

Dear Board Members of the Scarborough Society
Prepared by Hope Maxwell Snyder

It has been a pleasure to serve as founder and director of The Society for Creative Writing at Shepherd University. I am very pleased about what we have managed to achieve during this initial chapter of our existence. Progress would not have been possible without the funding that the Scarborough Society provided. We are deeply grateful for your support. Thanks to your help we were able to bring ten writers to Shepherd University – for the benefit of the students, faculty, staff and community. Most of these writers have received countless prizes, national, and international recognition.

I would like to provide you with a summary of society initiatives in order to illustrate how the funding you gave us helped us fulfill the society's mission:

The Scarborough Society initially contributed \$10,000 as seed funding to help establish The Society for Creative Writing on campus. You also awarded us a grant of \$5,000 to help fund Sir Andrew Motion's reading at the university.

Furthermore, this year we received donations from the following individuals and organizations:

1. The President's Club: \$10,000
2. Total donations from private individuals: \$4,840
3. The Shepherd Success Fund: \$2,577.73
4. HBP, Inc.: in kind donations concerning printing materials and advertising: \$6,000
5. John and Hope Snyder: \$100 for Lucia Valentine and Sam Janotta (the musicians who played on Friday October 11 and Saturday October 12 before the readings) and \$1,200 for the receptions held in honor of Jennifer Grotz, Jane Brox and Andrew Motion
6. Four Seasons Books: \$500 dollars (a \$200 donation for the festival, a \$200 festival ad in *The Observer* and \$100 in kind-for bookstore staff help promoting festival events)
7. Shepherd University – Hospitality for Events: \$772

In addition, we charged tuition for workshops taught by our guest writers (however, students accepted into these workshops were able to attend free of charge). We also applied for an NEA grant for the 2020 festival and researched the Nora Roberts Foundation in order to initiate a grant application. We will hear about the NEA grant in April.

The funding you provided helped support the following events, which were attended by students, faculty, staff, community members and writers from Maryland, Virginia, and Washington DC.

February 8th, 2019

Michael Collier's visit to campus. Collier is former director of the Bread Loaf Writers' Conferences, former Poet Laureate of Maryland, and professor of Creative Writing at the University of Maryland.

1. 12:00 p.m.-Professor Collier visited Mark Cantrell's poetry class.
2. 2:00-4:00 p.m.-Collier met with Shepherd University students who wanted to share their writing with him.
3. 7:00 p.m.-Inaugural reading and reception with Hope Maxwell Snyder and Michael Collier.

February 9th, 2019

Poetry workshop taught by Michael Collier at the Scarborough Library. A Shepherd student received a scholarship to attend.

March 23rd, 2019

Temple Cone's visit to campus and poetry workshop at the Scarborough Library. He is professor at the Naval Academy and Poet Laureate of Annapolis. Two current students and a former Shepherd University student were able to attend Cone's class with tuition waivers.

October 11, 2019

1. 1:10 p.m.-**Jane Brox** (non-fiction writer who has taught at Harvard and Bowdoin College and is currently teaching in the low-residency MFA program at Lesley University) visited a class at Shepherd and answered students' questions about her latest book, *Silence*.
2. 7:00 p.m.- **Jane Brox and Jennifer Grotz** read from their work.

October 12, 2019

1. 11:00 a.m.-**Barrett Warner** (writer, editor and acquisitions editor for Galileo Press) gave an information session offering advice to writers.
2. 1:30 p.m.-**Several translators and writers spoke about translation**, including the translation of their own work and that of others. Speakers included Carlos Rubio (born in Cuba) Roser Caminals (Catalan novelist born in Barcelona) Jennifer Grotz (poet, translator of Polish and French into English) and Nancy Naomi Carlson (poet, translator of French into English).
3. 3:00 p.m.-**Sir Andrew Motion taught a poetry class** at the Scarborough Library. This class was attended by Shepherd University students as well as writers from Maryland, Washington DC and Virginia. Tuition was waved for students.

4. 7:00 p.m.- **Sir Andrew Motion gave a reading**, followed by a Q&A and book signing.

