



FRIENDS OF SULGRAVE MANOR

ASSOCIATE TRUSTEES

HANDBOOK

October 2020

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Table of Contents

MISSION	3
HISTORY	3
FRIENDS OF SULGRAVE MANOR	4
RELATIONSHIP BETWEEN THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA AND THE FRIENDS OF SULGRAVE MANOR	4
ASSOCIATE TRUSTEES JOB DESCRIPTION.....	4
ANNUAL MEETING	5
FUNDRAISING ACTIVITIES.....	6
Annual Solicitation	6
Other Fundraising Activities	8
PUBLICATIONS/PUBLIC RELATIONS	8
TRIPS	9
REPORTS	9
FILES.....	9
WEBSITE	10
IMPORTANT FACTS	10
APPENDICES	
I. Excerpts from Mrs. Lamar's <i>Chronology of the NSCDA</i>	
II. Sample Annual Solicitation Letter	
III. Sample Return Envelope	
IV. Sample Tax Letter	
V. Gift Acknowledgement Procedure	
VI. Sample Gift Acknowledgement Card	

FRIENDS OF SULGRAVE MANOR ASSOCIATE TRUSTEES HANDBOOK

The following Handbook has been developed to aid the Associate Trustees of the Friends of Sulgrave Manor in carrying out their responsibilities as specified in their Job Description.

MISSION

The mission of the Sulgrave Board is to be “A CENTRE FROM WHICH SENTIMENTS OF FRIENDSHIP AND GOODWILL BETWEEN THE BRITISH AND AMERICAN PEOPLES WILL FOREVER RADIATE”.

HISTORY

Sulgrave Manor is located in Northamptonshire, England. It is an Elizabethan manor house built by Lawrence Washington (1539), whose great great grandson John settled in Virginia in 1656. John's great grandson was George Washington. The purchase of Sulgrave Manor, to commemorate the centenary of the Treaty of Ghent (1814), was one of the Edwardians' initiatives, which established the Special Relationship. In living its mission, Sulgrave opens the house to visitors, hosts 11,000 schoolchildren annually and raises awareness of the US-UK relationship through outreach.

In 1914, honoring the 100th anniversary of the Treaty of Ghent, Sulgrave Manor was acquired and presented jointly to the peoples of the United States and Great Britain as a permanent memorial of their common heritage and friendship. The NSCDA was represented when the keys were turned over to the American Ambassador. Beginning in 1914, The National Society of The Colonial Dames of America began to support Sulgrave Manor by voting to present a copy portrait of George Washington to Sulgrave Manor, and the first donation to Sulgrave Manor was sent by the NSCDA in 1915 for immediate repairs to the Manor. This \$1,000 contribution was acknowledged by the Secretary as “the first contribution we have received from American sources” and according to Mrs. Lamar's Chronology (Excerpts in Appendix I) “The Board ordered the letter framed and hung on the walls of the Manor”. The NSCDA continued to support Sulgrave Manor and in 1923, it took on the great task of collecting a fund from the citizens of the United States for the preservation and maintenance of the house and grounds. From 1923 through 1929 the NSCDA continued to support Sulgrave Manor. For the NSCDA, Sulgrave Manor is our oldest, only overseas property and the longest continuously supported property.

Please see Pages 144-182 of Mrs. Joseph Rucker Lamar's book, [A History of the NSCDA 1891-1933](#) for a detailed history of the NSCDA and its early role in Sulgrave Manor. The book may be accessed on the NSCDA website as follows: www.nscda.org;

member section (history; future); Publications & Directories (left column); first listing on the page.

Today Sulgrave Manor is an international symbol of peace, friendship and trust celebrated for over two centuries between Great Britain and the United States. The Friends of Sulgrave Manor are committed to this mission.

FRIENDS OF SULGRAVE MANOR

The NSCDA established the Friends of Sulgrave Manor in 1978 to continue the development and preservation of this beautiful and historic Manor House. The Friends is a 501(c)3 charity charged with raising funds in the U.S. for Sulgrave Manor and has provided funds for major restoration, maintenance and preservation projects. The business and affairs of the Friends are managed by the Board of Trustees (no greater than 14) who serve two-year terms, renewable for two additional terms for a total of six years. A slate of officers and Trustees is presented for election at the Annual Meeting of Trustees in even years. Officers include: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. The NSCDA President and Treasurer serve as *ex officio* Trustees. Trustees may present and elect Honorary Trustees. Honorary Trustees, Honorary Presidents and Emeritus Trustees may attend all meeting of the Trustees and may participate in all discussions but without vote. Bylaws of the Friends of Sulgrave Manor are included as Appendix II.

RELATIONSHIP BETWEEN THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA AND THE FRIENDS OF SULGRAVE MANOR

The President of The National Society of The Colonial Dames of America (NSCDA) appoints the Senior and Junior Representative to the Sulgrave Manor Trust Board for a three-year term. The Junior Representative is expected to serve for an additional three-year term as Senior Representative. The position of Junior Representative alternates each term between a representative from a Colonial State and an Associate State.

