

IFHE, its History 1908 – 2008

AS IT WAS

IT IS

AND WILL BE

For our future we need the guidance of our history

IFHE`s 100 Years: 1908 - 2008

IFHE: Its History

AS IT WAS

Organized and approaching it`s 100th year (2008) was and continues to be a professional Federation of individuals with great ideas.

IT IS

A Global Federation with individual and Member Organizations, Regional and Country membership participation, with an international structure, Executive, Council and Congress Assembly, Region and Country Structure.

IFHE is a name respected internationally as a Non-governmental organization, having consultative status with the United Nations.

AND WILL BE

Steadfastly committed to creative growth ideas and to the people who make them; and is poised to pursue its ultimate goal in global improvement in the quality of every-day life for individuals, families and households.

For our future we need the guidance of our history.

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First introduced at IFHE Helsinki Congress, 2002

The IFHE History Committee: Margaret E. Arcus, Leena M. Kirjavainen,
Genevieve (Jenny) Schroeder, Maria Thiele-Wittig, Nancy B. Leidenfrost, Chair

**July, 2002
IFHE Council, Helsinki**

SUBJECT: IFHE History 1908 – 2008

Dear IFHE Members,

The International Federation for Home Economics is the only worldwide organization for Home Economics. As an organization, we act as an advocate for families, assisting their needs in ways which are compatible with the needs of global citizens.

With your cooperation, the Committees resolution is to perform the following tasks:

- We will celebrate 100 years of our existence with implications for future action.
- We will use the progress across the 100 years to increase visibility, both nationally and internationally to enhance our profession.
- We will complete and print a history of the Federation.
- We will produce video documents of Past Presidents, Past Secretary Generals and Significant Others.
- We will establish an Archive with provisions for periodic updates.

The History Information Packet includes the following documents to help you record your history:

1. IFHE, Its history: What Was, Is and Will be
2. Letter of Introduction to membership
3. Purpose of the Packet
4. IFHE History Committee Information Sheet
5. Your IFHE Country and Region Association History Contact Persons
6. Composing and writing your IFHE Country History
7. Composing and writing your Regional History
8. Guide: Format and Instructions for writing your Regional (Association) and Country History
9. IFHE Archives Criteria, 1908 - 2008
10. IFHE Significant Others Questionnaire

We are looking forward to receiving your history information within the next three years, permitting the Committee to have a draft of the preliminary History Document by July 2006.

Sincerely,

The IFHE History Committee:

Margaret E. Arcus, Canada; Leena M. Kirjavainen, Finland; Genevieve (Jenny) Schroeder, USA; Maria Thiele-Wittig, Germany; Nancy B. Leidenfrost, Chair, USA.

Address: 235 South River Clubhouse Rd. Harwood, MD. 20776 - USA

Tel.: 1 410 798-6131 FAX: 1 301 261-4211 email candnleid1@aol.com

Purpose: IFHE History Information Packet

IFHE History 1908 – 2008
IFHE Council, Helsinki 2002

The Packet is for Region and Country Contacts who will provide the leadership in submitting the appropriate information to the History Committee.

Purpose:

The purpose of this Packet is to request your cooperation and support in preparing the history of IFHE. This takes your contribution; we request that you begin immediately to collect and compile your material. It is the intent of the Committee to have the draft of the preliminary History document completed by July 2006.

Country and Region Contacts:

The first task of the Country and the Region is to name committed individuals who will prepare and submit the respective information. A FORM is included in this Packet to be submitted to the Chair of the History Committee. This Form was distributed by the President in the Delegates Material for the Helsinki Council.

Contents of the Packet:

1. IFHE, Its history: What Was, Is and Will be
2. Letter of Introduction to Members
3. Purpose of the Packet
4. IFHE History Committee Information Sheet
(this explains the plan and the expected outcome of the IFHE History 100 year celebration.)
5. Your IFHE Country and Region (Association) History Contact Persons
6. Composing and writing your IFHE Country History
7. Composing and writing your Regional History
8. Guide: Format and Instructions for writing your Regional (Association) and Country History
9. IFHE Archives Criteria, 1908—2008
10. IFHE "Significant Other" Questionnaire

The focus needs to be on outstanding accomplishments completed in the name of the Federation by Regions, Countries and/or individuals.

