

Satellite Museum Self-Evaluation Worksheet

A *satellite museum* is the term used where company/companies or camp/camps own a museum, building, log cabin, and /or artifact collection.

Rating Continuum: Good - Better - Best
 0 1-2-3 4-5-6 7-8-9 10

[**Bold page #'s** refers to 2013 bylaws]

Goal	Rating	Priority Action	Date
<p>STRUCTURE AND ORGANIZATION</p> <ul style="list-style-type: none"> ▪ Supports the ISDUP Mission Statement – Article XI – <i>Bylaws</i>, pg 33; 30 ▪ Follows ISDUP Bylaws for company museums (pg 19-20; 18-19); for camp museums (pgs 26-27; 25) ▪ Has a Museum Board ▪ Holds regular Museum Board meetings ▪ Maintains collection documents and keep minutes ▪ Sets goals and track accomplishments ▪ Files proper documents for 5013c and EIN status – (ISDUP Option A or Option B) 			
<p>VOLUNTEERS</p> <ul style="list-style-type: none"> ▪ Have job descriptions for docents and museum board members ▪ Communicate personnel policies to volunteers ▪ Have a recruitment policy for volunteers ▪ Conduct training sessions for new volunteers ▪ Encourage staff development via workshops, classes, lectures, etc. 			
<p>FACILITY</p> <ul style="list-style-type: none"> ▪ Has a deed for buildings owned by DUP ▪ Has a lease agreement for buildings leased by DUP ▪ Has a memorandum of understanding (MOU) for collections in a building owned by others acknowledging the collection is owned by DUP ▪ Has a MOU for maintenance of the building and grounds ▪ Has a written security policy: i.e. number and location of keys; regular checks of premises, etc. ▪ Has liability insurance by owner of the building and site (artifacts are irreplaceable and are not insured) ▪ Complies with ADA regulations ▪ Has an emergency/disaster plan 			

<p>FINANCES</p> <ul style="list-style-type: none"> ▪ Maintain records of expenses, revenues, donations, etc. ▪ File financial reports on time to ISDUP ▪ Establish and communicate policies for handling funds ▪ Set and approve an annual budget ▪ Apply for grants ▪ Engage in fund-raising activities 			
<p>COLLECTIONS AND EXHIBITS</p> <ul style="list-style-type: none"> ▪ Have a deed of gift for all artifacts ▪ Keep and organize accession records ▪ Have all artifacts marked with accession number and labeled ▪ Have a current inventory ▪ Have written agreement that collection belongs to DUP ▪ Understand and practice the “open storage policy” of ISDUP ▪ Follow proper procedure for care and handling artifacts ▪ Follow environmental guidelines and controls for preservation of artifacts 			
<p>EDUCATION/PUBLIC RELATIONS</p> <ul style="list-style-type: none"> ▪ Have a regular schedule of hours/dates when open ▪ Have posted current telephone numbers “for appointment only” museums both at the museum and on ISDUP website ▪ Have programs, information, and interactive activities for different age groups ▪ Keep track of attendance of visitors ▪ Provide for feedback from attendees ▪ Maintain a website or newsletter ▪ Provide information to be included on a community website and calendar of activities ▪ Publish activities, before and after, in local papers, newsletters ▪ Advertise with the local community (chamber of commerce) that your museum is a place to visit 			