The Senior Representative serves as President and the Junior Representative serves as Vice-President of the Board of the Friends of Sulgrave Manor. The President and Vice-President are elected by the Trustees of the Friends of Sulgrave Manor, and each serves a three-year term which is concurrent with the terms of their appointments by the NSCDA President as Senior and Junior Representative.

ASSOCIATE TRUSTEES JOB DESCRIPTION

Associate Trustees of Friends of Sulgrave Manor are the ambassadors from Sulgrave Manor to members of their Corporate Societies of The National Society of The Colonial Dames of America and to outsiders as well. The Associate Trustees constitute an

informal Committee of the Board of Trustees of the Friends of Sulgrave Manor for the purpose of fund-raising and public relations.

The Associate Trustees shall meet in October of each year at an Annual Meeting which shall coincide with the dates of the Trustees Annual Meeting and the NSCDA National Board.

Term: Trustees of the Friends of Sulgrave Manor are appointed Associate Trustees. Associate Trustees shall be recommended by the Presidents of their Corporate Societies to the Trustees for consideration as an appointee. Each Corporate Society of the NSCDA may recommend one Associate Trustee. An Associate Trustee shall have a term of office of two years beginning in October and may be appointed for two additional two-year terms for a maximum of six years. Since the majority of Corporate Society Boards have their transitions in the spring, some of the Associate Trustees take office then. This can be adjusted to meet the schedules of each Society.

Major Duties:

- I. To raise funds annually from individual Dames, their Corporate Societies and from non-Dames and foundations interested in historic preservation and to acknowledge these gifts;
- II. To promote Sulgrave Manor trips;
- III. To market Sulgrave Manor products;
- IV. To report on news from Sulgrave Manor periodically at state and town committee meetings and to generally “sell” Sulgrave Manor at every appropriate opportunity;
- V. To distribute Sulgrave information to the President of her Society and/or representatives of town committees;
- VI. To attend Annual Meetings of Friends of Sulgrave Manor.

PROCEDURES

ANNUAL MEETING

When: Associate Trustees are expected to attend the Annual Meeting of the Friends of Sulgrave Manor, which is held in October of every year either before or after the National Board Meeting. If you are not able to attend, a representative from your Corporate Society, with the approval of your Society President, may attend in your place.

Where: In the same city as the National Board Meeting or nearby.

Duration: The meeting lasts two days and often extends to an optional day of historical touring.

Expenses: The Associate Trustee assumes the cost of the meeting, transportation to and from the meeting and hotel expenses, all of which vary depending on the location of the meeting. However, these expenses may be included on her personal tax return.

FUNDRAISING ACTIVITIES

(Must be coordinated within Associate Trustee's Corporate Society)

Annual Solicitation

What: The annual solicitation consists of three components. This will help us maximize our potential for donations. The three components are:

- A solicitation envelop will be include in the annual Friends of Sulgrave Manor newsletter
- The Associate Trustee oversees a solicitation via direct mail to all members of her Corporate Society, excluding Courtesy Members who will receive the solicitation from their home Corporate Societies' representatives.
- A draft email will be sent out to the Associate Trustees from the Vice-President which they are asked to copy and email out to all members of their Corporate Society as a solicitation reminder

When: Below is the timing of the three solicitation components:

- Friends of Sulgrave Manor newsletter, received in September by the full NSCDA
- Annual Solicitations mailings are generally sent out in late January or February recognizing George Washington's birthday in February. The president of each Corporate Society must be consulted about the timing.
- Draft email reminder should be sent out in late spring

Procedure for Annual Mailing:

Letter. Letterhead templates in green and black (your choice) can be printed easily onto whatever paper you like. These will be sent to you electronically by the Vice-President in December or early January along with the sample letter that you can personalize or you may write your own (Appendix III). You must first print your blank letterhead and then print your personalized letter onto it. The letter is formatted correctly and should fit nicely in the middle of the letterhead. Since many of you like to personalize your letters, we do not insert it directly into the letterhead for you. However, if you are comfortable with Microsoft Publisher or know someone who is and wish to insert the letter into the letterhead template, the Vice-President will be happy to send you the letterhead in Microsoft Publisher format.

Return Envelopes. The Assistant Treasurer will send you return envelopes (Appendix IV) at the beginning of January in time for your February mailing. Please let her know how many you will need. When you count the number of members of your Corporate Society, please DO NOT count Courtesy Members since they will receive letters from their home Societies' Associate Trustees. If your Corporate Society has decided that the mailing must be sent earlier than February, please contact the Assistant Treasurer. **IMPORTANT:** You must write your State on each envelope. This is especially important since some members live in different states and their checks don't always show their home state address. Use only the current envelope and destroy any left from prior years. ALL contributions are to be sent to the current Treasurer.

Printing and Mailing.

- Print the letterhead,
- Print your letter on the letterhead,
- Sign letter and have it copied for each state member and friends,
- Insert letter and return envelope (with your state marked clearly) into a #10 envelope. Make sure that the weight of the full mailing may be sent with a first class stamp or plan to add postage.
- The secretary or roster chairman of your state can provide you with address labels.

