

Invisible Histories

NEW
DONOR
PACKET

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Hello and Welcome to Invisible Histories,

My name is Josh Burford and I am one of the Co-Founders of Invisible Histories. I am so excited to connect with you and to work to preserve your history and archives. Invisible Histories is a LGBTQ history and archival project focused on collecting, preserving and making accessible the diverse LGBTQ history of the Deep South. This partnership ensures that your legacy will be remembered through generations.

Over the next several months, we will be working closely with you to gather materials, connect with individuals and other partners, and help develop a historical timeline of your collections. Invisible Histories is working with local universities and libraries to create a permanent collection that will be open and available to everyone. We will work with you to help locate and sort materials and decide what you are comfortable donating now, or materials that you might not be ready to part with but we can set up a planned giving for the future. Ultimately we will work at your pace and on your timeline, and our goal is to help preserve your memory and your legacy.

This packet has been designed to help streamline the process and to give you as much information as possible for how the process works. Please take time to read through everything and let us know if you have any questions at all. The Archiving from Home document will help you understand the process and what types of materials we are looking for; the Biography form is a private document whose goal is to give you a place to jot down all the small details but this document is not available to the public. Be as detailed or not as you see fit. The Gift Agreement form is our agreement for donation but please keep in mind that Invisible Histories is only the caretaker of your materials, you never lose ownership of your things.

We are so excited to be working with you and will always be here to answer any questions. Please reach out to me at any time at josh@invisiblehistory.org and we will make sure your impact on the community is preserved and available for research.

Sincerely,

A handwritten signature in black ink that reads "Josh Burford". The signature is written in a cursive, flowing style.

Josh Burford | Co-Executive Director

Pronouns: he/him

Email: josh@invisiblehistory.org

Invisible Histories locates, preserves, researches, and creates for local communities an accessible collection of the rich and diverse history of LGBTQ life in the US South. Currently, Invisible Histories collects in Alabama, Mississippi, Georgia, and the Florida panhandle. Invisible Histories acts as an intermediary between the LGBTQ community and various institutions like universities, museums, archives, and libraries in order to preserve Southern LGBTQ histories.

Invisible Histories focuses on four key elements related to advancing LGBTQ Southern History:

- Community Engagement
- Archiving, Preservation, Research & Scholarship
- Education
- Professional Development & Best Practices

Invisible Histories acts as an intermediary between institutions, organizations, and everyday folks. We strive to break barriers between organizations and their local communities to ensure that preservation and research exist in a co-productive and relationship centered way. In addition to direct collection and preservation, Invisible Histories is invested in providing scholars with direct access to materials as well as creating a network of people conducting LGBTQ Southern archiving, preservation, education and research to make scholarship more accessible. We focus on providing education around the Queer South to those within and outside the region through speaking, exhibiting, online materials, and publications. Finally, Invisible Histories seeks to help develop a new generation of scholars working in the Queer South as well as work alongside other professionals in the field to develop best practices for this work.

Want to support our work?

Invisible Histories is a 501(c)3 tax exempt nonprofit (Tax ID: 82-0777440). Our work is only possible through the generous support of our community. Please consider making a financial gift to help save Southern LGBTQ history.

To donate, you can scan the QR code with your phone's camera or give in the following ways:

