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Proper Address—Congresswoman, Representative, Senator, Honorable?

Margaret Chase Smith issued a release for *This Week Magazine* on March 8, 1949, which spells out the proper way to address your representative in Washington.

“During the nine years that I served in the House of Representatives, I constantly received letters which began with “I don’t know how to address you. I don’t know whether I should call you Congresswoman or Congressman or just Mrs. Smith.” One of the advantages of promotion to the United States Senate is that this particular problem that I had in the House has been solved as practically everyone has no hesitancy in calling me Senator. But just for the record, there is no official standing for the word “Congresswoman”—and for a very good reason. There is no sex distinction in qualifications for being a member of Congress. Men and women alike are Congressmen.

On the House side, it is more proper and correct to address your Congressman as “Honorable” or “Representative”—though you may not think these official titles are accurately descriptive of your particular Congressman, especially when you want to write protesting the way he has voted on your particular pet legislation. On the Senate side, either “Honorable” or “Senator” will do.

But more important than the salutation itself is the form and content of your letter to your Senator or Representative. If you wonder at all about anything, just remember this—don’t write a letter you yourself wouldn’t read or understand. This advice may seem puzzling since you would certainly read **(cont. on pg. 3)** **(Address—from front cover)** and understand anything you would write. Maybe I’d

Sherman Biography Hits

Bookstands

Janann Sherman's biography on the life of Margaret Chase Smith is scheduled for release on November 23 by Rutgers University Press and will be available at local bookstores throughout the country. Jan's study of one of Maine's most prominent citizens began in 1986 when she first traveled to Skowhegan from Rutgers University in New Jersey to begin her work. In a letter to Senator Smith, she said, "I have many personal reasons for believing that I'm well suited to pursue this project. I have been personally interested in your career for a number of years; you are a part of my history. When you announced your candidacy in 1964, you opened up a whole new world of possibilities for women, and became a role model for me and for women of my generation. I am interested in you as a woman, and feel that I can bring a woman's sensitivity to my exploration of your life. We seem to be philosophically and politically compatible. To write biography well, one must employ the art of the novelist, the detective work of the historian, and the insights of a psychologist. I agree with Emerson, who said, 'There is properly no history, only biography.'"

Jan's thirteen-year endeavor has come to fruition in the writing of *No Place for a Woman: A Life of Senator Margaret Chase Smith*.

Biographer Janann Sherman is shown with MCS in 1989

Margaret Chase Smith Biographies

Including publications in which MCS is a major subject
(arranged in order of publication date)

- Margaret Chase Smith: Woman of Courage**, by Frank Graham, Jr., John Day Company, 1964
- The Senator from Maine: Margaret Chase Smith** by Alice Fleming, Thomas Y. Crowell Company, 1969
- Declaration of Conscience** by Margaret Chase Smith, Doubleday, 1972
- First Lady of the Senate: A Life of Margaret Chase Smith** by Alberta Gould, Windswept House Publishers, 1990
- "They either need these women or they do not, Margaret Chase Smith and the fight for Regular Status for Women in the Military," article by Janann Sherman in **Journal of Military History**, January, 1990
- A Woman for All Seasons**, Margaret Chase Smith Library, photograph book, 1991
- Margaret Chase Smith, McCarthyism, and the Drive for Political Purification** by Gregory P. Gallant, University Microfilm International, 1992
- Never Underestimate...the Life and Career of Margaret Chase Smith Through The Eyes of the Political Cartoonist**, Northwood University, Margaret Chase Smith Library, 1993
- Women Public Speakers in the United States, 1925-1993: A Bio-critical Sourcebook**, by Sandra Sarkela; edited by Karlyn Kohrs Campbell, Greenwood Press, 1993
- Running as a Woman: Gender and Power in American Politics**, by Linda Witt, Karen M. Paget, Glenna Matthews, Free Press, 1994
- Highlights of Margaret Chase Smith's Life** by Woolwich Elementary School, Biddle Publishing, 1994
- Women of the U. S. Congress** by Isobel V. Morin, Oliver Press,
- 1994
- Is There a Woman in the House or Senate?** by Bryna J. Fireside, Albert Whitman & Company, 1994
- Woman of Conscience: Senator Margaret Chase Smith of Maine** by Dennis Morrison, Brandywine Press, 1994
- Changing Differences: Women and the Shaping of American Foreign Policy, 1917-1994**, by Rhodri Jeffreys-Jones, Rutgers University Press, 1995
- Politics of Conscience: A Biography of Margaret Chase Smith**, by Patricia Ward Wallace, Praeger, 1995
- Margaret Chase Smith: Beyond Convention** by Patricia L. Schmidt, University of Maine Press, 1996
- Images of America: Margaret Chase Smith's Skowhegan** by Frank H. Sleeper, Arcadia Publishing, 1996
- What Can I Do For You: The People Remember Margaret Chase Smith**, edited by Angela Stockwell, Herbert Paradis, Ginny Foster, Central Maine Printing, 1997
- No Place for a Woman: A Life of Senator Margaret Chase Smith**, by Janann Sherman, Rutgers University Press, 1999 **To be released this month**
- Margaret Chase Smith: The Voice of Maine/The Conscience of the Senate**, (Video) available from the MCSL