Expenses. The costs of copying the sample letter and stamps are not reimbursed by the Friends of Sulgrave Manor; however, some Societies do reimburse their Associate Trustees for these expenses. You should check with your President to determine your Corporate Society policy. If you are not reimbursed, these costs may be included in your tax return. The Treasurer will provide a letter (Appendix VI) that acknowledges that you may have incurred expenses on behalf of the Friends of Sulgrave Manor.

Donation Reports. The Treasurer will send reports of donations at regular intervals and you will send acknowledgements and thank you notes to all donors. A Gift Acknowledgement Procedure (Appendix VII) is in place which details who else within Friends of Sulgrave Manor is expected to thank donors. Acknowledgement cards (Appendix VIII) have been printed for your use and you may wish to write a thank you note as well. **IMPORTANT:** You must check the Treasurer's report carefully to make sure that the donors are members of your Corporate Society, that their names are spelled and shown correctly and that In Memory of or In Honor of is clear.

Corporate Society and Town Committee Donations: The Gift Acknowledgement Procedure applies (Appendix VII).

Courtesy Members: Courtesy Members will receive the annual solicitation from their home Societies' Associate Trustees and contributions in response to the annual solicitation will be listed with their home Societies. However, A Courtesy Member contributing to her Courtesy Society's special fundraisers will be listed with the Courtesy Society.

Gift Reporting Year. All donors whose gifts were received between August 1 and July 31 will be reported in our annual newsletter (Appendix IX) which is sent to the printer in late August.

Other Fundraising Activities

Special Fundraisers. February is an excellent month for fundraisers or lectures. At the annual meeting you will have an opportunity to find out what successful fundraisers other Associate Trustees have organized. The president of your Corporate Society must approve all fundraising activities within your state. Courtesy Members who contribute to special fundraisers held by their Courtesy Societies will be listed with the Courtesy Society donors for that contribution.

Town Committee Activities. The Associate Trustee is the contact person for your State Society and all fundraising activities of Town Committees within your State must be coordinated with you to make sure that the focus of fundraising is within the priorities set by Friends for the current year. Town Committee Chairs/Members must not contact Sulgrave Manor directly or through Facebook or any other means for information about fundraising priorities or to ask for detailed updates. Please contact the Friends of Sulgrave Manor Vice-President or Assistant Treasurer for this information.

Merchandise. Merchandise will be available at the annual meeting for you to take home to sell, through the website or from the Merchandising Chair. Funds from the sale of this merchandise benefits Sulgrave Manor and you can sell items at state meetings. An order/sales form is required for each purchase. This may be obtained on the website. Checks, Cash, Visa, and Master Card are accepted. If cash, please write a check to Friends of Sulgrave Manor and mail to the appropriate person on the Merchandising Committee, along with the order form. Note whether the merchandise has been given to the purchaser. If it is an order, please write that on the form so that the item can be sent.

PUBLICATIONS/PUBLIC RELATIONS

Friends of Sulgrave Manor Newsletter. The Friends of Sulgrave Manor publishes a newsletter that is sent to all members of the NSCDA annually in the fall. You may be asked to contribute an article! Final copy must be sent to the printer in late August. A contribution envelope will be inserted in the newsletter and donors will be asked to identify their home Corporate Society. This is in addition to the annual solicitation that you will send in February to all members of your Corporate Society.

You will receive lists of donors from the Treasurer at regular intervals during the year. You must review these very carefully and let the Treasurer know right away if there are any changes since the names will be included in the donor lists in the newsletter. When the newsletter is formatted in August, you will be asked to review the names again, but you will have only a week or two to let us know of any changes. If we don't hear from you, the names will appear as drafted. Donors who contributed during the twelve-month period from August 1 to July 31 will be included.

Courtesy Members who contribute to the annual campaign will be listed with their home Corporate Society. Courtesy members who contribute to special fundraisers held by their Courtesy Societies will be listed with the Courtesy Society.

Corporate Society Newsletter. We encourage you to submit an article for your Corporate Society newsletter at least once a year if your Society sends a newsletter to the membership. Samples of articles may be found on the Friends website.

Internal FSM Newsletter. The Vice-President will at a minimum produce two email updates after she attends the Sulgrave Manor Board Meetings. These newsletters can be used by the Associate Trustees to write their Corporate Society Newsletters.

PowerPoint Slides. The Associate Trustees are encouraged to present to their Society once a year on Sulgrave Manor. An updated PowerPoint slide document with talking points is available on the website.

Public Relations. February is also a good month to submit an article to your local newspaper about George Washington's ancestral home.

TRIPS

The Friends of Sulgrave Manor plans a trip to be taken before and after Sulgrave Day at Sulgrave Manor. Sulgrave Day, also known as Dames Day at Sulgrave Manor, generally occurs in June every even year (2016, 2018, etc.). However, if a special celebration occurs at Sulgrave Manor the trip will be held on an odd year. The trips are not limited to Dames and spouses, children. This provides a fundraising opportunity for the Friends since a separate donation is made by each participant.

REPORTS

Corporate Society Annual Meeting. Prepare final report of the year for your Corporate Society's Annual Meeting if required.

Associate Trustee Reports of Activities. You will be asked to talk about your activities on behalf of Sulgrave Manor at the Friends annual meeting. Please prepare a short report to share with other Associate Trustees.

