



**National Headquarters:** 225 North Muhlenberg St. | Woodstock, VA 22664-1424  
P 540.459.4212 | F 540.459.2361 | [www.sigmasigma.org](http://www.sigmasigma.org)

Please complete this form if you intend to donate materials to the Sigma Sigma Sigma National Sorority Archives. Submit completed forms to the address above, **ATTN: Archives**, or email to **archives@trisigma.org**. This form will alert of us of your potential gift, and will help us initiate the donation process with you. Please do not send materials to the Archives without confirmation from the Archives that we are prepared to accept your donation.

### Personal Information

First Name

Last Name

Maiden Name

Collegiate Chapter

Alumnae Chapter

E-mail

Phone

Address 1

Address 2

City

State

Zip

### Potential Gift Information

Materials belong to:

Me. These are my items, no chapter, individual or other entity can claim ownership.

Family member. Please list name of family member and their relation to you.

Collegiate chapter. List chapter below.

Alumnae chapter. List chapter below.

Other.

List family member and/or chapter to whom the materials belong.

## **Gift Ownership**

What is your authority to donate the materials? (Are you a chapter officer? Has the chapter closed and were you left with the items? Do the materials belong to you?)

## **Description of Items**

Please provide a brief summary of the materials you wish to donate. Include approximate size, volume, time period of creation.

How have the items been stored? (In a attic, basement, closet, cold weather, damp conditions, etc.)

Describe any damage to the materials. (Water mold, tears etc. Please be honest - we may be able to repair materials that have been damaged.)

Explain the historical significance of materials to Tri Sigma. (Chapter of origin, connection with notable alumnae, subjects in photos, etc.)

How can the item(s) help to tell Tri Sigma's story?

Thank you for your submission and for thinking of the Sigma Sigma Sigma Sorority National Sorority Archives as a potential home for your materials. Your submission will be reviewed and you will be contacted soon regarding our interest in your materials. If you have questions, please contact [archives@trisigma.org](mailto:archives@trisigma.org).