(**Guidelines** for submitting the information are in the Packet)

If you want to submit individuals' accomplishments, they must meet the specifications and definition of "**Significant Others**" as follows:

IFHE current and past members who have performed meaningful, important, creative, assignments or roles in the name of or on behalf of the Federation and with the consequences of their work identified as bringing expressed recognition and development to the Federation.

Please do not include individuals who have served in international home economics positions and who do not qualify under the definition. Please see Instructions on the Questionnaire concerning inclusion in the Archives.

All History reports, documents and archives are to be sent to the Chair.
Nancy B. Leidenfrost, 235 South River Clubhouse Road. Harwood, MD. 20776
Tel.: 1 410 798-6131 Fax: 1 301 261-4211 E-mail: CandNLeid1@aol.com

IFHE History 1908—2008

IFHE History Committee Information Sheet

“We, as a Committee will respect the interest of the whole and the particular interest of the part as connected with that of the whole.”

With your cooperation, our resolution is to perform the following tasks:

1. We will celebrate 100 years of our existence with implications for future action. We will use the progress across the 100 years to increase visibility, both nationally and internationally to enhance our profession. We will complete and print a history of the Federation. We will produce video documents of Past Presidents and Secretary-Generals and “Significant Others.” We will establish an Archive with provisions for periodic updates.

2. **How are we going to perform the task of the History Committee?**

We request each Country and each IFHE Region (Association) * to cooperate by naming, selecting or appointing a history contact person. The Country contact person’s assignment:

Is to prepare a Country history text in keeping with a specific format, which will be discussed and made available in Helsinki. It is our plan to have the information available on the website after Helsinki.

The Region (Association) History contact person’s assignment:

Is to prepare a Region (Association) History in accord with the specifications discussed and distributed in Helsinki.

The Country and Regional persons you select needs to have an interest in history, committed to conduct searches for information, to complete a historical report, have the ability to send the manuscript as a document in MICROSOFT WORD[®] on a 3 ½” diskette.

* It is recognized that IFHE Regional structure may operate within the framework of Country or other regional organizations.

3. **Who should be involved?**

Each person’s assistance will be needed to search and retrieve records. Each member needs to know about the process and its purpose, because they may be holding important documents about the IFHE history of the country and the Regional

organization.

Your assistance is also needed in assembling the archives.

4. When does this process begin?

Some members have already started by sending materials for the archives; countries will name their country and regional contact persons by or during the Helsinki Council. Please encourage your country and regional Association to select (elect) a history contact person at the Helsinki meeting or by December 1, 2002 Please notify the History Chair by using the Contact Person Form, included in the Packet

QUALIFICATIONS: a person interested in history with personal initiative and financial means to gather records and documents and to search out past events which have been unique to IFHE's history. The two contact persons, (the country and regional) need to be able to communicate electronically. They need to prepare the History text within the established deadline.

5. What will be the scope of the history narrative ?

It will include the evolution of the Federation, the work of the Executive and work at the headquarters in the respective geographical locations and the United Nations affiliations as well as the work of Regions, Africa, Americas, Asia, Europe and the Pacific and individual countries.

IFHE Helsinki Congress, 2002

The IFHE History Committee:

Margaret E.Arcus, Leena M. Kirjavainen, Genevieve (Jenny) Schroeder, Maria Thiele-Wittig, Nancy B. Leidenfrost, Chair

Address: 235 South River Clubhouse Road. Harwood, MD. 20776

Tel :. 1 410 798-6131

FAX: 1 301 261-4211

email candnleid1@aol.com

“The world is moved by highly motivated people.” (John Gardner)

Below please identify your Country and Regional Contact person:

Region Association Contact person:

Region

Contact's name

Address
.....

Email

Phone

FAX

Other information you wish to share

Country Contact person:

Country

Contact's name

Address
.....