FILES

In the past, notebooks have been kept that are passed down to the successor. Unfortunately, many are lost or simply not kept up to date. Please be sure to keep a file (or notebook or computer file) that includes copies of your annual solicitation letters, publications, donor lists, meeting information, tours, reference materials, names of members of your committee, other important information about the Friends of Sulgrave Manor and your activities. This information is important for your successor. The

Associate Trustees Handbook will be updated periodically and is available on the Friends of Sulgrave Manor website (see below).

WEBSITE

On our website you will find posted procedures, job descriptions, publications, sample annual letters and other important information on the secure Members Section of the website. This provides a resource for all Associate Trustees and will ensure that the most up-to-date information is available. To access the Members Section of the website: **User ID:** fsm; **Password:** George.

IMPORTANT FACTS

There are three separate and distinct organizations involved in the preservation of Sulgrave Manor

SULGRAVE MANOR TRUST (U.K.)

- Charitable Organization registered in the U.K., Charity number 1003839, and charitable classifications: Education/Training; Arts/Culture/Heritage/Science; and Environment/Conservation/Heritage;
- Articles of Association (Adopted by Special Resolution passed 15 June 2012): Section 4: Objects and Section 5: Powers address in detail the charitable purpose for establishment of the Trust;
- Annual tax return is filed and annual report is prepared by an accounting firm each year.
- Sulgrave Manor Trust Fiscal Year is January 1 - December 31;
- No donations may be sent directly to Sulgrave Manor Trust.
- For more information about Sulgrave Manor Trust please go to the website: www.sulgravemanor.org.uk.

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA (NSCDA):

- Is a separate entity from the Friends of Sulgrave Manor;
- The National Society of The Colonial Dames of America is an unincorporated association of 44 Corporate Societies with a current membership of just over 15,000. Each Corporate Society is separately incorporated in its state;
- NSCDA President appoints a Senior Representative and a Junior Representative to the Sulgrave Manor Trust;
- NSCDA does not donate funds. It supports only its own programs. Gunston Hall and Sulgrave Manor are separately incorporated organizations but are considered programs of the NSCDA;
- Income from the NSCDA Sulgrave Manor Fund for the Future (formerly known as Sulgrave Manor Endowment Fund) is distributed as determined by the NSCDA Finance Committee. This fund was established in 1924 and represents the only funds held and distributed by the NSCDA to the Trust. No additional capital is invested in the fund, but undistributed income is reinvested. Treasurer of the NSCDA is responsible for all matters pertaining to the fund;

- A grant application process for annual general operating support provided to the Trust from the Sulgrave Manor Fund for the Future has been implemented. Applications are sent to the Senior Representative who in turn sends them to the Treasurer who then sends them to the NSCDA Finance Committee for consideration;
- NSCDA has a clear Conflict of Interest Policy and each member of the National Board is required to complete an acknowledgement and disclosure each year. This is administered by the NSCDA Treasurer;
- Annual tax return (IRS 990) is filed and accounts are audited each year;
- NSCDA Fiscal Year is September 1 - August 31.
- For more information about the NSCDA, please go to the website: www.nscda.org; Member Login: **username**-history; **password**-future.

FRIENDS OF SULGRAVE MANOR:

- Friends of Sulgrave Manor is a separate entity with separate registrations and by-laws from the NSCDA. Friends is incorporated in the Commonwealth of Virginia. Tax returns disclose that there is a relationship with the NSCDA;
- Friends was established in 1978, an IRS application was submitted for 501(c)(3) status and in 1980 status was provisionally approved. In 1984 IRS made a determination that Friends of Sulgrave Manor qualifies for exempt status under section 501(c)(3), as a public foundation (509)(a)(2);
- Articles of Incorporation (June 1978) Article II-1 clearly states charitable purpose is to raise funds for the restoration, maintenance, preservation, operation and promotion of the house, grounds and furnishings of Sulgrave Manor, ancestral home of the Washington family;
- President and Vice-President of Friends of Sulgrave Manor are elected for a three-year term and also are appointed by the NSCDA President and serve concurrently as NSCDA Senior and Junior Representatives to the Sulgrave Manor Trust. Senior Representative has vote on the U.K. Trust Board and Junior Representative serves as an observer for six months before becoming a full voting member of the Board. Junior Representative is expected to move up to Senior when her three-year term expires. The NSCDA Senior and Junior Representatives (President and Vice-president of Friends of Sulgrave Manor) rotate between a Colonial State and an Associate State;
- Friends of Sulgrave Manor Board consists of elected Officers and Trustees, not to exceed fourteen. The term of office for Trustees shall be two years with a limit of three consecutive terms (six years). Honorary Trustees are elected by majority vote of all Trustees and serve without voice or vote. The President and NSCDA Senior Representative, upon completing her term, is elected an Honorary President. After serving a six-year term, Trustees will become Emeritus Trustees. Honorary Presidents and Emeritus Trustees serve with voice but no vote.
- A representative from each NSCDA Corporate Society serves on the Friends of Sulgrave Manor as an Associate Trustee and that individual sends the annual Friends fundraising appeal from the Friends to the members of her Corporate Society each February. This mailing must be done from within the state for tax purposes—each state has different requirements for an organization to be registered for solicitation. Associate Trustees serve without voice or vote;

