who can provide mentoring and leadership to others in the development of the plan.

Representatives of mentor organizations will enhance their leadership skills and guide mentees in developing a plan appropriate for their collections.

Mentors and mentees will participate in collaborative workshops between January and August 2012. In November 2012, all participants and their organizations will be recognized in a regional reception with public officials.

The expectation is that the process will:

- Strengthen current leadership skills of both mentors and mentees
- 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

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Who is Eligible to Participate?

The program is open to full time employees of non-profit (501(c)3) organizations or of a unit of state or local government, located in the state of Florida and with responsibilities for collections, such as museums, library special collections, archives, archaeological research facilities, historic house museums, and historic sites with collections.

While an individual staff member will participate on behalf of an organization, the organization must commit to supporting that staff member's time. In the event more than one staff member wishes to participate, the Executive Director of the applying organization is responsible for selecting which staff member will do so. Within a multipurpose public or private nonprofit organization such as a university, historical society, foundation, 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).

Mentee organization applicants (those developing the emergency management plans) must have been employed by their organization for a minimum of two years.

Will there be other opportunities to participate? The next phase of this project will focus on training and development of Collections Plans. Applications will be available Spring 2012. An organization can choose to apply to one or both of the training modules. At this time, we are focused on working with employees rather than volunteers. The aspiration is to develop regional networks whose members can continue the training, to include volunteers, in future years.

Why Should I and my Organization Apply to be a Mentee?

By participating in the program, you and your organization will:

- Develop and be trained in implementing an emergency 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 to help you become a leader, and in turn, mentor other individuals and organizations in the future.

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Why Should I and my Organization Apply to be a Mentor?

By participating in the program, you and your organization will:

- 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

Creation of Regional Networks

Each organization accepted into the program will become a member of one of four regional cohorts. Each regional group will include a mix of mentor and mentee organizations.

The first task of the cohort is the development of emergency management plans for the mentee organizations. The aspiration for the collaborative work is to create a trusted network that members may call on to assist with collections needs. In addition to training in the creation and implementation of emergency plans, mentors and mentees will receive training in leadership and advocacy.

The four regions will allow collecting organizations from every part of Florida to participate: Southeast, Central, Southwest, and North Florida.

Participant Commitment

- Commit to eleven months from start of program to submission of emergency management plan to governing authority (for mentees)
- Attend three daylong training workshops scheduled for January 24, 2012, April 24, 2012 and August 7, 2012 (for mentees and mentors)
- Participate in a working group between workshops to develop specific plans for the mentee organizations in three scheduled one to two hour meetings or conference calls (for mentees and mentors)
- Participate in an on-line community for problem-solving and refining draft plans (for mentees and mentors)
- Participate in “Graduation” event with area elected officials, in early November 2012 (for mentees and mentors)
- **Mentee and their organization** will commit to the following, via a letter signed by the board chair in the case of a nonprofit, or the organization head in the case of a governmental entity

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- Allocating the resources and time (a minimum of 200 hours) needed to develop the plan and train staff to implement the plan. The minimum time requirement is 200 hours for all staff and board members involved, including the time of the staff member participating in the training and developing the plan, participation of other staff and board members, training of other staff and board members, and review of the plan at board meetings. You will be asked to document the time as an in-kind contribution to the project.
- As possible and appropriate, consider allocating funds to implement the emergency management plan through an incremental line item in the next five years' budgets. The amount to include in each budget should be appropriate to the organization's resources and to priorities outlined in the plan.
- Contributing \$500 to an "earnest fund" if your staff member is accepted to participate in the program. Once the plan is accepted by the governing authority, the \$500 will be returned with the stipulation that it be used for collection's care activities as outlined in your emergency management plan (i.e. this \$500 can be included in your first year budget to implement the plan). If an "earnest fund" allocation or commitment of the returned contribution is a problem for your organization, please let us know and we will work out an alternate arrangement.
- Confirmation that the staff member who will participate in the program has been employed by the organization for the equivalent of two years in a full time position (i.e. 4 years at 50% time equals two years full time)

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 cohort group includes representatives from archives, special collection libraries, museums, and historic house and archaeology collections.

To create the cohort group, the Steering Committee will look at:

- Balance among the different disciplines
- Commitment of mentee and their organization to implement the Emergency Management Plan and practice the Plan with staff
- Range of mentor abilities, skills, and knowledge to assist mentees in writing their plans
- Evidence that the individuals likely will play a 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

The Steering Committee will assign two mentees to each mentor.

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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 and is available at [CtoCapplication](#).
DEADLINE: 5 pm on Monday October 24, 2011

Questions?

Questions can be addressed to Myriam Springuel, Florida Association of Museums Program Manager at Myriam@SpringuelConsulting.com

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