Administration Project

Each group will develop a set of documents for the Houston County Visitors Center/Museum, Inc. at 303 S. First Street in Crockett, Texas. This packet will include six statements, an accessioning policy, an interpretive plan outline, and a grant proposal. Each group will begin with the provided materials, and with subsequent research, produce a packet of suggested materials for the HCVCM board of directors. The group's final report will be typewritten and submitted on disk and in paper as individual documents with footnotes and bibliographies as needed. Chicago Manual of Style or Turabian formatting, double spaced, 1" margins, and page numbers required. Each member will also submit a one-page review about his/her successes or difficulties with the project. This individual report will be submitted independently. A detailed instruction sheet will be provided on October 12th. The project is due November 16th.

Group A	Group B	Group C
Nolan Boles	Jennifer Brancato	John Garbutt
Paul Maleski	Curtis Odom	William Foley
Tiffany Eurich	Janice Watkins	Laura Williams
Joshua Johnson		

"Understanding Nonprofit Organizations" (Chapter 1) in Managing a Nonprofit Organization in the Twenty-First Century by Thomas Wolf; photocopy on reserve

Museum Statements Packet – pp. 39-47, 115-117 in Lord & Lord; pp. 21-25, 338 in Genoways & Ireland; Units 3, 4, 68-70 in Ambrose & Paine; 79-89 in Kotler and Kotler; photocopy provided

Collections Management Packet – Units 34-37 in Ambrose & Paine; pp. 175-183 in Genoways & Ireland; photocopy on reserve

William S. Osborn, "Curtains for Jim Crow: Law, Race, and the Texas Railroads," *Southwestern Historical Quarterly*, 105 (Jan., 2002), 392-427; journal on reserve

NPS *Museum Handbook*, selected pages of Part II and Part III; photocopy provided (full handbook available online)

Fred Schroeder, "Designing Your Exhibits: Seven Ways to Look at an Artifact," *Technical Leaflet 92* (Nashville, TN: AASLH, 1976); pdf on WebCT

Interior photographs of the HCVCM – available on WebCT; architectural drawings by Gerald B. Bratz, Oct. 21, 2003

Depot Location (N → S)	Proposed Exhibit
North-White Waiting Room (entrance/exhibits)	Undecided
Ticket Office/Station Office (exhibits)	Undecided
White & Black Restrooms (exhibits)	Undecided
South-Black Waiting Room	Houston Co. Coal Company
Pass Thru Baggage Room with lift	Undecided
Freight Office (with upper shelf)	Houston Co. Veterans
Warehouse	Fire engine and other oversized objects

Photographs of the spaces are posted on WebCT.

Background

The Houston County Visitors Center/Museum, Inc. (HCVCM) is an independent not-for-profit historical organization of Crockett, Texas. The HCVCM began in the 1970s as a community-based organization to collect and present the history of Houston County for its residents and visitors. In the past thirty years the HCVCM has accumulated a variety of items with varying relevancy to Houston County's history. In 2003-2004 a joint project between the Texas Department of Transportation (TxDOT) and the City of Crockett utilizing TEA-21 funds resulted in the rehabilitation of the International and Great Northern Railroad depot in Crockett. Under the terms of the agreement, the HCVCM may use the renovated depot for exhibit and administration space. The only caveat is that each exhibit must include a transportation component. In order to fulfill its mission, the HCVCM needs up-to-date organizational statements, an accessioning policy, proposed exhibit plans, and prepared grant applications.

The officers and board of directors are as follows:
President – Alton E. Moore
Vice President – Darden Welsh
Treasurer – Polly Morris
Secretary – Frances Welsh

Statements

Using the provided policies packet as a starting point, develop each of the following statements. You may also find it useful to review published statements of other organizations available online.

- Mission
- Mandate Claim
- Statement of Purpose
- Vision Statement
- Exhibition Concept
- Collection Mandate

Accessioning Plan

Using the NPS *Museum Handbook* as an initial guide, write a basic guide to accessioning including appropriate forms customized for the HCVCM. The HCVCM has few deeds of gift, no formal accession records, and no de-accessioning policy. These are the three key areas to be addressed. Each group may provide additional policies or forms as it sees fit. Please note that the specifics relating to the Park Service's ANCS+ program are not relevant, but those types of information would still be necessary for any commercially available museum software. You may also find the American Association of Museums' Museum Assessment Program's Collections Management Assessment Program (CMAP) self-study workbook to be a good resource (http://www.aam-us.org/museumresources/map/cmap.cfm).

Interpretive Plan

Each group will choose an exhibit space within the HCVCM. Although the board has decided upon a general topic for each space, it does not have an interpretive plan for the exhibit. Although each group does not know what materials in the HCVCM's collections would be available, the group should prepare a historical background report and a list of suggested items (with their interpretive value) to accompany the proposed exhibit. Be sure to provide a bibliography for future research and remember to highlight the ways that transportation would be incorporated into this topic of Houston County history. The plan may also include suggested gift shop items to complement the proposed exhibit.

Grant Proposal

Each group will choose a grant application from the provided list and prepare a completed grant application. The group will be responsible for collecting any necessary data for the application. The museum's top priorities are UV filters for the windows, curatorial training, curatorial software, curatorial supplies, and exhibit development (research and supplies). In addition, any grant application should require less than $200 matching cash, matching as cost-share, time, etc., is acceptable. The museum could also host temporary or traveling exhibits, speakers, or programs while it undergoes basic curation and exhibit development. This would be a good way to develop local interest and support prior to reopening. You may choose another grant, subject to professor's approval.

Humanities Texas
> Mini-Grants or Community Project Grants at http://www.humanitiestexas.org/grants.htm

Texas Historical Commission
> History Museum Grants at http://www.thc.state.tx.us/grantsincent/gramus.html
> Texas Preservation Trust Fund Grants http://www.thc.state.tx.us/grantsincent/gratptf.html
>> (Education, option #4)

The Summerlee Foundation
> Texas History Grants at http://www.summerlee.org/grant.apps.html

National Endowment for the Humanities
> Preservation Assistance Grants for Smaller Institutions at
>> http://www.neh.gov/grants/guidelines/pag.html

Additional Resources

American Association for State and Local History - http://www.aaslh.org/
American Association of Museums - http://www.aam-us.org/
Texas Association of Museums - http://www.io.com/~tam/
National Park Service (Collections) - http://www.cr.nps.gov/collections.htm
National Park Service (Museum Management Program) - http://www.cr.nps.gov/museum/