- The NSCDA President and Treasurer serve *ex-officio* on the Board of Friends of Sulgrave Manor with vote and same rights as any other Board member;
- The Friends of Sulgrave Manor has a clear Conflict of Interest Policy and each member of the Board is required to complete an acknowledgement and disclosure each year. This is administered by the Treasurer of the Friends of Sulgrave Manor;
- A grant application process has been established and all requests from Sulgrave Manor Trust for support must be presented in grant form and reviewed for funding by the Friends of Sulgrave Manor. Applications are sent to the FSM President who in turn sends them to the FSM Grants Review Committee for Consideration. Project and financial reports from the Trust are required;
- Friends of Sulgrave Manor files an IRS Form 990 each year by January 15. Short version of mission included: To solicit donations for the restoration, maintenance and preservation of Sulgrave Manor.
- Articles of Incorporation and Bylaws of Friends of Sulgrave Manor are kept up to date;
- Friends of Sulgrave Manor Fiscal Year is September 1 - August 31.
- All donations to the Friends of Sulgrave Manor must be sent to the Treasurer, Friends of Sulgrave Manor. Donors who contribute between August 1 and July 31 will be listed in the annual Friends of Sulgrave Manor newsletter that is sent to the mailing house in late August or early September each year.
- For more information about the Friends of Sulgrave Manor please go to the website: www.sulgravemanor.us. Member Login: **username-fsm**; **password-George**.

- English settlement in America. Presentation of the Record Book to the Arlington Mansion. Voted to publish the Correspondence of William Pitt. A Joint Committee appointed on the status of Associate Societies.
1906. May 2-5. The Eighth Council met at the Arlington Hotel. Society in the State of Kansas admitted. Report of Joint Committee on the Status. Presentation of Souvenir to the Society in the District.
1907. May 11. Dedication of the restored Church at Jamestown.
1908. May 6-9. The Ninth Council met at the Arlington Hotel. Flag for National Society approved. Meeting of representatives of Associate Societies with Executive Board, for discussion of status. Approval by Council of proposed plan for adjustment of questions between the two classes of Societies.
- May 10. Formal dedication service at the Memorial at Jamestown.
- October 7. Meeting of six Associate Societies at Detroit, Michigan.
- November 4-6. Meeting of the National Board which adopted the 'Covenant' to be submitted to all the Societies.
- December 3. Printed Report of the National Board issued to every member of the entire Society, with form for ratification for each society.
1909. April 22. Notice of an amendment to the Constitution by the Georgia Society.
- November 9-10. Meeting of the officers of the National Society and representatives from the Associate Societies held in Louisville, Kentucky, by invitation of the Societies in Kentucky, Ohio and Tennessee. Covenant endorsed by a large majority.
1910. April 6-7. Meeting held in Wilmington, Delaware, of the 'Original Fourteen' Societies, for discussion of Covenant and its legality.
1910. April 27-30. The Tenth Council met at the Arlington Hotel. Societies in Nebraska and Washington admitted. Design for Society Flag accepted. Motion to sponsor book on '*Old Silver of American Churches*' adopted. Constitution amended to legalize Covenant. The Covenant signed by a large majority. Voted to give \$25,000.00 to the George Washington Foundation for headquarters when building is finished.
1912. May 1-4. The Eleventh Council met at the Arlington Hotel. Flag ceremony introduced. Report of Committee on '*Old Silver Book.*' Committee appointed to write a booklet history of the Society. First Volume of the Pitt Letters ready.
1914. May 6-9. The Twelfth Council met at the Shoreham Hotel. The Societies in Wyoming and Oklahoma were admitted. Committee reported \$25,000.00 contributed to the George Washington Memorial Fund. History of the Society ready. Voted to present

APPENDIX I

The National Society of The Colonial Dames of America

A CHRONOLOGY of THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA

Mrs. Joseph Rucker Lamar, A History of The National Society of The Colonial Dames of America from 1891 to 1933, The Walter W. Brown Publishing Company, Atlanta, 1934

September 11. General Pershing wrote thanking the Society for the Flag.

September. \$50,000.00 raised for the equipment of the operating rooms on the Hospital Ships, *Comfort* and *Mercy*.

1917-1921. Further equipment supplied from the Fund and the *Relief* added to the list of Hospital Ships using the Fund. Publication of War Songs entrusted to the Committee on the Preservation of Existing Records, at the request of the Chairman, Mrs. Starr.

1918. May 6. In obedience to the Government's request to refrain from all avoidable travel, and expense during the progress of the War, the Council of 1918 was postponed. To conform to the requirements of the Constitution, the President called a meeting, and there being no quorum adjourned it, *sine die*.

1919. February. The President submitted to the National Board, by letter, the question of holding a Council in 1919. Voted in the affirmative.

May 21-23. The Fourteenth Council met at the Washington Hotel, Washington. The Society in the State of Oregon admitted. The Council voted to present to the Library at Louvain, the books published by the Society, including the *Old Silver Book*, presented by Mrs. Wendell. The Council appropriated \$2,000.00 for further repairs at Sulgrave Manor. A Committee on Americanization created. Voted to collect an exhibit of uniforms worn by American women during the War.