*Many of the earlier editions are no longer in print. Others listed are available for purchase by contacting the MCSL.

better qualify that by saying you would read anything you write—because I am sure often we write something we ourselves don't understand.

Do you like to read ten or fifteen page letters of details that you know nothing about? Do you like to listen to someone relate a story with endless and irrelevant details before getting to the point? Haven't you experienced the torture of trying to find out what a long-winded person is trying to conclude?

If your answer is "yes," then I need say no more about not writing detailed and long letters to your Senator or Representative. You certainly would not appreciate your Senator or Representative answering you with a ten or fifteen page letter giving you all of the technical details of a bill section by section.

The point is do unto others as you would have them do unto you. The cardinal principle of the etiquette in correspondence with your Senator or Representative is to practice the Golden Rule. Be as considerate of your Congressman as he tries to be of you. Make your letter as short as possible. Except for extenuating circumstances, your letter should never be over one page. In fact, if you can cut it down to one or two paragraphs, you will not only be kind to your Congressman, but you will actually be serving your best interests. Why? For the simple reason that all of us will read the short letters before we read the long ones. The long ones discourage us just by their appearance. It is generally agreed that it is more difficult to write a short letter than a long one—because with a short letter the writer has to do some pretty straight thinking. Chances are that your short letter will be read by the Congressman and he personally will follow up on your request. Chances are that your long letter will be referred by the Congressman to a member of his staff to analyze and digest. It's as simple as that. Long letters don't get the personal attention of the Congressman that short letters do.

We receive hundreds and thousands of letters a day. We have to go to Committee meetings in the mornings and to Senate and House sessions in the afternoon. We just don't have enough time to read long letters.

If at all possible type your letters. You may be able to read your handwriting but there may be others, including your Congressman and the members of his staff, who can't. I know because the members of my staff can't even read my own handwriting. And if your Congressman can't read your handwriting, your letter is behind the eight ball right at the very start. If you can't type your letter, then do the next best thing—write as carefully and as legibly as you can. You want your letter read—but it can't be if your writing isn't legible, or, to put it more accurately, readable.

Don't ask the impossible. If you do you'll get nothing, for in all probability the Congressman will refer it to one of the Federal agencies for action. This impersonal treatment which you will have brought on yourself doesn't accelerate or inspire action by the Federal agencies. If your request is reasonable, you'll get action and fairly prompt action by your Congressman.

Don't call your Congressman names. It's the sugar, rather than the vinegar, that catches the flies. If you disapprove of his votes, actions or statements, tell him in a courteous way. Write "you may be right and I know that you have the benefit of first hand information in Washington that I don't have and which might change my mind—but I feel that I have some information here at home that you may not have being so far away and which might change your mind. I'd like to give you this home information and tell you why I feel the way I do—and I'd like for you to give me your information and tell me why you feel the way you do. Maybe we are not so far apart." If you do that, you'll find yourself one of the Congressman's favorite correspondents and you'll get information and assistance out of him that others won't.