Email

Phone

FAX

Other information you wish to share:

COMPOSING AND WRITING YOUR IFHE COUNTRY HISTORY (Please submit your history by July 2006)

(It is not the history of the domestic professional organization)

In developing your history, please refer to the Guide: Format Instructions for Writing Your Regional and Country History. IFHE Country History is associated only with the IFHE organization.

In writing your Country History, consider addressing the following points:

- The date your country organization was established or when your IFHE Membership assembled for the purpose of IFHE's mission
- Who were the founding members and first presidents
- What is your membership listed by decades: 40s, 50s, etc.
- What has been the organizational structure and administration of your organization
- Has your Country organization received (private or institutional) monetary support for operations
- How frequently does your organization conduct meetings, hold conferences, workshops, study tours, and host visitors from other countries
- What leadership has your organization implemented to serve the public
- Do you have a Journal, and how often is it published
- Have any of your members served on the Executive, in what role and what results
- Has your country represented the Federation at United Nations meetings and with other international organizations
- Has your organization sponsored a collaborative project with other countries, if yes, please explain
- Describe what makes your organization unique, effective and productive through the years
- Please identify individuals who have major contributions, the focus and purpose of their work, its consequences, evidence and results of their involvement
- What has your organization learned through its work and approaches to implementing IFHE's mission and its outreach to the community

COMPOSING AND WRITING YOUR REGIONAL * HISTORY **(please send your history by July 2006)**

In developing your Regional History, please use the Packet Guide: Format and Instructions for writing your history.

In writing the Regional history, consider the following points:

- State the date when your Region was organized and who were its founders and first Presidents and major officers or how your regional structure or IFHE Membership functions within another professional entity. Consider listing all past presidents with dates. Which countries (at the beginning and now) are members of your regional organization?
- How frequently do you meet?
- Do you have a four year plan of work?
- Describe your goals. Has your Region implemented any special educational project.
- How do you realize your plans in action?
- Have you taken action to define and create projects to meet social challenges or needs?
- What have been your accomplishments over the years. Cite by decades.?
- What is your projection for the future?

* It is recognized that IFHE regional structure may operate within the framework of a country or another regional organization.

Helsinki Council, 2002
IFHE History Committee

GUIDE : FORMAT AND INSTRUCTIONS FOR WRITING REGIONAL ASSOCIATION AND COUNTRY HISTORY

By July 2006, please submit your history papers/information on a 3 ½” disk in MICROSOFT WORD®, along with a hard copy. In writing your history, use the Packet Guide format instructions:

Length of text-- paper should not exceed five pages single spaced, utilizing the following page size and margins:

Page size and margins—print your text for an 8 ½ by 11” sheet of paper,

A one inch margin should be left on top and bottom of the paper with this exception—leave a 2” margin at the top of the first page. Leave 1 ½” margin on alternating pages for binding, the opposite margin should be one inch.

Paragraphs—the text should be single spaced, paragraph indentation should be 5 spaces. Quotes more than two sentences or more than four lines of typing should be separated from the text by 2 spaces before and after the text.

Page numbering—use Arabic page numbers at the bottom center and ¾” from the edge of the 8 ½” page.

Underlining—is used to indicate the title of a published work, a book a journal, a magazine or newspaper and placed within quotation marks the title of an article in a journal. Published work example: John C. Brown, The Writing of the Constitution.

Footnotes—Books

Storey, Moorfield. Charles Sumner. Boston, 1900.

Proceedings—

Chinard, Gilbert. “The American Philosophical Society and the World of Science, 1768-1800” Proceedings of the American Philosophical Society, LXXXVII (1943)

Manuscripts—

Walter Hines, Nov. 12, 1913, Edward M. House Papers (Yale University Library)

Identify the name and contact information of the person responsible for preparing the text

Helsinki Council, 2002
IFHE History Committee

IFHE ARCHIVES CRITERIA 1908 - 2008

An IFHE Archives will be established – we need to preserve unique documents and artifacts.

