

New Jersey History Toolbox

Each organization, practitioner or interested individual in the New Jersey historical community can benefit from participation in the conversation among individual historians and associations of history. The layers of overlapping umbrella associations creates an often overwhelming and even confusing matrix that often seems to keep the conversation isolated and fragmented. This "toolbox" is an effort to untangle options and provide a single source road map of New Jersey and National history sources.

Based on years of collective experience of the authors, the following suggestions do not imply endorsement or warranty. You are encouraged to check individual web sites for the most up to date and accurate information. Many of the groups may have "art" or "tourism" in the title, but the resources are often intended for both history and art.

Depending on the budget of your organization, some of these fees may need to be increased (indicated by an *). For start-up or very small groups – individual membership may be a good way to keep up on the field at a lower cost.

Table of Contents

- Step 1 – List Serve and Garden State Legacy
- Step 2 – Core Umbrella Groups
- Step 3 - AASLH
- Step 4 – New Jersey Conferences and Convention
- Step 5 – Legal Advice
- Step 6 – Regional and National Conventions
- Step 7 – New Jersey Government Resources
- Step 8 - Non profit Resources
- Step 9 – Lobbying and Government Action
- Step 10 – Historic Awards Programs

Addendums

- A - Educational Opportunitites
- B - professional assoications
- C - other NJ conferences or seminars
- D - Other state organizations
- E - Other national organizations
- F - Registration and Tax Responsibilities
- G - State Licenses and Registration
- H - Books and Other Sources
- I - Programs and Learning Tools
- J - Funding Sources
- K - Sources of Accessibility Issues
- L - Tourism Resources

Step One total cost - none

The very first step on the road to joining the history conversation is to become an active member of the [New Jersey History List Serve](#). This free and informative source of current issues.

To subscribe, you should go to the H-New-Jersey home page:

<http://www.h-net.org/~njersey/>

Once you are on the home page, you should click on the "Subscribe!!" link in the menu on the left of the screen. You will then be prompted on how to add their email address to the list of subscribers. H-New-Jersey is free and subscribers can quit at any time.

Another very good source is the free on-line New Jersey history journal www.GardenStateLegacy.com

Step Two total cost - \$145 (\$195 if located in South Jersey eight counties) – Individual \$55 (\$80 if located in South Jersey)

Join the basic New Jersey umbrella groups to keep informed and join the conversation.

The League of Historical Societies of NJ

PO Box 909, Madison, NJ 07940

www.lhsnj.org

Membership \$30 Organization - \$10 individual

Linda Barth is the part-time director and she produces 3 issues a year of "League News." Founded in 1966, the league is made up of roughly 250 organizations (these groups have about 60,000 individual members). The League rotates three public meetings a year at member organizations sites: spring (southern), summer (central) and fall (north). Linda provides a comprehensive and informative e-mail listing of historical events and exhibits throughout the state.

Advocates for New Jersey History

6 Court Street, Morristown, NJ 07960

www.NJhistoryadvocates.org

Membership \$50.00* Organizations - \$25.00 Individual

This is the only state-wide advocacy organization for history issues in New Jersey. The Advocates monitor and attempt to influence governmental history issues through a professional lobbyist.

Preservation New Jersey

30 S. Warren Street, Trenton, NJ 08608

609-392-6409

info@preservationnj.org

Membership \$65 non-profit organizations - \$20 Individual

Preservation New Jersey is the only state wide organization dedicated to preservation of historic structures and communities. They are great

resource on how to “save that building” in your hometown or form a “historic commission” to save your community. Their annual “Ten Most Endanger Structures” program brings state attention to historic preservation in New Jersey.

For the Southern Eight Counties

South Jersey Cultural Alliance

6 W. Glendale Avenue, Pleasantville, NJ 08232
Telephone: (609) 645-2760 or 1-888-704-SJCA
Fax: (609) 645-2864

info@sjca.net
SJCA.net

Membership \$50.00* Organizations - \$25.00 Individual

South Jersey Cultural Alliance is an active and effective coalition of 100 organizations and xxx individuals dedicated to

Step Three – total cost \$115.00

Join the most effective and comprehensive national historical organization.

American Association of State and Local Historical Societies

1717 Church Street, Nashville, TN 37203-2991
Phone 615-320-3202 Fax 615-327-9013

www.aaslh.org

Membership \$115.00 for Organizations - \$60 Individual

Quarterly Newsletter

Step Four – total cost \$120.00

Attend and or display at the five most important history events in New Jersey

1. History Issues Convention – March 23, 2012
NJ War Memorial – Trenton \$35
2. New Jersey History Faire – May 12, 2012
11am - 5pm at Washington Crossing State Park in
Titusville, NJ. Free
3. Preservation Conference – June 7, 2012
Princeton Universeity \$65
4. Archives Day at Monmouth County Archives – October 20, 2012
Monmouth Archives \$5 - \$15 Space
5. New Jersey Historical Convention – November 17, 2012 \$35

Step Five – total cost \$65

Get Legal Advice to form, update or keep current your non-profit history organization.

