



CHAPTER HISTORIAN

(optional office)



DUTIES, RESPONSIBILITIES AND REFERENCES

COLLECT . . . COLLATE . . . CREATE!

In the history of the world, we have left our footprints by our unique stories.

--- Lailah Gifty Akita

CONGRATULATIONS! YOU ARE YOUR CHAPTER'S HISTORIAN! HERE ARE YOUR **DUTIES** & **RESPONSIBILITIES**.

You are this bienium's Keeper of the Archives and it is your primary responsibility to record and present the history of your chapter. Collect . . . Collate. . . Create!



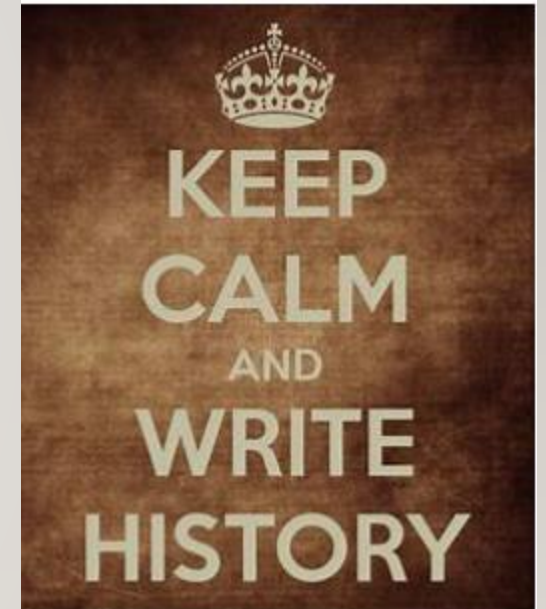
Collect and Assemble Information that Illustrates and Records the History / Activities of Your Chapter in the Current Biennium

This is a cherished, informative and fun resource for your members. A brief summary of your duties can be found on the International website.



Record the Events of the Biennium to Create Your Chapter History

- The Written History of the Biennium begins at the moment of the installation of the new Executive Board.
- Keep a notebook and/or an electronic file to record the events as they happen. Waiting until just before the actual archives are due at the end of the biennium may cause pertinent events and information to be forgotten and not recorded.
- Get ahead of this final task and take notes as events happen. You will thank yourself nearly two years after the biennium begins!



Record the Events of the Biennium to Create Your Chapter History

- The Written History is not a required form for submission to the S/P/N, regional, or International historian. It is strictly for **YOUR** chapter!
- Here is a form to use as a guideline and the categories are suggested for your Written History. Use the ones that apply to your chapter.



Record the Events of the Biennium to Create Your Chapter History

S/P/N _____ Chapter

Biennium Dates _____

International President

International Executive Board Chairman

International President-Elect

International Theme



Record the Events of the Biennium to Create Your Chapter History

International Vice President of the Region

Regional President-Elect

Regional Membership Consultant

Regional Theme

S/P/N President

S/P/N Officers

S/P/N Theme



Record the Events of the Biennium to Create Your Chapter History

Chapter President

Chapter Theme

Chapter Officers

Chapter Committees

Chapter Membership Roster

Chapter members serving at the S/P/N, regional or International level



Record the Events of the Biennium to Create Your Chapter History

Initiations during the biennium

Omega Chapter during the biennium

A copy of the Program Booklet

Chapter Altruistic Project(s)

Summary of the Chapter Altruistic Project(s)

Scholarships or Grants earned by members

Chapter Scholarships or Grants awarded to members or to others



Record the Events of the Biennium to Create Your Chapter History

Chapter Ways and Means activities

Chapter Awards (Membership, Program Award, Pearls, etc.)

Delegates and members attending Regional Conference or International Convention

Alpha Delta Kappa Month and Founders' Day activities

World Understanding activities

Other pertinent information about this biennium

Decide on the Archives' Format

- Whether it is in a paper (ie, traditional scrapbook) or digital/electronic format, decide at the start of the biennium as this will drive decisions made in the construction of the archives. Ask for input from your chapter president as to her preference.
- Remember that you have options such as digital books made by *Snapfish*, *Shutterfly*, etc. in addition to traditional scrapbooks or digital slideshows.



Decide on the Archives' Format.