Write your own Senator or Representative. Don't write a

Congressman who is not from your State or District. In the great majority of cases, your letters to Congressmen who are not from your State will finally arrive at the desk of your own Senator or Representative. By congressional courtesy, letters from out-of-town are almost always "Respectfully Referred" by a regular printed form referral slip to the Congressman from the District of the writer of the letter. The result—your letter is not handled by the Congressman you sent it to, and chances are that you will have offended your own Congressman who finds out by the form referral slip that you are asking someone else to help you.

In short, practice the Golden Rule of "doing unto others as you would have others do unto you" when you write your Congressman. Put yourself behind his desk and behind the piles of hundreds and thousands of letters on his desk for answer and action. Then you'll know why it is the short, courteous and intelligent letters that get the answers and the action."

****Perhaps our political leaders in Washington would like to comment on this article. How have proper protocol/manners changed since 1949?***



Analysis of Women in the Navy Brings Researcher Here

Lieutenant Commander Randy Carol Balano from Annapolis, Maryland, started her doctoral dissertation work at the MCSL on August 3. Currently enrolled in the Ph.D program at Temple University in Philadelphia, Randy is studying the social and political ramifications of the integration of women into the operating elements of the U. S. Navy. She is currently a teacher at the U. S. Naval Academy in the Department of History. Certainly Senator Smith's involvement and interest in the men and women of the military will supply Commander Balano with sufficient material to support her doctoral thesis. Quoted at the Women in Military Service for America Memorial at Arlington Cemetery in Washington, DC, Senator Smith says of women in the military, "There will be demands upon your ability, upon your endurance, upon your disposition, upon your patience...just as fire tempers iron into fine steel so does adversity temper one's character into firmness, tolerance, and determination."

Randy Balano studies library scrapbooks as part of her doctoral study

We are the World—or so it would appear. MCS Fellowship students, Mary Willemse, Matt Legg, Ben Guerrero, Marko Mileta, Alpa Patel, and Chad Cross, pose in front of the largest, rotating globe in the world at the Delorme Map Store in Yarmouth, Maine, on October 14. Shown with the students are Clarence and Professor Tom Luptowski who accompanied the students while here for a review of the Fellowship program.

Fellowship Program Brings Six NU Students to Maine

The ninth Margaret Chase Smith Fellowship program began on September 8 with six students from the three Northwood University campuses arriving to begin their study. This ten-week long program concentrates on the life of Margaret Chase Smith with each student required to produce two papers on some aspect of her career; participate in discussion groups from required readings; attend lectures; and join staff members on field trips around the state to better acquaint themselves with the economy, industry, and cultural heritage of Maine. Mary Willemse is from the Michigan campus; Chad Cross and Alpa Patel are from the Florida campus; and Ben Guerrero, Matt Legg and Marko Mileta are from the Texas campus.

Mary is from Michigan. She is a sophomore majoring in banking and finance at NU and hopes to become a financial consultant after working on Wall Street. Currently at the Midland, Michigan, campus, she hopes to transfer to the West Palm Beach campus during her junior year. She is involved in Delta Epsilon Chi, Alpha Chi Omega, the Students Alumni Board and the Investment Club and hopes to some day work on Wall Street. When asked her favorite quote, she responded with two: "Eat dessert first," and "Risk is moving beyond your previously accepted limits." Chad Cross is from Missouri and is majoring in automotive marketing management. He describes himself as an active person who enjoys sports and "hanging out" with friends. His favorite quote is "Don't Sweat the Small Stuff." Alpa is from New Jersey. A banking, finance and accounting major, she hopes to complete her masters degree after graduation. She is currently a member of NU's Student Government Association, Delta Epsilon Chi Association, Club of Academic Shareholders, and a member of the Student Activities Board as well as other campus organizations. Ben is originally from Minneapolis but currently lives in Dallas, Texas. His major is international business administration and marketing which he hopes to use in starting his own business, perhaps in the import/export consulting line. He describes himself as just "a nice guy." Matt, a junior, is from Texas. He is majoring in international business, business management, and marketing. He chose Northwood University because of the student/teacher ratio and because the classes are business related. He hopes, like Ben, to become a consultant to those wishing to establish new businesses in foreign countries. Matt feels he has a real understanding of people and has leadership qualities which would certainly prove useful in dealing with foreign concerns. Marko is from Croatia and has lived in Slovenia, Italy, and Costa Rica. Marko speaks five languages and teaches English and Italian to Spanish-speaking students in Costa Rica at a private school. His major is in international business and he hopes someday to become involved with the United Nations. Like Gandhi, he believes that "purity of life is the highest and truest art."

