



## **Berks County Commission for Women**

Berks County Women's History Project

How To Guide

The following rules shall apply as applicable:

1. ALL women of Berks County are eligible.
2. Submission forms may be filled out by the person herself or with the help of the interviewer, or completely by the submitter.
3. Be SURE the information you are recording is correct.
4. Date the forms so updates, also dated, can be submitted as necessary
5. Be sure to include the full name (first name, middle name, maiden name, married name(s). (Sometimes children are known by their mother's first married name, so include the full information. It may be helpful for the future.)
6. All updated materials should be submitted on an "UPDATE" form. (pink)
7. If a section of the form does not apply, mark it NA to indicate that it does not apply and that it was not forgotten. If you do not now the answer, mark it "Don't know."
8. Attach resumes or additional information as applicable (ex. Newspaper articles, etc.)
9. Oral histories may be made, taped, and/or written. Fill out the submission form as much as possible from the material that was originally oral.
10. Please do not abbreviate anything. Supply the full title or name in all cases.
11. Proper spelling of all information is important. Print as clearly as possible.

### **SUBMIT TO:**

Berks County Commission for Women

P.O. Box 12225

Reading, PA 19612

Forms may also be completed online at [www.berkscountycommissionforwomen.org](http://www.berkscountycommissionforwomen.org)

12. NOT ALL INFORMATION IS REQUIRED TO INITIALLY SUBMIT A FORM. Complete as much information you know. Additional information can be added as it becomes available.

### **HANDLING OF SUBMISSION FORMS:**

Forms will be filed by name of individual, and cross-referenced by categories, date and place.

The dates will be posted by century and decade as cross -reference information (i.e., 1880-1889, 1890-1899, 1900-1909, 1910-1919). Date of birth and date of significant accomplishment may both be noted.

Another cross-reference will be the community in which the person lives (lived) or works (worked). (i.e., Reading, West Reading, Mt. Penn, Cumru Township, etc.)

### **HANDLING OF UPDATED INFORMATION:**

We encourage additional information be submitted as it becomes available.

If a person already listed dies, moves, or remarries, or makes any change that is relative to the listing, please submit an Update Form.

The changes will be properly recorded and the form placed in the name file of the subject person.

**BERKS COUNTY COMMISSION FOR WOMEN  
BERKS WOMEN'S HISTORY PROJECT**

**MAJOR CATEGORIES**

|                                    |                       |
|------------------------------------|-----------------------|
| Agriculture                        | International Affairs |
| Arts: Crafts                       | Journalism            |
| Arts: Music                        | Law                   |
| Arts: Painting                     | Legislative           |
| Arts: Sculpting                    | Media                 |
| Arts: Theater                      | Medical               |
| Athletics                          | Military Service      |
| Aviation                           | Organizations: Labor  |
| Business                           | Organizations: Social |
| Charitable Work                    | Police                |
| Civic Leader                       | Politician            |
| Clergy                             | Science               |
| Conservation                       | Women's Issues        |
| Counseling                         | Writing: Prose        |
| Criminal Justice / Law Enforcement | Writing: Poetry       |
| Early Settlers                     | Other                 |
| Education: Administration          |                       |
| Education: Teaching                |                       |
| Education: Research                |                       |
| Entertainment                      |                       |
| Genealogy                          |                       |
| Family Living                      |                       |
| Fire                               |                       |
| First woman to . . .               |                       |

**“CATEGORIES”** will be the sub-system for filing of information or reference. A cross-reference by name, date and place shall also be established. Cross-filing will be necessary for easy reference.

There may be more than one category for the person who is submitted. Let the person name the category which she feels best suits her life. List additional ones as they apply.





# Berks County Commission for Women

## Berks County Women's History Project Submission Form

*Please print. (Follow the "How To" Guide of instructions)*

Name \_\_\_\_\_  
**First**                      **Middle**                      **Maiden**                      **Married**

Address \_\_\_\_\_  
Street                      City                      State                      Zip

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

CATEGORY/CATEGORIES \_\_\_\_\_

Dates and location of residency in Berks County:

Full name of spouse(s) and date(s) of marriage:

Spouses(s) parents names:

Major events and turning points in subject's career/life, with dates:

Works created by subject (books written, paintings, arts, crafts, etc.) with dates:

Public offices held, with dates and places:

Honors and awards, with dates:

Religious affiliation(s):

Political persuasion(s):

Father's full name and date and place of birth:

Father's occupation:

Mother's full name (include maiden name) and date and place of birth:

Mother's occupation:

Names(s), date(s), and place(s) of birth of adoptive and/or step-parents(s):

Number of siblings in family: (List children in birth order)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Nationality and date of migration to the United States:

Changes (if any) in family name:

FORMAL EDUCATION . . . list schools with dates and degrees earned; high school, college, trade/technical schools, institutes, etc.

INFORMATION EDUCATION . . . music, art training, private lessons.

Person(s) who had significant influence on subject's life:

What I did that I am most proud of:

Children's full names and date of birth (include adopted and stepchildren) and their adult careers if known:

Employment History (attach resume if available)

Organizational affiliations . . . include positions held, with dates, within each organization.

Other information or comments (attach additional pages if needed)