Website: invisiblehistory.org **Venmo:** @IHPDonate

PayPal: paypal.me/InvisibleHistories

Checks: PO Box 101672, Birmingham, AL 35206



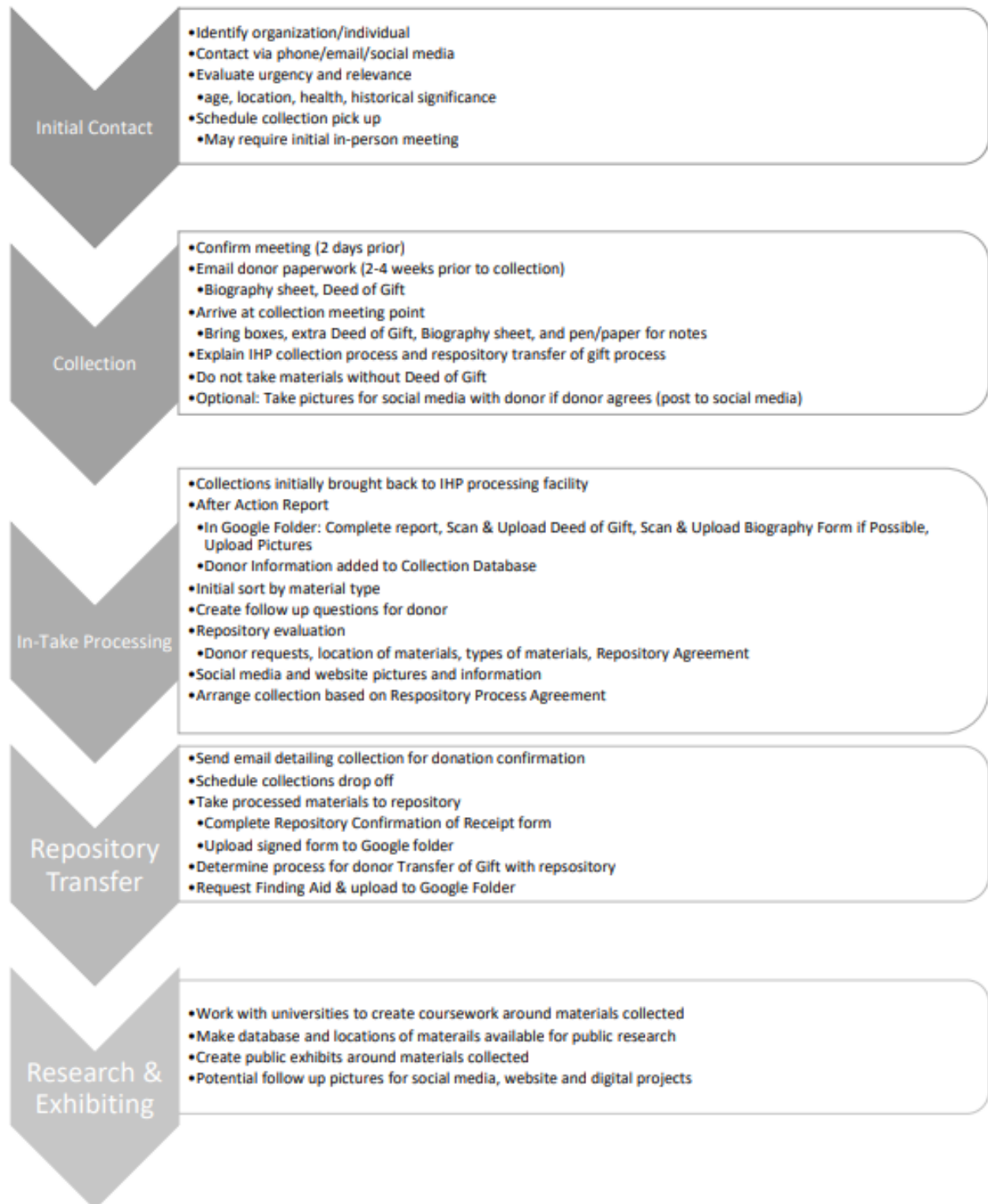
Follow Invisible Histories

On all socials for more
Deep South LGBTQ+ History



Invisible Histories

Collection Process



How Does Donating Work?

- Connect virtually or over phone
- Set up in-person meeting
- Send paperwork: Archiving from Home, Gift Agreement, & Biography Sheet
- Collection of materials
- Complete After Action Report & Database entry
- Collection pre-processing, evaluation, & inventory
- Connect with repository
- Scanning & social media posts

Why You Should Work with Invisible Histories?

- Legal agreements with repository partners to protect collections
- We work with you to find a home for your materials
- Your materials are protected for the life of the donation, if any attempt is made to limit access to them, Invisible Histories can intervene to address this problem
- Invisible Histories has a large network across the South of LGBTQ archives & partners
- Your materials will be processed and researched in a timely manner

How We Use Your Collections

- Create a searchable database on our website
- Digitize select materials for use by community & academic researchers
- Provide opportunities for students to work with LGBTQ archives
- Complete oral history interviews to add more depth to collections
- Create research projects, social media posts, & exhibits to educate others

Donor Checklist

- Completed Bio Form
- Signed Gift Agreement
- Locate physical & digital materials for donation
- Discussed repository options with Invisible Histories
- Created list of potential people for Invisible Histories to reach out to for additional archival collections

Biographical Data Sheet

The following form is voluntary, and there is no obligation to answer all the questions. However, by providing us with the following information Invisible Histories can ensure that interviewees appear accurately in their catalog, honoring their service and participation. Only limited biographical data from this sheet will be shared online.

PLEASE PRINT OR TYPE CLEARLY

PERSONAL INFORMATION

First Name		Middle Name	
Last Name		Other Names	
Preferred Name in Full			
Current Address			
City	State	Zip Code	
Other Places Lived			
Telephone		Email	
Birth Date (mm/dd/yyyy)		Place of Birth (City, ST)	
Race/Ethnicity	Gender Identity		Sexual Orientation
Ability Status	Pronouns		

PLEASE PRINT OR TYPE CLEARLY

OTHER INFORMATION:

Chosen Family

Close Friends, Best Friends, Etc.:

Mentors & Family (please mark relationship):

Relationship History

Spouse(s) and Partner(s) Full Names

Children (including names, birthdates, places of birth, etc.)

PLEASE PRINT OR TYPE CLEARLY

OTHER INFORMATION:

Education

Name of Institutions, Locations, Degree Program, Dates of Completion:

Employment

Name of Employer, Locations, Job Title, Period Worked:

Affiliations:

Organization, Institution, or Community Groups (professional or personal):

PLEASE PRINT OR TYPE CLEARLY

OTHER INFORMATION:

Affiliations:

Organization, Institution, or Community Groups (professional or personal):

Religious Affiliations or Spiritual Practices:

Special Awards Recieved, Positions Held:

Additional Biographical Information:

Note that other information and documents can be attached to this form.