Hospitality is Alive and Well at Cundy's

When Fred and Jane Davis offered to host a lobster feed at Senator Smith's summer home at West Cundy Point, staff members were quick to accept. Following Senator Smith's death in 1995, her Cundy's Harbor property was put on the market and sold to a Massachusetts couple who hope to retire at this beautiful site. The Davises have spent considerable time and money renovating and making the summer home into a year-round residence. They visited the MCSL in Skowhegan to review the "Residences" file on Cundy's Harbor and have tried to maintain the historical integrity of her ocean-front property. Long-time admirers of Senator Smith, both Jane and Fred were kind to make this generous offer of a lobster feed and a wonderful time was had by all. Thanks so much, Fred and Jane!

Fred and Jane Davis

Model-T Club Has Walk-through Tour

Library doors were opened on Sunday, September 12, when over 100 members of the national Model-T Club visited and enjoyed a brief visit under the direction of local resident, Dassie Jackson. How exciting it was to view the many old cars and to remember those times in history when transportation was provided by other than horse and buggy!



MCS Fellowship students during field trip to Maine State House. L-R, top: Ben Guerrero, Mary Willemse, & Matt Legg;
L-R bottom: Staff member Crystal Perkins, Alpa Patel and Marko Mileta

Teachers! Take This Opportunity to Inspire Your Students!

Conscience is what makes men and women speak up when they know that in doing so they are going to make themselves unpopular. Conscience is outspoken recognition that the right way is not always the popular way. Margaret Chase Smith, 1955

The annual Margaret Chase Smith Essay Contest is again offered this year to Maine high school seniors who submit an essay on the theme of conscience in commemoration of the fiftieth anniversary of Senator Smith's historic "Declaration of Conscience." It can be based on personal experience or historical research. Three cash prizes will be awarded: \$400 for first place, \$200 for second place, and \$100 for third place. Essays are due by April 1, 2000. Prizes will be announced on May 1 and awarded on June 1.

For more information, contact David Richards at 207-474-7133 or e-mail davidr@somtel.com

Herbert Hoover Library Exhibits "American Women"

Material on Margaret Chase Smith will be included in an exhibit entitled "American Women" to be held at the Herbert Hoover Library in West Branch, Iowa. Senator Smith will join such women as Susan B. Anthony, Elizabeth Cady Stanton, Carrie Chapman Catt, Lucretia Mott, Carrie Nation, Harriet Beecher Stowe, Elizabeth Seton, Margaret Sanger, Jane Addams, Sandra Day O'Connor, Janet Reno, Gloria Steinem, as well as many First Ladies. A portrait, cartoon, campaign poster and button, as well as other material relating to MCS, will be on loan to the Hoover Library from March to December of 2000.

National History Day Competition Scheduled for April 8, 2000

Maine Archives and Museums, the MCSL, and other state organizations are pleased to co-sponsor the National History Day competition for all Maine students in grades 6 through 12. Each year students prepare papers, projects or presentations that explore a broad historical theme. The statewide National History Day competition will be held at Jewett Hall at the University of Maine in Augusta, on Saturday, April 8, 2000. The registration deadline is March 17, 2000. The theme for 2000 is *Turning Points in History: People, Ideas, Events*. For information, call the Maine State Archives at 207-287-5793 or search their website at www.state.me.us/sos/arc/historyday/histhome.htm.