1921. May 25-27. The Fifteenth Council met at the Washington Hotel, Washington. Report on the revision of the Acts in Council, by the President who was Chairman of the Committee.

November 29. Presentation ceremonies of the Plymouth Memorial.

1923. May 2-4. The Sixteenth Council met at the Washington Hotel, Washington. Voted to proceed with the raising of a fund to endow Sulgrave Manor. Voted to build a reproduction of the Manor at the Philadelphia Exposition commemorating the Sesqui-Centennial of the signing of the Declaration. Voted to dedicate the book of *American War Songs* to the memory of the late Treasurer, Mrs. Alexander J. Cassatt. *Privateering and Piracy During the Colonial Period*, published. Committee on Americanization reported the purchase of two films, *Hats Off*, and *The Making of an American*. Voted to lend certain relics bequeathed by Miss Heth, to the Museum at Valley Forge.

1923. May-June. In the absence of the Chairman, Mrs. Brown of New York, the President prepared literature and plans for raising the Sulgrave Manor Endowment.

copy of portrait of Washington to Sulgrave Manor. Voted to found a scholarship at the College of her choice to Mrs. Cox, the retiring President.

1914. June. The President, Mrs. Lamar, submitted a plan to the National Board to raise a Fund for the restoration of Sulgrave Manor, which was approved.

July 25. Mrs. Garrett, of Maryland, represented the National Society, by appointment, at the meeting at Sulgrave Manor when the keys were turned over to the American Ambassador, Mr. Walter Hines Page, by the Duke of Teck.

1915. April 1. The Treasurer, Mrs. Cassatt sent \$1,000.00 to the British Sulgrave Institution for immediate repairs to the Manor, which was acknowledged by the Secretary as 'the first contribution we have received from American sources.' The Board ordered the letter framed and hung on the walls of the Manor.

1916. April. The portrait of Washington finished but could not be sent to England on account of the War. Temporarily housed at Mount Vernon.

May 3-5. The Thirteenth Council met at the Shoreham Hotel, Washington. Collection of photographs of achievements of the National and the Corporate Societies ordered. Restoration of Sulgrave Manor to be sponsored as soon as conditions admitted. Voted to build a memorial at Plymouth, in 1920. *Travels in American Colonies* printed. Mrs. Garrett reported her visit to Sulgrave.

June 10. In answer to many inquiries, the President of the Society made a statement of the Society's attitude toward preparedness, and called attention to the Relief Association. At the suggestion of the National President, each Society made its own appeal, by letter, by wire, or by personal appearance, as to its attitude toward the deportation of the Belgians.

1917. February. When diplomatic relations with Germany were severed, the President of the Society offered the services of the organization to the President of the United States and received a reply, dated February 7.

April 25. A meeting of the National Board and the Presidents of each of the Corporate Societies was held at the Shoreham Hotel, in Washington to decide upon some contribution to the War. It was voted: 1. To present a Flag to the first American Troops sent abroad; 2. To equip a Hospital Ship, or carrier; 3. To print a collection of War Songs for sale.

July 12. The official bulletin (published by the Government) printed an account of the sending of the Flag.

Retiring President appointed to write a history of the National Society, no date set. \$2,500.00 remaining from the War Relief Fund, voted to the sufferers in the Mississippi Flood.

May 14. A committee of officers, with the President, Mrs. Andrews, Chairman, inspected several houses in Washington.

November 9. House Committee inspected houses, including 'Bellevue.'

November 10. Meeting of the National Board to consider plans for acquiring Headquarters. Plan approved for creating a holding corporation. Bellevue considered. Approved design of folder to be presented to Sulgrave Manor as a record of the Reproduction at the Sesqui-Centennial Exposition. Check for \$15,298.18 sent the Sulgrave Manor Board, by Mrs. James Starr, Jr., Chairman of the Committee on the Reproduction of Sulgrave Manor at the Philadelphia Exposition.

December 3. Meeting of the House Committee in Philadelphia. Mrs. Lamar offered the chairmanship of the Committee on Headquarters, accepted in January.

1928. March 15. The 'N.S.C.D.A.' Corporation chartered in Washington, D.C.

April 18. Amended offer for Bellevue accepted, and contract signed.

1929. May 7-9. The Nineteenth Council met at the Mayflower Hotel, Washington. The Covenant was signed by South Carolina, Arkansas, Wyoming and Oklahoma, and sealed by Illinois, Ohio, Louisiana and Oregon. The two representatives on Sulgrave Manor Board reported \$50,000.00 collected for further restorations at Sulgrave which were all completed.

May-June. The By-Laws of the N.S.C.D.A Corporation were amended.

1930. November 6. Meeting of the National Board at the Carlton Hotel, Washington. Report of the Headquarters Committee recommended restoration of Bellevue, the Chairman authorized to have plans ready to submit to the next Council.

1931. May 5-8. The Twentieth Council met at the Carlton Hotel, adopted the Chairman's recommendations and Mr. Fiske Kimball's suggestions as to Bellevue. Recommended forming Committees in foreign countries. Covenant signed by Missouri, Alabama and West Virginia, sealed by Oklahoma. Committee authorized to proceed with restorations; Mr. Peaslee, the architect, Mr. Kimball, consulting architect, and Mrs. Stephen Bonsal to supervise in the absence of the Chairman.