ATTACH ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE HERE

Invisible Histories

GIFT AGREEMENT

This GIFT AGREEMENT (this “*Agreement*”) is entered into and effective as of _____, 20____, by and between Invisible Histories, an Alabama non-profit corporation (“*Invisible Histories*” also known as “*Invisible Histories Project*”), and the undersigned (“*Donor*”).

RECITALS

- A. Invisible Histories is a repository for the preservation of the history of LGBTQ life in the Southeastern United States.
- B. Donor is the owner of the tangible property and/or digital files set forth on Exhibit A hereto (the “Collection”).
- C. The Collection will support Invisible Histories’ mission to preserve, collect and protect the living history of the diversity of the LGBTQ community in the Southeastern United States.
- D. The parties are entering into this Agreement in order for Donor to transfer and deliver to Invisible Histories, and Invisible Histories to receive from Donor, the Collection, upon the terms and subject to the conditions and limitations set forth in this Agreement.

AGREEMENT

For and in consideration of the recitals set forth below and the mutual covenants, rights, and obligations contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Donor hereby transfers, assigns, conveys, grants and delivers to Invisible Histories , effective as of the date first set forth above, all of Donor’s right, title and interest in, to and under the Collection, free and clear of any pledge, lien, charge, security interest, claim or other encumbrance.
2. Donor covenants and agrees to defend the transfer of the Collection and to take all steps reasonably necessary to establish the record of Invisible Histories’ title to the Collection. If required, each of the parties agrees to execute and deliver such further instruments of transfer, assignment and assumption and to take such other action as such other party may reasonably request to transfer and assign to Invisible Histories the Collection. Donor appoints Invisible Histories as its true and lawful attorney-in-fact for the sole purpose of executing any and all such documents that Donor fails or refuses to execute with respect to transfer or assignment of the Collection to Invisible Histories.
3. The Collection shall be used to support the general charitable and programmatic activities of Invisible Histories. Invisible Histories’ board of directors, in their sole and absolute discretion, will direct the use of the Collection in the best interests of Invisible Histories and in a manner as closely aligned with the mission of Invisible Histories as reasonably possible.

4. To the extent applicable to the Collection or provided by Donor in connection with the Collection, Donor hereby grants Invisible Histories the irrevocable, worldwide, sublicenseable, and perpetual license to publish, display, modify, edit, create derivative works, publicly perform, exhibit, and otherwise use and permit others to use Donor's photograph, image, video, voice, signature, name likeness, conversation, sounds, biographical details, and/or material, whether written, oral or otherwise that Donor provides to Invisible Histories (collectively, the "Content"). Donor hereby waives all legal and equitable rights against Invisible Histories relating to any claims, liabilities, demands, actions, damages and expenses now and hereafter existing which Donor and/or others claiming by or through Donor may have a right to assert, from any use, non-use or editing of the Collection or Content, including any claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy, violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world.

5. Donor represents and warrants that Donor is the sole legal owner of all right, title, and interest in and to the Collection and Content, including all related intellectual property rights. Donor also represents and warrants that Invisible Histories' exercise of its rights under this Agreement does not and will not infringe or violate the rights of any other party, including any intellectual property rights, or conflict with, or violate any contract or agreement with or commitment made to, any person or entity, and that no consent or authorization from, or any payment to, any third party is required.

6. Following the consummation of the transfer contemplated hereby, Invisible Histories, in its sole and absolute discretion, reserves the right to transfer, discard or dispose of all or any portion of the Collection, without prior notice or consent of Donor.

7. This Agreement shall be binding upon the parties and their respective affiliates, officers, directors, trustees, employees, agents, representatives, successors and assigns.

8. This Agreement represents the entire agreement between the parties and all oral discussions and prior agreements are merged herein.

9. Should any provision of this Agreement be invalid or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

10. This Agreement shall be deemed to have been entered into, and its terms and conditions shall be governed by the laws of the State of Alabama.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first set forth above.

DONOR:

By:

Name:

INVISIBLE HISTORIES:

By:

Name:

Title:

EXHIBIT A

DONOR INFORMATION:		
First Name		Middle Name
Last Name		Other Names
Preferred Name in Full		
Current Address		
City	State	Zip Code
Other Places Lived		
Telephone		Email
Birth Date (mm/dd/yyyy)		Place of Birth (City, ST)
Race/Ethnicity	Gender Identity	Sexual Orientation
Ability Status	Pronouns	
ADDITIONAL COLLECTION DESCRIPTION:		
Do any of the following terms describe this collection (check all that apply)		
<input type="checkbox"/> Disabled <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Coastal <input type="checkbox"/> Lower Socioeconomic Status/Working Class		
<input type="checkbox"/> Immigrants or Undocumented People <input type="checkbox"/> HIV/AIDS or Healthcare		
Please list additional words to describe your collection: (e.g., softball, music festival, politics, drag)		

ADDITIONAL COLLECTION DESCRIPTION:

Does this collection primarily describe an individual or organization? (check all that apply)

- Individual Organization

If you selected "organization," please write the full name of the organization below:

Organization Location:

If you selected "organization," please fill out the following:

1. Race/Ethnicity of Members (check all that apply)

- Black/African American White American Indian or Native/Indigenous Pacific Islander
- Asian Middle Eastern Latinx/Latine Other: _____

2. Gender Identity of Members (check all that apply)

- Cis Male/Man Trans Male/Man Cis Female/Woman Trans Female/Woman
- Nonbinary Intersex Other: _____

3. Sexuality of Members (check all that apply)

- Lesbian Gay Bisexual
- Pansexual Asexual Queer Other: _____

Invisible Histories

Planned Archival/Materials Gift Commitment Form

Completion of this form is a notification of intent only and not intended to be legally binding. Please discuss your planned giving intentions with your financial planning and legal advisors as well as those responsible for your estate. Invisible Histories (also known as Invisible Histories Project) is a tax-exempt 501(c)3 nonprofit IRS Code 82-0777440.

Below are samples of language you and your estate team may use in your will or other legal documents in order to ensure your gift is fulfilled.

“I hereby gift to INVISIBLE HISTORIES (also known as INVISIBLE HISTORIES PROJECT) a not-for-profit organization (Tax ID: 82-0777440) with a mailing address of PO Box 101672, Birmingham, AL 35206; email of contact@invisiblehistory.org; and website of www.invisiblehistory.org, the materials listed below for archival, research, and educational purposes.”

When preparing materials for donation, please mark all folders, boxes, photo albums, textiles, and other materials with INVISIBLE HISTORIES. If you need assistance with this, please contact us at contact@invisiblehistory.org.

Make sure you complete the supplemental **Deed of Gift** form included in this packet. This form can be mailed to Invisible Histories in advance or stored with your estate planner, executor, or in the materials for future donation. This form must be completed by you or your estate manager before we can accept materials.

Archival Donation Checklist:

- Contacted Invisible Histories about my intent to donate
- Completed Archival/Materials Gift Commitment Form
- Completed New Donor Packet including Deed of Gift Form
- Made my estate planner, executor, and next of kin aware of my wishes
- Included copy of all forms here with my will and estate planner
- Clearly marked items intended for Invisible Histories donation

Please return this form & any attachments to:

Invisible Histories
PO Box 101672
Birmingham, AL 35210
or email contact@invisiblehistory.org

Invisible Histories

Planned Archival Gift Commitment Form

As evidence of my/our desire to provide materials to the organization Invisible Histories (aka Invisible Histories Project), I/we hereby verify that I/we have made a provision for an archival gift in my/our estate plans.

Name(s): _____

Telephone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Please briefly describe the items to be donated:

Please complete the form below for the parties donating:

Printed Name

Signature

Date

Printed Name

Signature

Date

Invisible Histories

Planned Financial Gift Commitment Form

As evidence of my/our desire to provide a legacy of support to the nonprofit organization Invisible Histories (also known as Invisible Histories Project), I/we hereby verify that I/we have made a provision for a financial gift in my/our estate plans.

Name(s): _____

Telephone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

All information below is considered confidential and is only used to track current and potential planned gifts and archival donations to the Invisible Histories.

I/WE have provided for the future of Invisible Histories in the following manner (check all that apply):

- Will
- Living Trust
- Retirement Plan Assents
- Charitable Remainder Trust
- Life Insurance Policy
- Archival Collections
- Other _____

Estimated current dollar amount of gift is _____.

If giving a monetary donation, do you wish to be recognized by the Invisible Histories Project?

I wish to be recognized as follows: _____

I wish to remain anonymous.

Printed Name

Signature

Date

Printed Name

Signature

Date

Completion of this form is a notification of intent only and not intended to be legally binding. Please discuss your planned giving intentions with your financial planning and legal advisors as well as those responsible for your estate (next of kin, estate manager, executor). Invisible Histories (also known as Invisible Histories Project) is a tax-exempt 501(c)3 nonprofit IRS Code 82-0777440.

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"I hereby give to the INVISIBLE HISTORIES (also known as Invisible Histories Project) a not-for-profit organization (Tax ID: 82-0777440) with a mailing address of PO Box 101672, Birmingham, AL 35206; email of contact@invisiblehistory.org; and website of www.invisiblehistory.org, the sum of \$_____; or _____% of the residue of my estate to be used for general support."

Please return this form & any attachments to:

Invisible Histories Project
PO Box 101672
Birmingham, AL 35210
or email contact@invisiblehistory.org

Pulling Memories Out of the Closet

A How-To Guide to Archiving at Home

This step-by-step guide will explain how we work, what we are looking for, and how you can help find and sort your important contributions. No matter if you are an established group or an individual person, everyone has important materials Invisible Histories would like to preserve and make accessible to the community. If you have any questions, please reach out to Invisible Histories at contact@invisiblehistory.org.

How It Works

It Starts with the Donor *“So, you think you might be LGBTQ?”*

YOU are the Donor! This means you are an important part of our shared history and have a story to tell. This story consists of your memory but also the materials that you have created, bought, or collected that reflect your life as an LGBTQ person. Invisible Histories works with you to capture this story (your family, your coming out, your activities) and gather and organize the materials you have preserved.