Center for Non-Profit Corporations

1501 Livingston Avenue

North Brunswick, New Jersey 08902

Phone: 732/227-0800

Fax: 732/227-0087

Web: <http://www.njnonprofits.org> (home page)

E-mail: center@njnonprofits.org

Membership \$65*

New Jersey Volunteer Lawyers for the Arts

P.O. Box 1520

Laurel Springs, NJ 08021

tel: (856) 627-0428

fax: (856) 627-0430

info@njvla.org

www.njvla.org

Must apply for services, but in general if your non-profit takes in less than \$750,000 you can get free legal advice on non-profit art and history issues.

Internal Revenue Service

<http://www.irs.gov/charities/index.html?navmenu=menu1>

Step Six – Regional and National Conventions

AASLH – Annual September \$225 Salt Lake City, Utah October 3-6, 2012

AAM – Annual Meeting April 29 – May 2 Minneapolis/St. Paul \$375*

Small Museum Association 28th Annual Conference \$160 Full

Sunday, February 19 - Tuesday, February 21, 2012

Clarion Resort Fontainebleau Hotel, Ocean City, MD

<http://www.smallmuseum.org/>

The SMA conference attracts more than 200 museum professionals every year from a wide variety of small museums. Attendees go to sessions on topics ranging from collections and education to staffing and board issues. We offer a large Museum Resource Hall and plenty of informal networking opportunities for you to talk with (and get ideas from!) small museum professionals and volunteers.

Theme

Adapt and Reuse: Fresh Ideas and New Approaches

Small Museum Association Conference February 21, 2010 – Ocean City Maryland

Step Seven – New Jersey Government Resources

New Jersey State Council of the Arts

225 West State Street, 4th floor, Trenton, New Jersey 08608 USA

Phone: 609.292.6130 | TTY: 609.633.1186 | Fax: 609.989.1440

Mailing Address: P.O. Box 306, Trenton, New Jersey 08625-0306

<http://www.njartscouncil.org/>

New Jersey Historical Commission

New Jersey Historical Commission Contact Information

Telephone: 609-292-6062

FAX: : 609-633-8168

Web site: www.newjerseyhistory.org

Email: njhc@sos.state.nj.us

New Jersey Humanities Council

New Jersey Cultural Trust

State of New Jersey
Department of State
225 W.State Street
P.O. Box 529
Trenton, NJ 08625
Tel: (609) 984-6767
Fax: (609) 341-5005
Email:
[Culturaltrust @sos.state.nj.us](mailto:Culturaltrust@sos.state.nj.us)

State of New Jersey Department of Environmental Protection Natural and Historic Resources Historic Preservation Office

P.O. Box 404
Trenton, NJ 08625-0404
TEL: (609) 984-0176
FAX: (609) 984-0578

New Jersey Historic Trust

New Jersey Historic Trust
Department of Community Affairs
PO Box 457
Trenton, NJ 08625-0212
(609) 984-0473

[New Jersey Governor's Office of Volunteerism](#)

Step Eight – Non-Profit Organizational Resources

Geraldine R. Dodge Foundation

14 Maple Avenue
PO Box 1239
Morristown, NJ 07962-1239
Phone (973) 540-8442
Fax (973) 540-1211
<http://www.grdodge.org>

Nonprofit Finance Fund

59 Lincoln Park

Suite 350

Newark, NJ 07102

Phone: 973.642.2500

Fax: 973.642.2520

<http://www.nonprofitfinancefund.org/details.php?autoID=41>

e-mail: NJ@nffusa.org

The Non-Profit Center La Salle University

1900 West Olney Avenue

Philadelphia, Pa 19141-1199

215-951-1701 fax 1-215-991-2967

www.lasallenonprofitcenter.org

nonprofitcenter@lasalle.edu

Foundation Center

<http://foundationcenter.org/about/>

Established in 1956 and today supported by close to 550 foundations, the Foundation Center is the leading source of information about philanthropy worldwide. Through data, analysis, and training, it connects people who want to change the world to the resources they need to succeed. The Center maintains the most comprehensive database on U.S. and, increasingly, global grantmakers and their grants — a robust, accessible knowledge bank for the sector. It also operates research, education, and training programs designed to advance knowledge of philanthropy at every level. Thousands of people visit the Center's web site each day and are served in its five regional library/learning centers and its network of more than 450 funding information centers located in public libraries, community foundations, and educational institutions nationwide and around the world.

For subscription information for **The Official Museum Directory Online**, please e-mail us at: info@officialmuseumdirectory.com

Step Nine – Lobbying and Government Relations

[New Jersey State Legislature Home Page](#) - Find your legislators (with photos if your browser supports them), bill status and text, search NJ Statutes Annotated.