October 13, 2019

1:00 p.m.-**The final reading of the festival** took place at Four Seasons Books. Warner, Caminals and Carlson read, as well as William Heath (poet and novelist, former English professor at Mount St. Mary's University, past Fulbright recipient).

Thanks to the Scarborough Society, the Shepherd Success Fund and private donors we were able to expose Shepherd University students, faculty and staff to exceptional writers. Local community members also benefited. All the readings, panels and presentations were free and open to the public, thus emphasizing Shepherd University's important role not only in the community, but well beyond Shepherdstown and West Virginia. Thank you for helping us fulfill our mission this year.

Hope Maxwell Snyder's Activities as Artistic Director and Project Manager for The Society for Creative Writing

Below is a list of my activities during the past year:

1. Organized an Advisory Board for the Society for Creative Writing.
2. Worked with Tim Haines to create a website for the society:

www.shepherd.edu/societyforcreativewriting

3. Met with Shepherd University faculty, staff and administrators to discuss the society's mission. Invited the English faculty to participate in the society. Collaborated with English faculty Sadie Shorr-Parks and Mark Cantrell.
4. Met regularly with Sadie-Shorr Parks to plan activities, discuss the society's first intern, and generate student interest.
5. Researched writers (including poets, fiction and non-fiction writers) in order to choose candidates to invite to Shepherd University. The research included reading their work and attending literary conferences.
6. Talked to writers about their art and assessed whether or not their participation in the festival would be beneficial to our targeted audience.
7. Reached out to the writers (or to their agents if they have agents representing them) to invite them. Discussed details concerning their visits to Shepherd University.
8. Negotiated honoraria, travel, food, and lodging fees with writers or their agents.
9. Supervised two Shepherd University students recommended by the English department, one last spring (I am still mentoring her) and the second one this fall semester. interns receive 3 credits at the end of the semester. The internship involves reading, writing critical essays, journal entries, one on one meetings with me, and hands-on experience concerning how to run a non-profit arts organization and a literary festival.

The festival program contains a description of Gabrielle Hersey's experience as an intern for the Society for Creative Writing.

10. Organized a publicity campaign to attract audiences from Washington DC, Northern Virginia, Baltimore and other mid-Atlantic regions to the literary festival.
11. Organized a local publicity campaign to encourage high school students, teachers, Shepherd University students, faculty, staff and community members to attend the free readings and panels and to sign up for the workshops offered.
12. Worked with hotels and restaurants in Shepherdstown concerning food and lodging for out of town participants.
13. Worked with the members of the Advisory Board and kept them informed and engaged while organizing the festival.
14. Coordinated volunteer efforts with potential volunteers.
15. Coordinated communication between Shepherd University, the local community and the DC writers who participated in the festival.
16. Worked with university staff in order to plan events and reserve conference space and classrooms for workshops.
17. Worked with Four Seasons Books to coordinate book orders and book sales during the festival.
18. Supervised PR to advertise the festival.
19. Worked with a local caterer to organize receptions for the writers. (As mentioned above, my husband, John Snyder, and I paid for these receptions).
20. Scheduled all festival events.
21. Overlooked all workshop applications and admissions.
22. Sent updated information to all participants.
23. Put together the festival program and the booklet we handed out during the festival. This included ad sales, artists' bios, and the festival schedule (readings, workshops, lectures, panels).
24. Organized transportation to and from the airport for artists traveling from other locations.
25. Welcomed artists, provided them with information about Shepherdstown and the festival. I was also available during their visit in order to solve problems or provide information.
26. Orchestrated fund raising, including grant writing, research about funding sources and preparation of grant applications.
27. Made public appearances and gave readings as Shepherd University Poet in Residence. Visited classes at Shepherd and answered students' questions about my work.
28. Gave interviews to *The Picket*. These included written and videotaped interviews.
29. Worked with Shepherd University to provide students with volunteer opportunities and recruited outside volunteers to help us during the festival.
30. Designed and donated t-shirts that volunteers could wear while helping with the festival.
31. Worked with the fall intern to create and distribute an evaluation form in order to receive feedback from participants and to make changes based on feedback from those who participated.