Pulling Memories Out of the Closet

A How-To Guide to Archiving at Home

Starting the process of building a collection can seem difficult, so look at this list to get started. This list is not exhaustive, just a way to get things moving.

- **Photos:** physical pictures, electronic photos, negatives, various older formats can be digitized, photo albums
- **Files:** paper items related to your individual life or organizations, electronic files in various formats, estate papers, papers with personal information can be redacted or disposed of if necessary
- **Correspondence:** letters, cards, emails
- **Family memorabilia:** pictures of entire family (chosen & biological), items from trips, marriages, deaths

- **Mementos:** t-shirts, matchbooks, buttons, give-away items, bar membership cards, any items you have collected from LGBTQ events
- **Books/Magazines/Newspapers/Newsletters:** we are looking for local examples of each of these, regional examples from the South, and/or local authors (National papers or mass-produced books about LGBTQ life may be considered.)
- **Posters/Flyers/Handbills:** examples of events, festivals, fundraisers, and other LGBTQ activities
- **Group Records:** meeting minutes, documents related to founding of group, photos of events and members, board membership lists, financial records, filings, t-shirts, giveaways, emails (If there are confidential documents, they can be kept out of circulation if necessary.)
- **Textiles:** banners, t-shirts, drag dresses, Mardi Gras costumes, various types of clothing from events or marches, quilts, handmade items
- **Scrapbooks:** various types from public events or personal life events
- **Recordings:** tapes, audio, visual, CDs, DVDs, reel-to-reel tapes, LPs/vinyl, digital files, oral histories
- **Other Items:** Invisible Histories is open to various types of documents/items including art of various sizes, research materials, and other things. Check with Invisible Histories and we are happy to help make decisions. The golden rule? When in doubt, include it!

The Sort *“What’s with all this LGBTQ stuff?”*

- After an initial meeting, Invisible Histories will help you start the process of gathering your materials together in one spot. The sort goes at your own pace and can take as long as you like.
- Sorting means a few things:
 - We bring you boxes to put your materials in,
 - We decide together what you would rather keep and what you can part with for preservation,
 - We work to digitize images or documents that you would like to keep,
 - You sign paperwork to officially donate the materials and we ask you to fill out a short biography sheet to go along with your collection (this biography sheet is confidential and not available to the public),
 - And, finally, we work with you to locate a repository to house your materials.

The Donation *“Now what happens with all my LGBTQ stuff?”*

Once the boxes are loaded and you are happy with everything, here is what happens:

- We will take your collection to one of our repository partners, most likely in your home state. These repositories have been vetted by Invisible Histories and are excited to be housing your materials for future generations to access.
- The repositories sign agreements with Invisible Histories to make sure that your materials are kept safe, available to the public, and will be cared for.
- Invisible Histories will to explain your repository options and connect you with the best location for your materials.
- The repository receives your materials and begins the process of organizing them, creating an inventory, and getting them in permanent boxes for storage.

Start Archiving at Home

Step 1: Self Survey

- Make a list of groups you belonged to, activities you participated in, people you know, and a timeline of your LGBTQ life.
- Use the Invisible Histories biography sheet, old address books, online or print calendars, journals, or any other records: Start your list making!
- There are many options for format including Microsoft Office, Google Docs, or if you need Invisible Histories to create a space online for you, we can do that too.

Step 2: Object Survey

- What have you kept? Are there papers, objects like buttons or shirts, old newspapers or other things you have held on to?
- Look for electronic files as well. Emails, writings, files in various formats can all be archived.
- If you have old floppy discs, VHS, 8mm film, beta, any of these formats can be digitized and saved. Old film negatives that are in good shape can also be digitized.
- Where should you look? attics, basements, file cabinets, drawers where you store pictures, boxes you have put in storage, old computer files, old email accounts, Myspace and other social media platforms have archives of you as well!

Step 3: Sorting Your Stuff

- Gather things together in broad categories such as:
 - By year
 - By organization
 - By activity/event
 - By time in your life (e.g., pre/post out of the closet)
 - By type of materials (e.g., all papers, all pictures)
- Invisible Histories and the archive repository will be in charge of more detailed sorting and organization, but by putting things together yourself it helps make the description of items much easier.
- Pulling together electronic files into one space:
 - Saving old emails into a desktop folder/Google drive
 - Perhaps printing items that you think are very useful to preserve
 - Looking through external hard drives
 - Working with organization secretaries/historians to gather documents
 - Looking through work computers

Step 4: Pictures and Scrapbooks

- Pictures of you at various times in your life are great to preserve. Invisible Histories would love to have pictures related to all aspects of your life. Include family photos (chosen & biological), group pictures, and your favorite memories of LGBTQ activities at Prides or in bars.
- Locate scrapbooks, but do not take them apart. Staff will go through these with you to preserve them, but its best to leave them as you created them.
- Invisible Histories has additional information for how to best preserve pictures and scrapbooks we are happy to send.