State-Based Lobbying



LISA GINTHER, Associate
MBI♦GluckShaw

Trenton, New Jersey
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TABLE OF CONTENTS

Introduction.....	Page 1
The Legislative Process.....	Page 2
How a Bill Becomes a Law.....	Page 6
The Lobbyist’s Role.....	Page 9
Communications.....	Page 11

DRAFT

INTRODUCTION

Actively advocating a cause before state government and the legislature is not as intimidating a task as it might first appear. What at first blush would seem the most difficult to learn and master, is not: the process itself.

The most complex part of lobbying for your cause is getting to know the players themselves. The best advocates legislatively and within state government are those who feel strongly for the issue they espouse. If, additionally, you have a personal relationship with your sponsors/proponents and there is significant support bolstering your effort, it is all the more reason for them to work hard to accomplish your shared mission.

A process, “how, when and whom to lobby,” for your issue, is described in the following pages.

THE LEGISLATIVE PROCESS

The Legislature: New Jersey's legislature is comprised of two Houses: a 40 member Senate and an 80 member General Assembly. The State of New Jersey is dissected into forty legislative districts of substantially equal population as determined every ten years by the Federal census. The voters in each district elect two assembly members and one senator.

The number of state legislators varies among the states, with the Senate generally being the smaller of the two houses but with the greater authority in a number of areas. For example, the NJ Senate can provide advice and consent or reject gubernatorial appointments exercising Senatorial Courtesy. Senatorial Courtesy is typically a process of protocol but can also be used as leverage if a Senator wants something from the Governor, he/she can vote against the Governor's nominee. While not the general practice, this situation can arise and the legislator can negotiate something he/she wants in turn for a vote in favor of the appointment.

The primary function of the legislature is to enact laws and propose Constitutional amendments. Each House elects a presiding officer from among its membership who is provided with broad constitutional powers. These leaders – Senate President, Assembly Speaker and the Minority and Majority Leaders - appoint committee chairs and members, refer bills to committees for consideration, schedule meetings of the House and a daily bill agenda to be considered, preside over the sessions and generally direct the business of their respective House.

In addition to electing the presiding officers, members of each House are afforded the opportunity to select leaders and whips from among their respective caucuses. In the New Jersey Senate, for example, the majority leader will present the views of his/her colleagues to the members of the other party, who through their minority

leader will argue any opposing views. Leaders, assistant leaders and whips are also responsible for lining up votes on important and sometimes controversial bills. If a legislator is inclined to vote against a bill supported by his/her party, it is the leaders and whips that intervene to try to persuade a positive vote from a dissenting legislator.

Legislative Staff: In most states, the non-partisan staff is responsible for the drafting of legislation and serving as aides to the various legislative committees. In New Jersey, the Office of Legislative Services, or “OLS”, is a non-partisan entity made up of persons who have specific policy matter expertise and technical experience in the drafting and analysis of proposed legislation.

Partisan staffs – Majority and Minority Offices - the people who serve the needs of their respective caucuses, sometimes come from the non-partisan office but often find their way into the legislature through their local legislators. They provide a host of services which again vary greatly from state to state. In New Jersey, partisan staff include persons who are assigned to legislative committees to provide political and policy guidance to their members; people, generally former reporters, who write about the actions taken by their members; and the usual contingent of office management staff.

Legislators also employ staff in their local legislative district offices who serve the specific needs of the lawmaker, generally serving as liaison to the constituents within the district. Partisan as well, the district office staffers are often the closest to their particular legislator — making them extremely important to lobbyists as well.

The Governor and Departments of State: In no state can the legislature or the lobbyist ignore the “front office” or the bureaucracy which surrounds the Governor, both within the Governor’s office and throughout the departments of state. The

Governor of NJ has the authority to veto and conditionally veto (*when the Governor modifies parts of a bill and returns it to the Legislature for concurrence*) measures brought to his/her desk by the legislature. The various departments of state often have an impact on the Governor's position because they are often asked to provide guidance when the subject matter falls under their purview.

The power of the Governor and the departments of state vary across the nation. In most states, there is a separately elected Lieutenant Governor who stands in when the Governor is out-of-state or otherwise unable to serve. For the first time in New Jersey history, a Lieutenant Governor (LG) was elected in 2009. The individual was initially selected by the respective political party to join that party's gubernatorial ticket. Therefore, the LG is not elected independently but rather on the party's ticket. Historically, in New Jersey, the Senate President, Speaker of the Assembly, Secretary of State and Commissioner of Transportation, in that order, serve in the capacity of Governor should the position call for a temporary replacement.

Many states elect its department heads, such as the Attorney General, the state Treasurer, the Secretary of State and even the Education chief. Even more states elect its Judiciary. All of these independently elected positions can serve to weaken the authority of the Governor.

