

# AUSTRALIAN WOMEN'S ARCHIVES PROJECT

## Organisation/Group

### PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMMENCING

- 1) Before proceeding, please check the register to see whether an entry already exists for the 'entity' (in this case, organisation, association, institution, corporation, etc.). If an entry already exists, and you are providing additional information, please indicate that this is not a new entry, but one that provides revised information about an existing entry.
- 2) It is better to leave a field blank than to provide information that you cannot confirm. If information about date and place of existence or demise is not known, please indicate with a ?, so that data entry personnel understand that information is missing, not because a mistake has been made but because it cannot be confirmed.
- 3) Please use Australian spelling, as per the Macquarie Dictionary.

<b>Name</b>	Please enter the name of the organisation here: For example: <b>The United Associations of Women</b>					
<b>Date from</b>	Please enter the date of formation as fully as possible: <b>December 18<sup>th</sup> 1945;</b> or <b>December 1945;</b> or <b>1945</b>					
<b>Place of existence</b>	<b>Name the town/city.</b>	<b>Place</b>	<b>Name the State: NB – no abbreviations</b>	<b>State</b>	<b>Name the country</b>	<b>Country</b>
<b>Date to</b>	Please enter the date the organisation ceased to exist as fully as possible: <b>December 18<sup>th</sup> 1945;</b> or <b>December 1945;</b> or <b>1945</b>					
<b>Place of demise</b>	<b>Name the town/city.</b>	<b>Place</b>	<b>Name the State: NB – no abbreviations</b>	<b>State</b>	<b>Name the country</b>	<b>Country</b>
<b>Function (i.e. Social action organisation)</b>	Provide a short 'functional description'. You may provide more than one. For instance, The United Associations of Women was a <b>Feminist Organisation</b>					
<b>Summary note</b>	Provide a short note in which you summarise the most important information about the organisation. Please write in prose, not point form. The summary note should be no longer than <b>150 words</b> . Make sure that					

	<p>you do not use abbreviations or acronyms without spelling them out in full the first time you use them. For example, <b>New South Wales (NSW), Australian Women’s Archives Project (AWAP)</b>. Remember that the register has an international audience, and that you should not assume that NSW is understood to mean New South Wales.</p> <p>A good summary note for <b>The United Associations of Women</b> is given as an example:</p> <p><b>The United Associations of Women (U.A.) was one of the most radical feminist groups of the mid twentieth century. It was formed in Sydney, New South Wales, in 1929 by women who perceived a need for a more politically forceful alternative to the range of Australian women’s organisations already in existence. Concerned that groups like the National Council of Women and the Feminist Club had become, by the late 1920s, social clubs rather than political lobby groups, Jessie Street, who had been an office-bearer of both the aforementioned organisations, but had become increasingly frustrated by their conservatism, took action. A series of meetings late in 1929 involving Street and other like-minded women such as Linda Littlejohn, Ruby Rich and Adela Pankhurst Walsh culminated in the establishment of the United Associations on 18 December 1929. The UA was extremely active throughout the 1930s and 40s, and played a major role in organising the Australian Women’s Charter Conference in 1943.</b></p>
<b>Additional Information</b>	Further information about the organisation can be provided here. This may be written in prose or point form. If choosing point form, please use bullets to format the points.
<b>URL (home page)</b>	Many organisations that the register lists are still in existence. Please provide the URL for the web-page (if known) here. <b>Please provide the date for the last time you accessed the web-page as well.</b>
<b>Legal numbers</b>	If known, please provide these.
<b>Location (postal address)</b>	If known please provide these details.

<b>Alternative names</b>	<p>Many organisations undergo name changes through out their history. They might also have been known by other names, even if they weren't 'officially' known as such. For instance. <b>The United Associations of Women</b> were also known as <b>United Associations</b> and <b>United Associations of Women</b></p>	<b>Name</b>		<b>Type</b>
	<p>Similarly <b>Family Planning Association (NSW)</b> evolved out of the <b>Racial Hygiene Association</b>. You should provide details of this evolution as well as name changes.</p>	<b>Name</b>		<b>Type</b>
<b>References</b>	<p><b>1) Please provide details of the source(s) you used to write this entry. These could be either published (in hardcopy or online) or archival.</b></p> <p><b>2) Please provide information about other published and archival material of which you are aware that relates to this entity (organisation). Once again, these could be either published (in hardcopy or online) or archival.</b></p> <p><b>Please provide information about published resources in the following format:</b></p> <p><b>i) Hardcopy:</b>  Marilyn Lake, <i>Getting Equal: The History of Australian Feminism</i>, Sydney: Allen and Unwin, 1999; Kay Saunders and Geoffrey Bolton, 'Girdled for War: Women's Mobilisations in World War Two', in Kay Saunders and Raymond Evans, <i>Gender Relations in Australia: Domination and Negotiation</i>, Sydney: Harcourt Brace Jovanovich, 1992, pp. 376 – 397</p>			

**ii) Online**  
 When quoting an online source, give the full name of the website and the URL. Please provide the ***date you accessed the website for the information*** for the information of subsequent researchers. Given the speed with which information and URL's can change on the web, it is important that we keep a trail of the links that we post.

**iii) Archival:**  
 If you are entering information about material that is not already listed in the register, you will need to complete an **Archives and Records** proforma. You can check to see whether the material you referred to is listed in the register by browsing by repository at <http://www.womenaustralia.info/browse.htm>

<b>Related people/organisations</b>	<b>You can enter information here about people who were significant members of the organisation, or important events with which that organisation was involved <u>AND THAT ARE (OR WILL BE) LISTED IN THE REGISTER.</u> Using the Example of The United Associations of Women again:</b>	<b>Name</b>		<b>Relationship</b>
	Street, Jessie	<b>Name</b>	Member	<b>Relationship</b>
	National Council of Women of Australia	<b>Name</b>	Associated Organisation	<b>Relationship</b>
	Australian Women's Charter	<b>Name</b>	Associated Cultural Artefact	<b>Relationship</b>
	Australian Women Charter Conference	<b>Name</b>	Associated Event	<b>Relationship</b>

**Finally please proofread your copy carefully. Check any URLs and links to outside the register or to archival material *VERY CAREFULLY*.**

<b>Name</b>						
<b>Date from</b>						
<b>Place of existence</b>		<b>Place</b>		<b>State</b>		<b>Country</b>
<b>Date to</b>						
<b>Place of demise</b>		<b>Place</b>		<b>State</b>		<b>Country</b>
<b>Function (i.e. Social action organisation)</b>						
<b>Summary note</b>						
<b>Additional Information</b>						
<b>URL (home page)</b>						
<b>Legal numbers</b>						
<b>Location (postal address)</b>						
<b>Alternate names</b>		<b>Name</b>				<b>Type</b>
		<b>Name</b>				<b>Type</b>
<b>References</b>						
<b>Related people/organisations</b>		<b>Name</b>				<b>Relationship</b>
		<b>Name</b>				<b>Relationship</b>
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