Step 5: The Donation

- Items and materials do not need to be completely organized. We love things in the order that you kept them in, and Invisible Histories will take care of “cleaning” things up.
- Invisible Histories will schedule a time to pick up your items. After staff have looked through your items, they will work with you to take pictures of materials or scan documents for use in social media and other outreach.
- Finally, we will ask you to make lists of people you know, people who have influenced you, or people who you think are important parts of the community and your life so that Invisible Histories can reach out to them.

Last but Not Least

Researchers & the Community *“Who would want to see all this old stuff?”*

Many LGBTQ people feel like they have nothing to give or no specific story to tell. Trust us when we say that you are not the first to think this. Each one of our stories is a piece of a larger history and your group or individual collections help us paint a more complete picture. Once your collection is processed and ready, Invisible Histories goes about getting it into the hands of students in classes around our states, on the radar of university and community-based historians, and into the conversations of other LGBTQ people and groups in our region.

Thank you for your help locating and preserving materials. Please feel free to reach out to Invisible Histories at contact@invisiblehistory.org if you have questions or when you are ready to get started. You are the most important part of the project and we are here to make sure your story and legacy are a part of our history for a very long time.

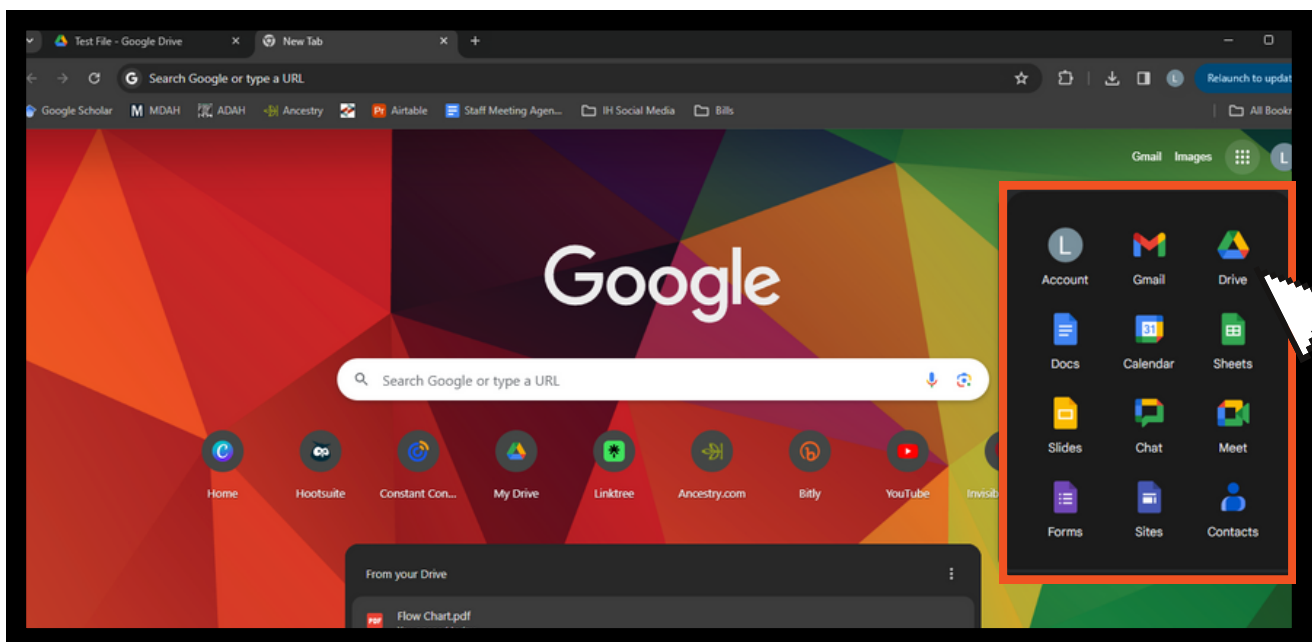
Please send all materials to:
Invisible Histories Project
PO Box 101672
Birmingham, AL 35210
or email contact@invisiblehistory.org

Google Drive Tutorial

How to Upload Files to the Invisible Histories Google Drive

Step One: Open Google Drive. Open your web browser and navigate to Google. If you are using the Google Chrome web browser, this will be your landing page. If you are using another web browser (such as Internet Explorer, Safari, or Firefox), you will have to navigate to the Google search page.

Once you are there, click on the dotted icon at the top right of the page next to your profile picture, and select the Google Drive icon. This will Open Google Drive. You will need to use an email account to log into Google in order to be able to use google drive. Please use the same email that you shared with Invisible Histories.