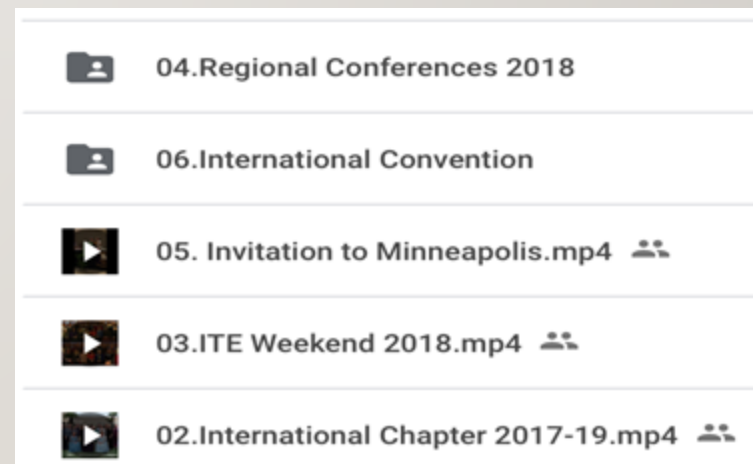
- If you are using a scrapbook format, decide on an 8" x 8" or 12" x 12" (recommended) sized pages. Use page sleeves and a loose leaf, ringed binder is recommended for the cover.
- If you are using a digital / electronic format, there are apps that will allow the creation of creative, scrapbook-style pages. Among these apps are *Comic Life for Mac and Windows* and *Digital Scrapbooking*. Note: pages created with these apps can be printed and used in a scrapbook.



Decide on the Archives' Format.

Beginning with the 2017 – 19 Biennium, the International Archives went digital and were posted on the International website for all members to view.

International Archives > Archive Videos



Check to Find Out What Your State Historian Needs from You

- You will be contacted by the S/P/N historian to let you know what she is requesting for the S/P/N archives and what is her preferred format.
- In addition, she will pass along any requests from the regional historian or the chairman of the International Archives Committee. Please help them out and fill any of their requests to the best of your ability.



Have a Basic List of Items to Include

- Your archives should include at least the following (all photos should be labeled to the best of your ability):
 - The Written History of current chapter activities in the biennium
 - Photos of current officers, executive board, and committees
 - Captioned photos, news articles, and special programs
 - Special achievements, recognitions, or certificates received by members
 - Materials from state conventions, the regional conference, and the International Convention



Have a Basic List of Items to Include

- Your archives should include at least the following (all photos should be labeled to the best of your ability):



- Photos of members currently serving at the S/P/N, regional or International level (officers or committee members)
- Activities involving members
- Photos of special events involving visits from S/P/N or International officers

Have a Plan!

- **COLLECT ... COLLATE ... CREATE!**
- Take photos at every event. If you are at the head table or cannot attend an event, ask others to take pictures for you
- Whenever possible, identify the photos (print or electronic) with the event and the individuals
- Record significant happenings by writing a summary **AFTER** each event
- Collect programs, favors, and newspaper articles for inclusion (use a scanned image for the digital electronic format)



Have a Plan!

- Free Alpha Delta Kappa artwork can be found on the International website.
- If you are using a scrapbook format, use acid free materials including photo safe double sided tape, glue sticks and photo splits. Consider using acid free pockets or sleeves for materials that are not acid free. Display other media in pockets in the cover.



Have a Plan!

- ****STAY WITHIN YOUR BUDGET****
- Whatever your format, stay ahead of the curve by completing your “pages” as soon as you can after the event. Get these done while the information and the tone of the event are fresh in your mind and your intent for taking certain pictures is still obvious.



Participate in Your Chapter's Initiation Ceremony

- Depending on the ceremony that is used, you may be asked by your chapter president to have a speaking part in the initiation of new chapter members.
- Be prepared to take pictures and record names during and after the ceremony. If you are an active participant, ask another chapter member to take pictures of the ceremony itself for you.



Enjoy the Experience!

- Serving as your chapter historian is a unique and rewarding experience. Enjoy every event, meeting, and interaction as you embark on this memorable adventure.
- Most importantly, have fun!
- Celebrate all that is Alpha Delta Kappa!