New Jersey, conversely, elects only two statewide officials other than its Governor & LG — its two US Senators — making this the most powerful gubernatorial position in the country. The Governor appoints all department heads and judges, with the advice and consent of the state Senate. Only the Secretary of State and the Attorney General cannot be removed from office after having been appointed by the Governor because they are constitutional officers and serve until they either resign or until the end of the appointing Governor's term in office.

New Jersey's constitution also grants the Governor the powerful authority to “red line” budget provisions given him/her by the legislature. This means that regardless of what additional monies or language is added by the legislature to the Governor's budget, he/she can delete these items when it comes back for gubernatorial enactment.

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HOW A BILL BECOMES LAW

The fundamental part of the legislative process is the bill, an idea developed and proposed to the legislature. Based on almost any policy topic or political concern, bills must be formally introduced by a legislator but are typically drafted by interest groups and constituents, or even prompted by a news event. Given this fact, there is no one easy explanation of “How a Bill Becomes a Law.” Rather, there exists a myriad of paths and infinite actors who wish to influence and shape the final bill which, after much hard work, becomes a law. This summary of the process, therefore, is meant to lay out a broad framework which covers most key points but certainly not a strict template by any means.

PROCESS

While the path of a bill differs from state to state, a general set of steps has been adopted by most.

1. **Idea is developed:** Although a legislator must introduce a bill, the genesis of the bill could come from any number of sources: a constituent’s concern; a lobbyist; an interest group; or the Governor. Ideally, the legislator looks for colleagues to act as co-sponsors to the measure, many times from both political parties. He or she could also look to have the same bill introduced in the other house helping expedite its passage.
2. **Bill Is drafted:** As previously noted, it is generally the non-partisan staff which provides the research and drafting assistance to the legislator. Often the process is helped by the lobbyist/advocate submitting to the legislative sponsor the “idea” in proper technical form.

3. **Bill is Introduced:** Once prepared and the co-sponsors secured, the legislator introduces the bill which is called first reading. The presiding officer of the House then generally refers the bill to a committee; i.e. a bill concerning a hospital issue would presumably be considered by the health committee.
4. **Committee Action:** At a time determined by the committee chairperson, the bill is posted for a vote by the committee. (The makeup of the committee breaks along party dominance, with the majority party controlling the committee. Prior to the meeting, committee members should have been contacted by the bill's proponents and opponents.) Interested parties testify on the bill (in person and/or through written testimony), as generally do the sponsor and sometimes representatives from the department of state affected by the measure. The committee then decides if it will vote the bill out as drafted, amend the bill, vote the bill down or hold it for possible future action. Sometimes a bill which has, for example, budgetary concerns will be referenced to a second committee that deals with appropriations issues. (The later is termed "second reference.")
5. **Second Reading:** After a bill receives majority approval – or "is released from committee" – it is given what is called a "second reading", the point at which it can be amended on the floor of the House. Anytime a floor amendment is offered, a bill must be moved back to second reading.
6. **Third Reading:** If the presiding officer so desires, the bill is given a third reading and posted for a full House vote. A bill cannot be given third reading the same day it's received by either House, unless it is given an "emergency" vote approval which requires approval from 3/4 of the members (in NJ that means 30 in the Senate and 60 in the Assembly.)

7. **House Vote:** A bill passes when it is approved by a majority of the House (in New Jersey, that's 21 of the Senators and 41 of the Assembly). Once passed, it is then sent to the other House.

8. **Second House Action:** The bill repeats the same procedure as it did in the House of origin. If the second House changes the bill, it must go back to the first House so that body can concur-or not-with the changes made by the second House.

9. **Governor's Action:** Upon approval of both Houses, the Governor receives the bill. She/he has three alternatives: 1. sign the bill as presented, 2. absolute veto of the bill (which requires an override of the Legislature to undo) or, 3. offer a conditional veto (when the Governor modifies parts of a bill and returns it to the Legislature for concurrence.) The bill also becomes law if the Governor chooses no action after 45 days. Additionally, the Governor has a fourth option only applicable at the end of a two- year legislative session in NJ --- a pocket veto. In this instance, inaction by a Governor essentially represents a veto of any bill presented within the last ten days of a session. The measure would then have to repeat the entire legislative process in the new session.

THE LOBBYIST’S ROLE

Who are lobbyists?

The definition of a lobbyist, or a governmental affairs agent as they are officially called in NJ, varies again from state to state but essentially it falls into three categories: There are contract lobbyists, firms which represent a broad spectrum of concerns; in-house lobbyists, who generally work within a large corporation or association and are devoted to the concerns of that one entity; and, special interest concerns, which run the gamut of non-profit student groups such as the Public Interest Research Group (citizen lobbyists who advocate for such personal causes as New Jersey’s “Megan’s Law”, a reaction to the sexual abuse/killing of a young Mercer County resident by a neighbor who was a convicted child sex molester.)