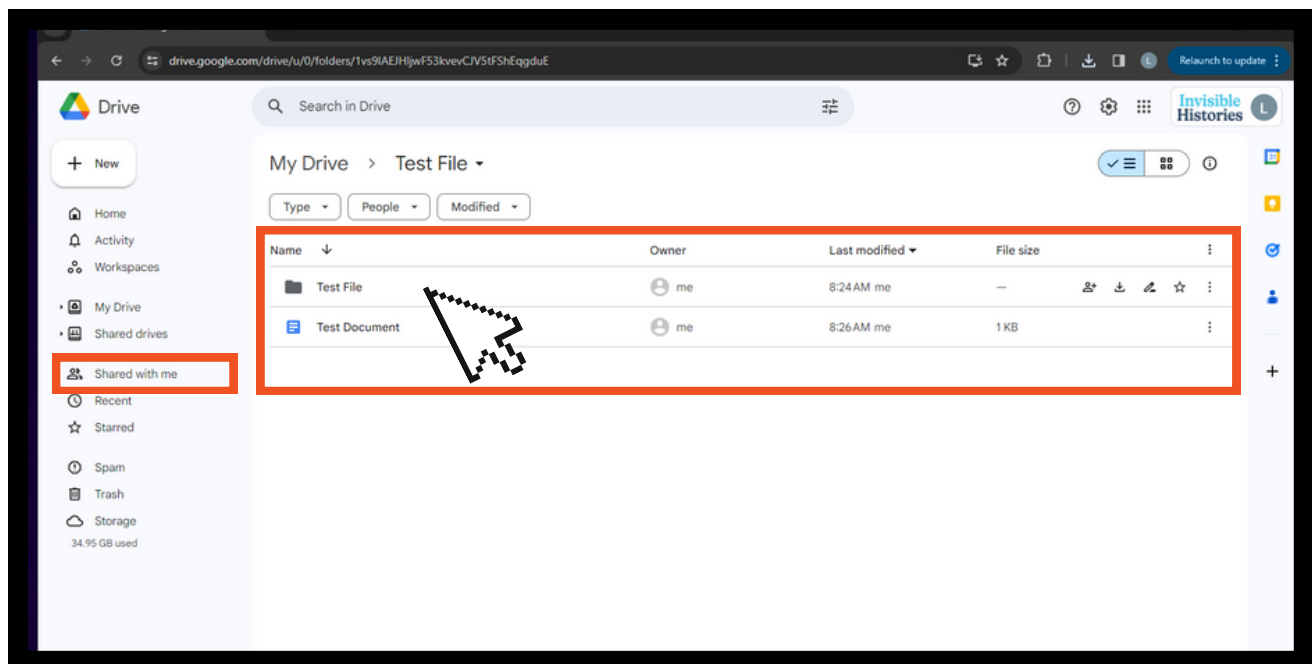
Google Drive Tutorial

How to Upload Files to the Invisible Histories Google Drive

Step Two: Navigate to Shared Folder. Now that you have Google Drive open, you should be able to see a folder with your name on it that Invisible Histories has shared with you. This folder is where you will upload all documents, images, videos, and other materials for your collections.

If you do not see this folder, try checking the **“Shared with me”** option, located on the lefthand menu bar.

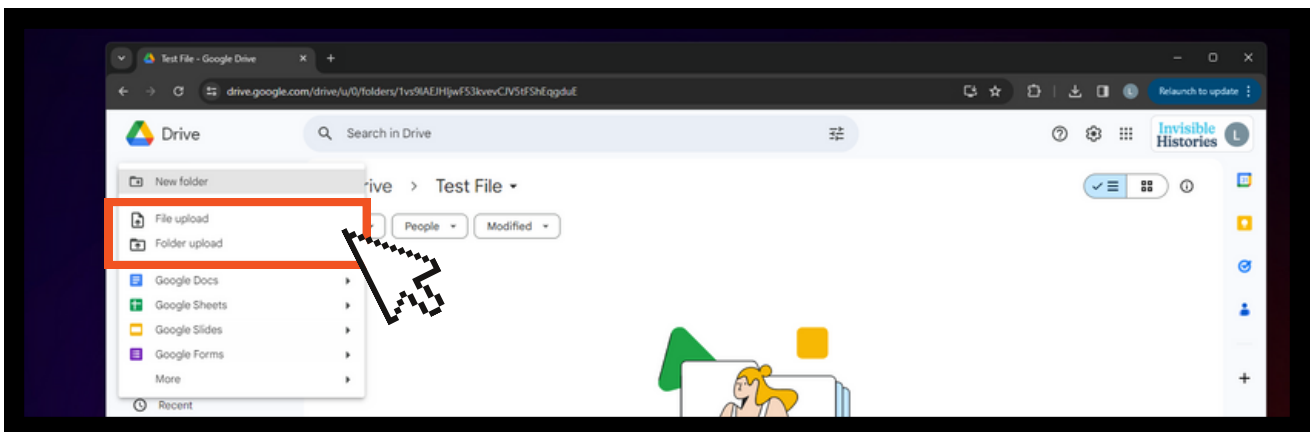
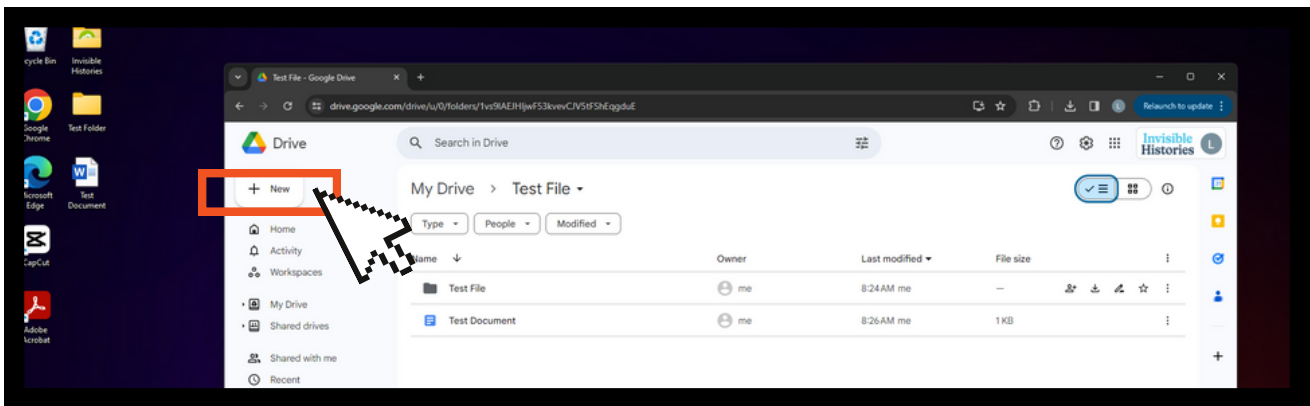
Step Three: Open Shared Folder. Now that you have located your shared folder. Double-Tap the folder icon to open the folder.



