

CORNWALL FEDERATION OF WOMEN'S INSTITUTES

RECORD OF STORAGE OF WI ITEMS

This form is to be used by WIs to record the location of items belonging to the WI, so that there is continuity for their care when there is a change in officers, or other members who are responsible for the items.

Please make two copies of the form. Return one copy to the CFWI Office at Chy Noweth an Conteth and retain the other copy for your records.

WI _____

Printed Archives

Name, address and contact details of Archivist

Location of archives

Records in electronic format

Name, address and contact details of members who retain electronic records.

Banner

Location

Trophies and awards

Name of each trophy or award owned and its location when it has not been awarded.

Catering equipment

Location of crockery, glassware, tablecloths, aprons etc owned by the WI.

Other items owned by the WI

Please list any other items owned and their location, with names and contact details where appropriate.