In many states, contract and in-house lobbyists are generally attorneys. In New Jersey, this is not the case, lobbyists can range anywhere from former campaign staffers, legislators, administrative officials, legislative staffers to reporters.

Professional lobbyists in NJ are registered with the NJ Election Law Enforcement Commission which monitors the activities of lobbying, political contributions and election campaigns. Registered lobbyists are required to submit quarterly activity reports to ELEC and annual revenue reports. ELEC defines a lobbyist as anyone compensated to influence legislation in excess of 20 hours in a calendar year. More can be learned about NJ’s reporting requirements by visiting <http://www.elec.state.nj.us/>.

Many of the most successful lobbying causes are spearheaded by local residents who take a local tragedy, like the horrible death of Megan Kanka, into a cause which inspires legislation.

Constituent concerns have reached new meanings for legislators, especially in the northeast where power has shifted between political parties at an unheard rate. No longer does the power of the PAC (Political Action Committee) money dominate, although it has its role. Votes in districts which are not clearly Republican or Democrat mean as much or more than money in the bank.

Lobbyists, whether paid or volunteer members of an organization, have input at almost all points of the legislative process. From the point that an idea for a bill is born until it is signed into law, a lobbyist's work continues to ensure that legislation incorporating the goals of their clients is included. The process a bill follows toward becoming a law is fluid and it is important for an advocate/lobbyist to be thorough and aware that numerous opportunities exist to make a difference in the advancement of a bill.

There are many ways a lobbyist can contribute to the process. A lobbyist can work directly with a legislator discussing ideas for, and merits supporting, legislation. These meetings can be formally planned and held in the legislator's office or can be informal discussions outside the legislative chambers or during accidental meetings. Lobbyists must be aware that a legislator's time is short and his or her constituents have concerns in many varied areas. Points must be made effectively and succinctly.

A lobbyist can work with a legislative staffer to craft legislation and enlist a legislator's sponsorship. Staffers are usually more accessible and readily available than legislators, so often they can serve as a valuable resource when trying to lobby a bill. Often staffers are assigned, based on their area of expertise, to specific policy issues. Staff may therefore understand the details of issues better than the legislator, who often deals with broad policy areas over short periods of time.

A lobbyist can also enlist the help of other supporters and friends of legislators to gain a representative's attention and support.

With regard to the timing of a lobbying effort, preparation is the key. The earlier planning of a concerted effort can begin the better. Coalitions can be formed and legislators can be persuaded much more effectively before there is any real opposition established to counter or to distort your efforts and message. Therefore, contributing to the drafting of a bill is very important, as is meeting with as many legislators and staffers as possible prior to or immediately following a bill's introduction.

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COMMUNICATIONS

Letter writing / Electronic Messaging

Legislators value the opinions and suggestions of their constituents. In addition, through their professionally staffed district offices, legislators are prepared to respond to requests for information about legislative matters or for assistance in dealing with State agencies.

Whether you're more apt to send a formal letter via the post office or an electronic message, this can be a powerful tool in expressing your position with your local legislators. Be sure to state your position, and to ask for a distinct action and a direct reply. One potential problem with this strategy is the possibility of an inconsistent message. A coalition's letter writing/email exercise needs to remain focused on the message. The purpose of the correspondence should be stated in the first paragraph and, if referring to a specific piece of legislation, be sure to identify it accordingly, by bill number if available. Be courteous, to the point, and include key information using examples to support your position.

Formatting your correspondence will improve the effectiveness of your message and don't forget to include your return address, telephone number and email, if available. Here's a sample of how to address a state legislator:

The Honorable John Smith
New Jersey Senate
123 Main Street
Trenton, NJ 08625

Dear Senator Smith:

The Honorable Joan Smith
New Jersey General Assembly
123 Main Street
Trenton, NJ 08625

Dear Assemblywoman Smith:

Phone calls

Phone calls are an effective way to get messages to public officials and potential coalition members. Because it takes relatively little time, it is an easy task to assign to members. It is important that coalition members' talk within the message frame created which is why it is imperative to send coalition members a script or talking points before calling a legislator.

Meetings / Personal Contact

Coalitions should ask which members of their networks personally know a legislator and other members of the targeted group(s). If there are existing relationships, there is a potential for great persuasive power.

Once a strategy is formulated and the coalition members are well prepared it will be time to plan legislative meetings. A few tips to help guide you in executing meetings with legislators include the following:

Plan a legislative visit carefully – be clear about what it is you want to achieve; determine in advance which member or committee staff you need to meet.

Make an Appointment – when attempting to meet a member, explain your purpose and who you represent. It is easier for legislative staff to arrange a meeting if they know what you wish to discuss and your relationship to the area or interests represented by the legislator.

Be Prompt and Be Patient – be punctual and be patient. Often, legislators are late or need to be interrupted so be flexible and if/when the opportunity presents itself, continue your meeting with the legislator's staff.