IFHE Archives 1908-2008

An IFHE Archive will be established. **Regions Associations as well as Country contacts will need to use the following IFHE Archives Criteria:** We need to preserve our unique resources. We will collect, catalogue and make available our papers; books; letters; diaries; photographs and good quality photo copies, including a description of where, when and why the photo was taken, and identified by rows (left to right) the names of the people in the photo, their position and country of origin; scrapbooks; memorabilia; minutes; newsletters; conference programs; audio and video tapes of interviews; transcripts and translations of major speeches; published materials; and special manuscripts. We accept originals and good quality photo copies.

Please include the following information with each item you send:

Current date

Item sent by....(Name/Address/Phone/Fax/e-Mail)

Title/ name of the item or record

Description of the item

Date, size, and text of the item

Item's Usage/Purpose

Why item was created, published, sold, or distributed

Source of the item (i.e., personal or organizational)

IFHE “Significant Others” Questionnaire

This instrument is to be used as a guide for interviewing IFHE “Significant Others.”
Definition of “Significant Others:”: IFHE current and past members who have performed meaningful, important, creative, assignments or roles in the name of or on behalf of the Federation and with the consequences of their work identified as bringing expressed recognition, development and growth to the Federation.

IFHE’s records need to reflect that this individual was elected, or appointed to perform the function in the name of the Federation.

Please address the following questions in your interview:

Name

Address

Telephone FAX

Email

Are you currently a member of IFHE?

How long have you been a member of the Federation?

1. What was your major contribution to IFHE? For example, for some individuals a, b, and c, may be applicable
 - a. What creative accomplishments (piece of work) did you complete in the name (and/or on behalf) of the Federation, that brought recognition to IFHE.
 - b. What initiative did you establish in the name of the Federation that brought recognition to the Federation or contributed to its growth and development?
 - c. What important and meaningful new role or initiative did you create or implement in the Federation” structure that has brought growth and development to the Federation?
2. For each of the above a, b, and c, please describe:
 - a. The nature of the accomplishment, initiative, role or innovation?
 - b. How was the work or task accomplished?
 - c. What was the year, or the time frame? How did you become involved in the activity? (appointed, elected, volunteered, etc.)

- d. What other persons were involved either within IFHE or outside IFHE and what was the nature of their contribution? Were there national or international monetary contributions or documented results?
3. What was the outcome of your contribution?
- a. How did your contribution bring recognition to the Federation or how did the Federation receive the recognition?
 - b. What important, meaningful new role or innovation did you create or implement in the Federation's structure that has brought growth and development to the Federation? Name the role or innovation and its outcome
 - c. How did the Federation benefit from your work, with the public, NGOs and its cooperators?
 - d. How permanent is the consequence of your contribution?

Instructions: The interview needs to be submitted as printed text and as a MICROSOFT WORD[®] document on a 3 ½" diskette. The interview has to be video taped on 16mm. tape or DVD disk or audio taped.

IFHE has no funds for transcribing or translating text. IFHE's official language is English. Final decisions about inclusion of "Significant Others" will be made by a selected committee. If selected, the "Significant Others" interviews will become an item for the Archives.

Please provide credit lines for the interviewer or the institution where the interview took place, date and organization that supported the cost of taping.

The interview: should consist of an audio and/or 16 mm. video tape, DVD and a 3 ½ compact disk using MICROSOFT WORD[®] and a printed text. If you record events prior to 2004, please submit your document before the 2004 Congress.

International Federation for Home Economics

History Committee Policies and Guidelines

Purpose:

1. To clarify the expected role of Regions and of National associations in providing information for the use of the IFHE History Committee.
2. To ensure accountability and provide full disclosure on all grants received by the History Committee for the preparation or performance of tasks in celebration of the IFHE's 100th anniversary the following format and principles of conduct are to be followed.

Situation

The International Federation for Home Economics (IFHE) provides a forum for home economists to be advocates for individuals, families, and households within their countries and at the United Nations. IFHE founded in 1908 will celebrate its 100th anniversary in 2008 embracing its ultimate goal of global improvement in the quality of every day life. The Federation will produce a written history and establish an archive. The organization has provided for periodic contributions to the work. This work will be completed by a Committee utilizing the international membership and supported by volunteer contributions that will support the identified projects. Requests for grants (contributions) will be sought and received in the name of the IFHE History Committee.

