



## Historical Display Cabinet Item Loan Policies

Thank you for your interest in the Southeast Louisiana Council, Historical Display Cabinet. We are now reviewing items related to all aspects of Southeast Louisiana Council/New Orleans Area Council and general Scouting history from 1910 through the present for possible addition to the collection. Please read the information below carefully.

**Mission:** The purpose of the Southeast Louisiana Council Historical display is to provide and sustain a publicly available center for the collection, preservation, and display of artifacts pertaining to the origin and development of Scouting in general and in southeast Louisiana.

**Collection Scope:** We are looking for a wide variety of items for possible in our display cabinet that represent significant changes in the Boy Scouting program.

### Item Donation and Loan Procedures:

1. All items submitted for consideration must be accompanied by a completed Item Description Form to include a written history of the item as related to the Southeast Louisiana Council/New Orleans Area Council or the Scouting program. It is our desire to accurately and factually display all items in the cabinet. Forms can be mailed, faxed, or e-mailed to the council service center at the address below. **We will only use loaned items and are unable to accept donations of historical items at this time.**
2. Please send only the completed Item Description Form and a photo of the item, if possible. We will contact you about borrowing the item after reviewing its alignment with the Mission and Scope described above.
3. A collection committee will review all items and descriptions to determine potential use. When items are accepted by the committee, the item sender will be sent a form to sign indicating your agreement with the council to loan the items. If the donor does not wish to assign a value to the donated objects, the display coordinator will determine the value utilizing guidelines to obtain in-house insurance.

Southeast Louisiana Council  
Boy Scouts of America  
P.O. Box 1146, Metairie, LA 70004  
E-mail: [sela@bsamail.org](mailto:sela@bsamail.org)  
Phone: (504) 889-0388 Cell: (504) 722-2101 Fax: (504) 889-1162  
Website: [www.bsa-selacouncil.org](http://www.bsa-selacouncil.org)

### Items Needed:

- Photographs
- Items bearing the Scouting logo(s)
- News clippings
- Letters from campers or youth on trips
- Camp souvenirs
- Schedules
- Handicraft objects
- Pins and badges
- Eagle service projects (older than 1980)
- Newsletters
- Journals
- Training records
- Certificates, trophies, ribbons
- Clothing, uniforms, hats, T-shirts
- Handbooks
- Record books and portfolios
- Handcrafted items made for projects
- Schedules, sketches, maps, itineraries
- OA items
- Surprise us with something out of the ordinary!

# Historical Display Cabinet - Item Description Form

Southeast Louisiana Council - Boy Scouts of America

P.O. Box 1146, Metairie, LA 70004

E-mail: [sela@bsamail.org](mailto:sela@bsamail.org)

Phone: (504) 889-0388 Cell: (504) 722-2101 Fax: (504) 889-1162

Website: [www.bsa-selacouncil.org](http://www.bsa-selacouncil.org)

Please type or print -- thanks! Mail, fax, or e-mail form to the address above along with a photo of they item(s). We will contact you about accepted loaned items regarding transporting them.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Work #: \_\_\_\_\_ Home#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Item Description:** Please briefly write or type each item's name, description (including date, if known), and condition and attach a photo of each item. Please label each photo with the corresponding item number. If additional space is needed, please use a blank sheet of paper and staple it to this form.

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Form Received by \_\_\_\_\_ Date \_\_\_\_\_

Date Reviewed by Committee: \_\_\_\_\_

Loaned Item  Accepted  Cannot be used at this time

Date(s) to be placed on display \_\_\_\_\_

Date Owner contacted \_\_\_\_\_

Arrangements for item to be received \_\_\_\_\_

Date Item returned to owner: \_\_\_\_\_

Item was:  Picked up by owner  Mailed to owner via  UPS  US Mail

Tracking # \_\_\_\_\_

Signature of owner when item is returned: \_\_\_\_\_