Be Prepared – bring information and materials supporting your position. Most of the time, your meetings will serve to educate the legislator so this time will be spent sharing information and data to demonstrate the impact or benefits associated with a particular issue or piece of legislation.

Be Political – legislators want to represent the best interests of their district; if possible, describe how your group can be of assistance to him/her. When appropriate, remember to ask for a commitment.

Be Responsive – be prepared to answer questions or provide additional information. Always follow up with a thank you letter outlining the different points covered during the meeting and send along any additional materials requested.

No matter how detailed your efforts may evolve, your participation will have an impact at any level and you should be commended for striving to make a difference for your cause. Be sure to familiarize yourself with topical legislative issues and your current legislative representatives by visiting www.njleg.state.nj.us before you begin a lobbying effort.

GOOD LUCK AND FORGE AHEAD!

Step Ten – History Awards available to NJ Historians

NJ Historical Commission – Given at the annual Historical Conference

Richard J. Hughes Award

Richard P. McCormick Prize

Alfred E. Driscoll Prize

Awards of Recognition

Mildred Barry Garvin Prize - \$1,500 NJ teacher

This is the final call for nominations due December 1, 2010.
ALCTS 2012 Preservation Awards nominations sought for the George Cunha
and
Susan Swartzburg Preservation Award

Nominations are being accepted for the 2012 Association for Library
Collections & Technical Services (ALCTS) George Cunha and Susan Swartzburg
Preservation Award. ALCTS presents this award to honor individuals whose
work represents the finest achievements in research, collaboration,
creative work, leadership and service in preservation.

If you are interested in nominating a candidate, contact
award jury chair Michele Stricker at
mstricker@njstatelib.org<<mailto:mstricker@njstatelib.org>>.
The deadline for nominations and supporting materials is
Dec. 1.

Addendum A – Educational Opportunities

University of Delaware

Drexel University

Montclair State University

Seton Hall University

Rider College

Rowan University

Addendum B – Professional Associations

Association of Fundraising Professionals NJ, Southern Chapter

PO Box 1082
Haddonfield, NJ 08033
(856) 873-5653
SNJAFP@aol.com

New Jersey Non-profit Fundraisers

Addendum C – other NJ conferences and seminars

1. NJAM – June 8, 2012
2. 2011 New Jersey Non-Profit Conference – December 2

Addendum D – Other State Organizations

Arts Build Communities

Art Pride New Jersey

ArtPRIDE New Jersey 432 High Street, Burlington, NJ 08016
Phone - 609-324-2734 Fax - 609-443-3582
artpride@artpridenj.com
webmaster@premieresolutions.com

Association of New Jersey County Cultural and Historical Agencies

New Jersey

New Jersey Association of Museum

c/o Liberty Science Center
222 Jersey City Blvd
Jersey City, NJ 07503
Phone: 201-451-0006
Email: eromanaux@lsc.org
Web: www.njmuseums.org
<http://www.njmuseums.org/joinus.cfm>

New Jersey Council for the Humanities

28 West State Street, 6th floor
Trenton, NJ 08608
Tel: 609-695-4838
In-state: 888-FYI-NJCH (394-6524)
Fax: 609-695-4929
e-mail: njch@njch.org

New Jersey Crossroads of the American Revolution

P.O. Box 590
Bound Brook, NJ 08805
(732)721-1047
info@RevolutionaryNJ.org

Keep It Green Campaign

c/o New Jersey Audubon Society
142 West State Street, 4th Floor
Trenton, New Jersey 08608
<http://njkeepitgreen.org/contact.htm>

New Jersey Folklore Society

P.O. Box 9
Camden, NJ 08101
Phone:
856-825-6800, ext.2787

New Jersey Lighthouse Society
[New Jersey Lighthouse Society, Inc.](#)

Postal Address:
P.O. Box 332
Navesink, NJ 07752-0332

New Jersey Archives

225 West State Street
P.O. Box 307
Trenton, NJ 08625-0307
609.292.6260 (general information)
609.633.8334 (administrative office)
609.292.9105 (fax)
<http://www.njarchives.org/links/archives>.

Archaeological Society of New Jersey

c/o Department of History and Anthropology
Monmouth University
West Long Branch, NJ 07764-1898
asnj.org

***New Jersey Historical Society*, www.jerseyhistory.org**

Provides a variety of public programs about New Jersey history, and an extensive archive of historical materials and scholarship.

***New Jersey Museum of Agriculture*, www.agriculturemuseum.org**

Houses an extensive collection of agricultural artifacts and documents; presents exhibits and educational programs.

***New Jersey State Museum*, www.state.nj.us/state/museum**

Produces and presents exhibitions and programs on a broad range of topics in the arts and humanities.