Justification and Rationale (objectives)

The History committee resolves to perform the following tasks:

We will celebrate 100 years of our existence with implications for future action.

We will use the progress across the 100 years to increase visibility, both nationally and internationally to enhance our profession.

We will complete and print a history of the Federation.

We will produce a video document of Past Presidents, Past Secretary Generals and "Significant Others"

We will establish an Archive with provisions for periodic updates.

Methods and Procedures

The initial process of gathering information for the IFHE History committee will be implemented and conducted through individual country and regional contacts. Plans for implementation and administration of the procedure were introduced in July 2002 during the Congress in Ghana and presented again at the Council meeting in Helsinki. This information will also be distributed electronically to contacts.

The Assembly, formatting, and editing process will be performed by volunteers and possibly by paid consultants

The printed materials associated with the celebration may be printed outside of the country that provides the grant.

Purpose and Use of Grant(s):

All funds received by the Committee will be used primarily to support publication of the written History document and to establish an archive. As it is anticipated that there will be more than one grant contributor, grants received by the Committee will be utilized at the Committee's discretion, unless agreed in advance with the donor of the grant that it is to be used for a specific purpose.

Potential costs associated with the tasks of the History Committee include:

1. Personnel to support the writing and production of the written history document such as a writer, editor, secretary, an individual to collect and arrange for the text of the publication and its electronic transmission.
2. Establishing an archive, such as initial institutional fees, cataloging costs administrative costs for a selected period of time, shipping materials to the established archive.
3. Personnel to support the production of a videotape documenting the IFHE history.
4. Setting up a History Exhibition and holding a press day at the 2008 Congress.
5. Multiple copies of the written history for selected libraries.
6. Publicity articles and items to promote the 100th anniversary.

Responsibility

The History committee will have the administrative responsibility for the grants they receive. The grant(s) will be deposited in the name of the IFHE History Committee, which will select a non-profit bank account outside of the granting State. The Committee will authorize the spending of the money for a specific project and monitor the transaction for accountability. The committee will name two designated members to supervise and authorize all expenditures from that account. The Committee is charged with the responsibility for maintaining conditions and relationships favorable to a productive and accountable/audit purpose. Pending the donors' expectations a written report could be provided periodically or at the depletion of the fund.

Budget

The History Committee will establish a budget and provide an annual financial statement to the IFHE Governance. A budget or a financial report should be included as a part of an annual Report if funds are expended or designated for a project. If a budget needs to be revised after it has been approved it needs to be endorsed by the majority of the Committee.

Description of the Grant(s)

Grants will be received with the understanding they will be devoted to the designated purpose described in this Proposal.

There is no offsetting requirement and any other specific requirement applicable to the Fund, including an annual administrative cost for the grantor.

Accountability

The committee's accountability and related fiscal operation system will provide:

- Periodic and/or requested fiscal report to the donor
- Full disclosure of the financial situation.
- Affective control over and accountability of all funds, related to the described purpose in this paper.
- Adequate control over expenditures will include factors such as assurance that materials were actually received or that services were rendered.
- No one Committee member should be responsible for all elements of a financial transaction.

Sale of products

Products and publications paid for by grants may be sold at a profit. Publications/articles for which money is charged/collected should be mailed under prepaid postage.

Retention of records

The financial records and supporting document should be retained for a period of three years after the project closes in 2008.

Audits

Periodic internal audits need to be performed by IFHE Governance.

IFHE appointed Administrative Contact

Nancy B. Leidenfrost is the IFHE appointed contact with respect to business and financial transactions including contributions, gifts and grants.

Her address is: 235 South River Clubhouse Rd. Harwood, MD 20776

Tel.: (410) 798-6131 Fax (301) 261-4211

Email: CandNleid1@aol.com

Concepts and Principles of the History Committee Policies and Guidelines were approved by the IFHE Executive, February 2001
Nancy B. Leidenfrost, IFHE History Committee, Chair
August 23, 2002 and Modified February 2003 by Committee