March 2016
Women’s History Month Community Celebration Toolkit

The theme for Women’s History Month 2016 is “Working to Form a More Perfect Union: Honoring Women in Public Service and Government,” honoring women who have shaped America’s history and its future through their public service and government leadership. Although sometimes overlooked and undervalued, they have dramatically influenced our public policy and the building of viable institutions and organizations.

The Fairfax County Commission for Women has developed a “Community Celebration Toolkit” to provide ways in which those in our community may celebrate women public servants, who are being honored during March’s Women’s History Month. The Toolkit lists many ideas, activities, and resources for you or your group, company, school, non-profit organization, association, church, or other entity to use in celebrating, honoring, and thanking the remarkable women public servants in your own lives.

The Community Celebration Toolkit for Women’s History Month 2016:

• Ask the head of your group (company, school, non-profit organization, association, church, or other entity) to send a message of thanks to those female public servants, who are part of that group, including part-time employees, and provide a link to that message on your group’s website.

Here is a SAMPLE MESSAGE of thanks to women in public service and government:

The month of March is designated by the Congress, the President of the United States, and the Fairfax County Board of Supervisors, as Women’s History Month. In keeping with this year’s Women’s History Month theme “Working to Form a More Perfect Union: Honoring Women in Public Service and Government,” I am pleased to use this opportunity to thank you, on behalf of (insert name of company, group, etc.), for your service to this community. Each and every day, we have the pleasure of witnessing firsthand your remarkable contributions and achievements that benefit us all—even during difficult times, you continue working hard to find innovative solutions to complex issues. Your efforts do not go unnoticed, and we want to THANK YOU FOR YOUR SERVICE!

Sincerely,

(Head of Organization)
• **Write a Public Service Announcement (PSA)** from your organization or school to be submitted to local radio station(s), requesting that it airs during the month of March for Women’s History Month. Check with each radio station on their required submission deadline, usually one month ahead of requested air date. The PSA could also be linked to your group’s website.

NOTE: The theme for Women’s History Month 2016 is “Working to Form a More Perfect Union: Honoring Women in Public Service and Government.” The goal of the PSA is to inform the public that March is Women’s History Month and that women in government service are being honored this year.

This is a SAMPLE 60-SECOND PSA:

*Were your history books filled with stories about women or mostly about men? Did you know that there were laws to keep women out of many jobs, and women couldn’t even vote until 1920? We celebrate extraordinary women during Women’s History Month during the month of March—and share stories of how they helped shape our American history. This year, (your group) is honoring dedicated women public servants, who deserve our thanks and gratitude for their service to the community. So when you see your teacher at school, or a police officer on the street, or a military service member at the airport, please take a moment to say “thank you for your service,” in honor of Women’s History Month.*

• **Host a Women’s History Month program** to honor local women public servants and/or to learn about historic women who lived and worked in your area.

• **Reach out to supportive women’s and civic groups in your area to suggest that they hold a program** during Women’s History Month.

• **Write a letter to the editor or an op-ed** about the unsung heroes among women public servants in your community.

• **Organize a poster or essay contest** -- ask elementary school students to prepare artwork depicting a local woman public service hero in their community; or ask middle school students to write an essay describing what public service means to them and why it’s important.

• **Talk to your local high school about holding a Job Shadowing Day** to provide students with hands-on experience about public service careers.

• **Suggest a classroom discussion on women’s history** during the month of March in middle school and high school civics, social studies and/or American government classes to focus on thinking and talking about the many remarkable and courageous women, who have made history in America.

• **Ask your local television station to produce a short video** showing profiles of local women public servants, to be aired during the month of March for Women’s History Month and/or included in their monthly magazine, if they have one. Put the link to the video on your website.

• **Link the Fairfax County Commission for Women’s website** to your (organization, company, schools, or other entity) website to access their Women’s History Month Video and Community Celebration Toolkit: www.fairfaxcounty.gov/cfw.

• **Support women’s history organizations** by volunteering your time and skills, hosting a fundraiser, or making a tax-deductible donation.
- **Organize a tour of local women’s history sites in the DC/Northern Virginia area**, including:
  - Sewall-Belmont House & Museum
  - Mary McLeod Bethune Council House National Historic site
  - Daughters of the American Revolution Museum
  - National Museum of Women in the Arts
  - Clara Barton National Historic site
  - Hillwood Museum & Gardens
  - Woman’s National Democratic Club Museum

- **Publish a resource list of national women’s history organizations on your website**, including:
  - National Women’s History Project
  - Sewall-Belmont House & Museum
  - Mary McLeod Bethune Council House National Historic Site
  - Daughters of the American Revolution Museum
  - National Women’s History Museum
  - National Women’s Hall of Fame
  - National Museum of Women in the Arts
  - Clara Barton National Historic Site
  - Hillwood Museum & Gardens
  - Woman’s National Democratic Club Museum
  - National Collaborative for Women’s History Sites
  - Turning Point Suffragist Memorial

- **SAY THANK YOU!!** When you see a female government employee in your everyday life, whether a military service member, a Post Office employee or a DMV agent, take the time to say “thank you for your service!”

- **WEAR PURPLE** during the month of March in honor of **WOMEN’S HISTORY MONTH**!

For more information please go to [www.fairfaxcounty.gov/cfw](http://www.fairfaxcounty.gov/cfw) or contact Michelle Mueller, Liaison to the Fairfax County Commission for Women at [Michelle.Mueller@fairfaxcounty.gov](mailto:Michelle.Mueller@fairfaxcounty.gov) or 703 324-9498; TTY 703-324-5706.

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