May 8. Notice received of intended repayment of \$25,000.00 given the George Washington Memorial for Headquarters.

1925. May 12-15. The Seventeenth Council met at the Washington Hotel, Washington. The Americanization Committee reported a film—*The Gates of Opportunity*—made by the Committee, which was shown to the Council. \$112,000.00 reported raised for the Sulgrave Manor Endowment. The President and the Secretary were authorized to deposit the money with the United States Trust Company of New York. A committee authorized, with the President as Chairman, to investigate the situation in England and to make recommendations to the National Board as to the Society's participation in the work of the British Sulgrave Institution. Committee on Record Book of the Sulgrave Endowment reported.

July 13. London, England. The President of the National Society met the Board of the British Sulgrave Institution to explain the conditions of the endowment. Entertainments to the visiting delegation:—

July 20. Visit to the House of Commons, conducted by Captain Cazalet.

July 21. A delegation were received by Their Majesties, the King and the Queen, at a Garden Party at Buckingham Palace.

July 22. A Reception at the American Woman's Club.

July 23. A Reception at the American Embassy.

July 24. A Visit to the House of Lords, conducted by Lord Lee of Fareham; followed by a tea on the terrace with Lord and Lady Lee.

July 25. Reception at Sulgrave Manor; addresses by Lord Lee, the President of the National Society and Mrs. Brown, Chairman of the Endowment Committee; Presentation of the Tablet by Lady Lee; Presentation of the Record Book by the President; Tea on the Terrace; Old English Songs by the Salisbury Choir; Unveiling of sundial from Mrs. Gilmer Adams; planting of boxwood.

July 28. A reception at Broughton Castle (seat of Lord Saye and Sele), by Lord and Lady Lee.

1927. May 10-13. The Eighteenth Council met at the Mayflower Hotel, Washington. Reports of events in England and the formation of 'The Sulgrave Manor Board.' Report of disposition of the endowment and appointment of two members of the Society, Mrs. Townsend and Mrs. Chatfield, as members of the Sulgrave House Committee. Voted to acquire a house in Washington as Headquarters of the National Society. Report of the Reproduction of Sulgrave Manor at the Sesqui-Centennial Exposition at Philadelphia, and giving of grand prize for the Exhibit. Final report on the George Washington Memorial.

Ancestral home of
George Washington
1539

Northamptonshire, England
near Stratford-upon-Avon
and Oxford



Friends of Sulgrave Manor

Dear

Thank-you for your generous support of Sulgrave Manor! As you know, Sulgrave Manor has entered an exciting new era driven by its newly approved Business Plan, which will help ensure its future. The Plan calls for conservation and repairs to the Manor, development and repairs to the estate, creation of new visitor experiences, conservation and display of the collection, development of the garden and expansion of learning opportunities to include adults as well as children.

One of the most exciting new visitor experiences will be the transformation of what has been the gift shop, to a permanent and greatly improved George Washington Exhibit. Our aim is to create an informative exhibit that will appeal to and be of interest to both our British and American visitors. Knowing that we can count on all of our loyal supporters, we expect to be able to open the exhibit in 2021 to celebrate 100 years since the dedication and opening of Sulgrave Manor. Stay tuned for more updates on the exhibit and the celebration!

Your previous generous support provided funding last year for Phase I conservation, repairs, and operational costs while the Manor is closed during the work in addition to on-going support for the CEO, Alison Ray. Completion of renovation of the Wool House, funded by the NSCDA and Friends, will bring in needed income and the sale of Kiln Farm will generate necessary capital for renovation of the thatched cottages to ready them for lease.

As Sulgrave Manor moves forward with implementing their strategic plan, we reflect back to those ladies in 1923 who were so passionate about Sulgrave Manor and all it represents.

"America has no Crown jewels nor palaces; but simple spots made sacred to her children by hallowed association with the great men of her destiny"
Excerpt from NSCDA 1923 Appeal for Sulgrave Manor

Thank you for continuing to support Sulgrave Manor!

Associate Trustee
Friends of Sulgrave Manor

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WYOMING

Thank You For Supporting Friends Of Sulgrave Manor
Credit Donation To: _____ (state)



Mrs. Robert G. Rogers, Jr., Treasurer
Friends of Sulgrave Manor
221 North Ithan Avenue
Rosemont, PA 19010-1656

The Board of Trustees of the Friends of Sulgrave Manor gratefully acknowledges your support. Your contribution provides for the preservation and development of Sulgrave Manor, built in 1539, the Ancestral Home of the Washington Family. The Friends of Sulgrave Manor is a 501 (c) (3). Your gift is tax deductible to the extent allowed by law.

Giving Levels:

- ☐ Washington Society \$1000 and above ☐ Rose Society \$101 - \$249
☐ Sulgrave Society \$500 - \$999 ☐ Crown Society \$100 and under
☐ Tudor Society \$250 - \$499

- ☐ My/Spouse company, _____, will match my gift.
☐ The Friends of Sulgrave Manor is included in my/our estate plans (will or trust).