Addendum E – Other Regional and National Organizations

American Association of Museums

Dept 4002, Washington, DC 20042-4002
Phone 202-289-9131
aam-us.org
\$100 or .001 x Budget \$90 Individual

American Folklore Society

Lorraine Walsh Cashman

AFS Associate Director
Mershon Center, The Ohio State University
1501 Neil Avenue
Columbus OH 43201-2602 USA
Phone 614/292-4715
Fax 614/292-2407
E-mail cashman.11@osu.edu
afsnet.org
Membership \$100.00

Americans for the Arts

Washington, DC Office

1000 Vermont Avenue, NW
6th Floor
Washington, DC 20005
T 202.371.2830
F 202.371.0424
Membership \$50

AHA

American Historical Association

Pamela Scott-Pinkney
Membership Department
400 A St. SE
Washington, DC 20003-3889
(202) 544-2422, ext. 115 (phone)
(202) 544-8307 (fax)
<http://www.historians.org/index.cfm>

ALHFAM

Association for Living History, Farms and Agricultural Museums

8774 ROUTE 45 NW • NORTH BLOOMFIELD, OHIO 44450 • • info@alhfam.org
MEMBERSHIP \$30.00

History Serve

8A Morrill Hall
Michigan State University
East Lansing, MI 48824-1046 USA
tel 517.432.5134
fax 517.353.5229

Institute of Museum and Library Services

1800 M Street NW, 9th Floor
Washington, DC 20036-5802
Phone: 202-653-IMLS (4657)
Fax: 202-653-4600
<http://www.ims.gov>

Library of Congress

Mid Atlantic Arts Foundation

Mid Atlantic Arts Foundation, 201 N. Charles Street, Suite 401,
Baltimore, MD 21201
Phone: 410.539.6656 | Fax: 410.837.5517 | TDD: 410.779.1593
www.midatlanticarts.org

MAAM

Mid-Atlantic Association of Museums

1255 23rd Street, NW | Suite 200 | Washington, DC 20037
Phone: (202) 452-8040 | Fax: (202) 833-3636
E-mail: director@midatlanticmuseums.org
Membership \$100

Museum Education Roundtable

P.O. Box 15727
Washington, D.C. 20003
info@mer-online.org
tel: 202.547.8378
fax 202.547.8344
<http://www.mer-online.org>

National Guild of Community Schools of the Arts

520 Eighth Avenue, Suite 302
New York, NY 10018
(212) 268-3337
Membership \$200

The National Center for History in the Schools

University of California, Los Angeles
6265 Bunche Hall
Los Angeles, California 90095-1473
FAX: (310) 267-2103
Phone: (310) 825-4702

National Trust for Historic Preservation

Organization of American Historians

P.O. Box 5457
Bloomington Indiana USA 47407-5457
Member Services:
tel. (812) 855-9851
fax: (812) 856-3340

Small Museum Association

Box 447
Baltimore, MD 21203-0447
www.smallmuseum.org

***The American Folklife Center*, lcweb.loc.gov/folklife**

Houses the Archive of Folk Culture, presents online resources and exhibits, provides publications, and cosponsors research and preservation projects.

***The American Folklore Society*, www.afsnet.org**

An association of people involved in folklore pursuits, including scholars, teachers, arts and cultural professionals, and community-based artists and researchers. Produces an annual meeting, quarterly journal, and bimonthly newsletter.

***CARTS, Cultural Arts Resources for Teachers and Students*, www.carts.org**

Web source for variety of materials, information, and opportunities for educational programming about folk arts and folklife.

***The Fund for Folk Culture*, www.folkculture.org**

Provides funding for projects that support community culture and needs.

***The MidAtlantic Arts Foundation*, www.midatlanticarts.org**

Offers a variety of funding categories, resources for folk arts programming, and a Traditional Arts Program that sponsors research, documentation, and cultural conservation projects.

***The National Council for the Traditional Arts*, www.ncta.net**

Provides programs and musical tours, including the National Folk Festival.

***The National Endowment for the Arts*, www.nea.gov**

Provides funding for folk arts programs and organizations; awards National Heritage Fellowships annually.

***The National Endowment for the Humanities*, www.neh.gov**

Provides funding and special initiatives for projects in the many humanities disciplines, including folklife.

***The Smithsonian Institution, Center for Folklife and Cultural Programs*, www.folklife.si.edu**

Produces the Smithsonian Folklife Festival, Smithsonian Folkways Recordings, exhibitions, documentary films and videos, symposia, and educational materials. Provides research opportunities.

***TAPnet: Traditional Arts Programs Network*, www.afsnet.org/tapnet**

Provides contact information for folklife programs and folklorists across the nation, access to the Public Folklore Listserve, and information about folk arts activities and folk artists.

***Balch Institute for Ethnic Studies*, www.balchinstitute.org**

Located in Philadelphia, houses extensive archive and produces exhibitions and programs on ethnic and traditional culture.

Addendum F – Registration and Tax Responsibilities
IRS - 990

Addendum G – Regulations and Registrations

[State of New Jersey Online](#) - From this central site, you can connect to the Governor's office and Cabinet Departments, the Legislature, bill and statute text, and much more.