The MCSL is an enthusiastic supporter of National History Day because we have witnessed how rewarding the experience can be for young people. As our readers may remember, the national champion three years ago in the junior performance division was Enza Loera, an ambitious and talented young woman from Pennsylvania who portrayed Margaret Chase Smith. During the course of her research, Enza sought out the library's assistance to learn more about the Senator. Later she was invited to the library to present her award-winning performance.

Carleton Jones of Field Stone Gardens has begun the meticulous task of placing field stone around the foundation of the site which previously housed the garage of Senator Smith's residence. Plans call for the foundation to become a new patio where visitors can relax and take in the view of the beautiful Kennebec River which flows through Skowhegan. Shrubbery has been placed to enhance the beauty of this newest addition to the MCSL facility.

“Who Said” Answer from

September Newsletter—*The answer can be found on the back cover in the credit box—John F. Kennedy. Jonathan Glidden of Sacramento, CA, and Ginny Foster of Skowhegan responded with the correct answer and received a copy of **Never Underestimate...**, the political cartoon book on the life of MCS. The trivia question for November is “Where was Senator Smith when she discovered she was wearing one black shoe and one blue shoe?”*

Students (above) from Bloomfield Elementary School visit on October 18 with teachers Mrs. Anton and Mrs. Provost.

Through the generosity of Captain Evelyn Shaw of CA, members of the Skowhegan Community Action Group (SCAG) undertook the task of having new signs made for the Margaret Chase Smith Bridges. At a re-dedication ceremony on October 15, staff members David Richards and Angie Stockwell joined Ginny & Herky Foster, Mary Page, Lee Brandwein, Rev. Steve Bascom, and Luke and Rev. Mark Tanner at the unveiling of the new signs. The original dedication was held in

Northwood University Chancellor Visits Skowhegan

Chancellor Mark Ouimet visited the MCSL on October 7-8. After enjoying a wonderful dinner and conversation with the MCSL Fellowship students at the Heritage House, Dr. Ouimet was challenged to a bowling competition at Ken's. We understand he made a good showing...for an administrator! While in town, he also toured Skowhegan under the direction of David Richards and held an informal “getting-to-know-you” session with staff members. Come back again, Mark! It was a pleasure to have you here.

Chancellor Mark Ouimet relaxes in the residence portion of the MCSL

“It’s the sugar, rather than the vinegar, that catches the flies.”

Margaret Chase Smith, 1949 (See Cover Story)

Mary Willemse, Matt Legg, & Alpa Patel relax after dinner at home of staff member, Angie Stockwell, on September 30

Fellowship students Chad Cross, Mary Willemse, Ben Guerrero & Marko Mileta check out the Pumpkin Patch in Portland’s “Public Market” during a field trip on October 21



MCS Fellowship students, Ben Guerrero & Matt Legg enjoy a taste of Maine apples during a field trip to North Star Orchards. Maine’s apple industry boasts of its Macintosh apples. Marko Mileta is shown in background.

Calendar of Events	
Sherman Book Signing	Dec. 12
Appreciation Day/Open House	Dec. 12
Library Closed for Holiday	Dec. 24- Jan. 3

"Friends" Newsletter is published by the Margaret Chase Smith Library. Editor: Dr. Gregory P. Gallant; Coordinated by Angela Stockwell with the assistance of Vanessa Caron, Lynnette King, Crystal Perkins, Byron Pooler, and David Richards. The Library is a non-profit research center and museum of 20th century political artifacts committed to bringing the ideals of Senator Smith's career in public service to the people of Maine and the nation.
Tel. 207-474-7133; e-mail: angies@somtel.com; gpg@somtel.com; davidr@somtel.com.

Trivia question answer: In Paris, while interviewing Premier Mendes-France during World Trip, 1954-1955

Friends of the Library Newsletter

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