

**FEDERATION OF TEXAS A&M MOTHERS' CLUBS  
CHECKLIST FOR ARCHIVES  
Clubs' History for Each Year  
"Things You Will Want to Remember"**

1. Club President
2. Club Officers with pictures, list of names of Officers and the Office held
3. Minutes of all meetings (Board and General)
4. Treasurers' reports and final audit
5. Yearbook or list of members (pictures included if possible) with a list of students from that year
6. Newsletter
7. List of programs held that year including speakers, special guests, etc.
8. Invitation to the current year Howdy Party, special meetings of any kind as well as any special events such as the hosting of the Singing Cadets
9. Fund Raisers, always including costs, expenses, and net profit.
10. List of donations
11. Scholarships presented that year including the amount and the names of the recipients
12. Copies of newspaper articles, DO NOT send originals
13. If you held a District Meeting, please include the invitation, program, all who attended, pictures taken, reports and any other items to commemorate this meeting.
14. It is suggested that you use a film/print marker pen on your scrapbook and archives material and if possible acid free paper. (Light impressions number 2631 is a good one to use)
15. Scrapbooks will not be stored in the archives, but preferably somewhere in the local area of the club. The reason for this is that the scrapbook pictures in the album will only survive in good condition for approximately 10 years.
16. Aggie Moms' Cookbooks – The collection was stolen from the Cushing Library during a break-in. If your club has completed a cookbook in the past, no matter how long ago, please provide a copy for the Archives. If you are currently compiling one or have plans to print a cookbook in the future, please plan to retain one copy to place in the Archives.

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