TO MAKE YOUR DONATION ONLINE, PLEASE VISIT WWW.SULGRAVEMANOR.US/DONATE

- ☐ Enclosed is my Contribution of \$_____ (Please make check payable to Friends of Sulgrave Manor)
☐ I wish to donate appreciated securities or IRA distribution, please contact Elaine Blaylock at 214-695-4595 or bblay@aol.com

My gift is in Memory of _____ Honor of _____

Please provide address for acknowledgment _____

Please charge my gift of \$ _____ ☐ Visa ☐ MasterCard

Card Number (PLEASE PRINT CLEARLY) _____ Expiration Date: _____

Signature: _____

Name: _____ CORPORATE SOCIETY: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email Address: _____

PLEASE DO NOT WRITE BELOW THIS LINE

January 9, 2020

Dear Trustees and Associate Trustees of the Friends of Sulgrave Manor,

Thank you for serving as a Trustee\Associate Trustee of the Friends of Sulgrave Manor and helping to preserve the 1539 ancestral home of George Washington for the year ending December 31, 2019.

Your official position required your attendance at the annual meeting held in Washington DC and other meetings of the NSCDA in your home state or regional meetings.

In accordance with IRS regulations, this letter serves to inform you that the Friends of Sulgrave Manor did not provide you with any goods or services in consideration, in whole or in part, for the unreimbursed out-of-pocket expenses you incurred as a result of your volunteer efforts.

If your unreimbursed expenses were \$250 or more, it is important that you retain this letter with your other income tax records for 2019 to help support the deduction of expenses when your personal income tax return is prepared.

The Friends of Sulgrave Manor sincerely appreciates your support of its mission to promote awareness, preservation and development of Sulgrave Manor.

Sincerely,

Dora Rogers

Dora L. Rogers
Treasurer
Friends of Sulgrave Manor

The Friends of Sulgrave Manor is a 501 (c) (3) non-profit organization.

FRIENDS OF SULGRAVE MANOR
GIFT ACKNOWLEDGEMENT PROCEDURE

1. Gifts under \$250

- Associate Trustees: Send acknowledgement cards to all donors and thank you note if desired. Acknowledgement card provided by Assistant Treasurer to all Associate Trustees.
- Corresponding Secretary: Notifies in Honor of person and family of in Memory. Sends thank you notes to state and town committees to acknowledge their donations.

2. Gifts between \$250 and \$500

- Associate Trustees: Same as #1.
- Corresponding Secretary: Same as #1.
- Treasurer: Sends tax letter.

3. Gifts between \$500 and \$1,000

- Associate Trustees: Same as #1.
- Corresponding Secretary: Same as #1.
- Treasurer: Same as #2.
- President/Senior Representative: Sends thank you letter in special cases.

4. Gifts over \$1,000

- Associate Trustees: Same as #1.
- Corresponding Secretary: Same as #1.
- Treasurer: Same as #2.
- President/Senior Representative: Sends thank you letter in all cases.

5. Private Foundation Donations

- Associate Trustees: Same as #1 for Foundation and individual if a private foundation and if known.
- President/Senior Representative: Same as #4 to Foundation and individual if known.

6. Other Foundation Donations

- President/Senior Representative: Same as #4. President will evaluate and inform Chairman or CEO Sulgrave Manor Trust and others as appropriate. Thank you not necessary from Sulgrave Manor Trust unless it is a large contribution and donor references a specific reason for the donation.

7. Non-Dame Donations

- Associate Trustees: Same as #1.
- Corresponding Secretary: Same as #1.
- Treasurer: Same as #2.
- President/Senior Representative: Same as #3 and #4.

8. Town Committee Donations (does not apply to individual donations):

- Associate Trustee: Sends thank you letter acknowledgement to President of State/Commonwealth and Chair of Town Committee.
- Corresponding Secretary: Sends thank you letter acknowledgement to President of State/Commonwealth and Chair of Town Committee.
- President/Senior Representative: Same as #3 and #4.



Sulgrave Manor, the ancestral home of George Washington was built by Lawrence Washington in the mid 1500's and is located northeast of Banbury in the village of Sulgrave. Lawrence's great, great grandson, Colonel John Washington, left England during the rule of Oliver Cromwell as Lord Protector in 1656 to seek a new life in Virginia.

*In 1914 the Manor was presented by British subscribers to the peoples of Great Britain and the United States of America to celebrate one hundred years of peace between the two countries. **Sulgrave Manor** represents a superb example of a small manor house and garden of the Tudor period in England.*

An Endowment Fund, begun in 1924 by The National Society of The Colonial Dames of America, assists in the maintenance of the property, and the Friends of Sulgrave Manor, a 501(c)(3) charity, raises funds in the U.S. for support of special projects.

The Board of Trustees of the Friends of Sulgrave Manor gratefully acknowledges receipt of your generous gift in the amount of \$_____.

We thank you for your support of George Washington’s Ancestral Home.

Dated _____ Signed _____

Associate Trustee

You have not received any goods or services in exchange for this gift.
The Friends of Sulgrave Manor is a non-profit 501(c)(3) organization.
Please keep this for your tax records.