Google Drive Tutorial

How to Upload Files to the Invisible Histories Google Drive

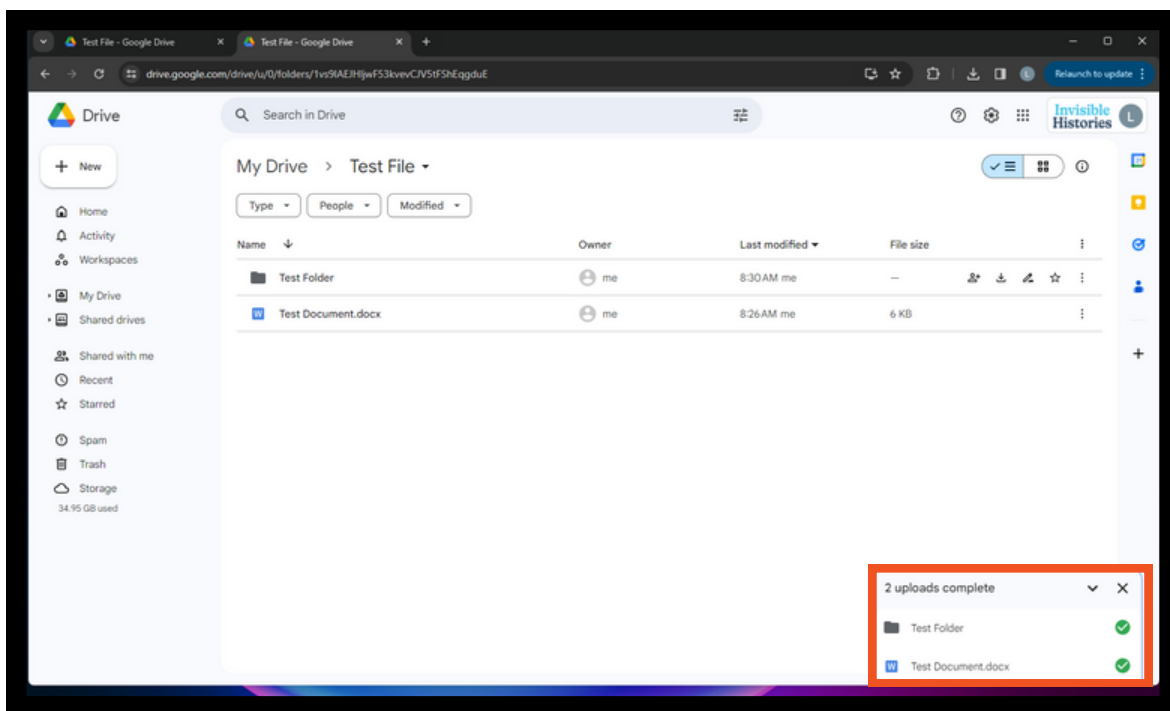
Step Four: Upload Your Files. You can upload files to this folder by clicking the “new” button on the top left side of your screen and then selecting file or folder upload from the dropdown menu. This will allow you to select the files you wish to select from your computer. Another option to upload files is to drag and drop the files directly from your desktop to your drive. Either method works great!



Google Drive Tutorial

How to Upload Files to the Invisible Histories Google Drive

Once you have uploaded all of your files to Google Drive. You should see an upload confirmation box at the bottom of your screen. Make sure your files have a green check mark next to them before exiting the page. This might take a few minutes depending on the amount of files you are uploading, their file size, and your internet speed.



You're Finished! Yay!

Please make sure to email us to let us know when you have finished uploading your files to the drive.

contact@invisiblehistory.org

New Donor Checklist:

- Completed Bio Form
- Signed Gift Agreement
- Locate physical & digital materials for donation
- Discussed repository options with Invisible Histories
- Created list of important people Invisible Histories to reach out to for additional archival collections

Please send all materials to:

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