[State Data Center](#)

[NJ Legalized Games of Chance Control Commission](#) - Information about bingo/raffle licenses and other games of chance

Alcohol License
<http://www.nj.gov/oag/abc/index.html>

[NJ Division of Consumer Affairs, Charities Registration Section](#)

www.state.nj.us/lps/ca/charfrm.htm - searchable database of registered charities (check for typos or standard abbreviations if first search comes up empty, and always call the Charities Registration office at 973/504-6215 to be sure)

Addendum H – Books and Other resources
Altamira Press

Addendum I – Programming and Learning Tools

Not for profit eXchange

www.notforprofitexchange.com

6 Cedar Ridge Rd.
Lebanon, NJ 08833

Connor Prairie – Open Doors Program

To order your copy of *Opening Doors*, please call the Conner Prairie Store at 317.776.6000 ext. 389, or email Becky Brown at brown@connerprairie.org. Thank you

StEPs - AASLH

Past Perfect \$

www.MuseumSoftware.com

300 North Pottstown Pike
Site 200
Exton, Pennsylvania 19341
800.562.6080

This is the near universal software package for small museums with the ability to track artifacts, photos and membership giving etc.

Constant Contact

<http://www.constantcontact.com/index.jsp>
starts at \$15 per month

E-Tapestry

http://www.etapestry.com/index.php/website_services

Guide by Cell

<http://www.nrpa.org/Professional-Development/E-Learning/Webinars/Mobile-Technology--From-Audio-Tours-To-Mobile-Websites/>

If you have any questions about the upcoming webinar or Guide by Cell, please call us at (415) 615-1505.

e: dkchin@guidebycell.com

t: 415.615.0150

c: 415.578.0670

[Bohse & Associates, Inc.](#), in partnership with GrantStation, brings you the weekly *GrantStation Insider*. In addition to this e-newsletter, [GrantStation](#), a member-based company, provides online grantseeking resources for organizations throughout the world.

The Client Services Team
at Grant Writing USA
800.814.8191
cs@grantwritingusa.com

Smoke and Fire Company

www.smoke-fire.com

1-800-766-5334

27 North River road

Waterford, OH 43566-1449

American Historical Theater - Philadelphia

Addendum J – Grant Sources

Partnerships in Philanthropy

973-701-9810

www.pipnj.org

application \$50

Ocean First Foundation

1415 Hooper Avenue

Suite 304

Toms River, New Jersey 08753

732-341-4676

www.oceanfirstfdn.org

Addendum K – Accessibility Resources

VSA arts of New Jersey (VSA/NJ)

Vanessa Young

703 Jersey Avenue
New Brunswick, New Jersey 09801
732.745.3885
www.vsanj.org
VSA/NJ is dedicated to promoting the creative power of people with disabilities

Leadership Exchange in Arts and Disability
www.kennedy-center.org/accessibility/lead
LEAD – Kennedy Center
Washington. D.C.

Addendum L – Tourism Resources

Shore Regional Tourism Council Shore Tourism Council

P.O. Box 1162
Toms River, NJ 08754
(800) BIG WAVE
(732) 730-8430
www.shoreregion.com

Jspraa

Jersey Shore Public Relations & Advertising Association

Box 8515
Red Bank, NJ 07701
732.963.9234
www.jspraa.com

South Jersey Tourism Corporation

Visitsouthjersey.com
856-757-9400

Discover Jersey Arts, www.jerseyarts.com

Maintains a calendar and information about current events in the arts, including folk and traditional arts and crafts.

NEW JERSEY PARTNERSHIPS AND/OR SERVICE ORGANIZATIONS

[Artists in Education Consortium](#)

[ArtPride NJ Foundation](#)

[Arts and Business Partnership of Southern New Jersey](#)

[Arts Plan New Jersey](#)

[Dance New Jersey](#)

[Discover Jersey Arts](#)

[New Jersey Network Foundation](#)

[New Jersey Theatre Alliance](#)

[New Jersey Travel and Tourism](#)

[South Jersey Arts Facilities Directory](#)

[Americans for the Arts](#)

[American Arts Alliance](#)

[American Craft Council](#)

[American Film Institute](#)

[American Symphony Orchestra League](#)

[ASCAP Foundation](#)

[Association of Performing Arts Presenters](#)

[BoardSource \(formerly The National Center for Nonprofit Boards\)](#)

[Council of Literary Magazines and Presses](#)

[Dance USA](#)

[Meet the Composer](#)

[Mid Atlantic Arts Foundation](#)

[National Assembly of State Arts Agencies](#)

[National Association of Artists Organizations](#)

[National Endowment for the Arts](#)

[National Performance Network](#)

[North American Folk Music and Dance Alliance](#)

[Opera America](#)

[PEN American Center](#)

[Poets and Writers, Inc.](#)

[Theatre Communications Group](#)