



HISTORIAN'S GUIDEBOOK

Responsibilities of the Historian

This historian's guide is designed to help the chapter historian carry out the duties required of the position. The chapter's success and your personal satisfaction as an officer are directly related to the time and effort you put forth in preparation. This guide will be of great assistance while serving as a chapter officer.

Kappa Delta Pi Bylaws state that the historian shall:

- Furnish reports of chapter activities for consideration and use in appropriate Society publications.
- Assist the Counselor in the preservation of the charter, documents, and historical records of the chapter.

In addition, the historian must also:

- Keep a scrapbook of chapter officers, activities, and programs.
- Be familiar with Kappa Delta Pi's history since 1911.
- Take photographs of all activities.
- Document photographs in sequential order in the scrapbook after identifying activity and people.
- Submit noteworthy items to Society Headquarters to be included in the chapter's history file.
- Request chapter chartering and historical information from Society Headquarters to use in initiation ceremony.
- Prepare an historical display of the chapter for initiations and other events.
- Submit chapter project ideas as requested by Society Headquarters.

Guidelines for Preserving Chapter History

- Preserve a copy of all agendas and minutes of meetings by year.
- Create a file for all official documents (see the Archive Organization System in this guide).
- By year, collect all chapter publications, project descriptions, and publicity on special projects.
- Keep an overview of important dates in the chapter's history so anniversaries can be commemorated.
- Use historical facts in chapter newsletters to inform members about past programs.
- Utilize Achieving Chapter Excellence (ACE) Award application information as a guide for documenting chapter activities. The criteria may be found on this Web site.

Materials that can be discarded are:

- Flyers or notices of meetings.
- Routine correspondence such as receipts or cover letters from Society Headquarters.
- After seven years, cancelled checks, check stubs, statements, invoices, and receipts.

Each chapter has a file at Society Headquarters containing as much historical data of the chapter as has been provided by the chapter through the years. In order to keep this information current and to show the range of chapter involvement, the historian should send information about special projects to Society Headquarters. Please mail reports and photographs of the people and event, and all other documentation of chapter projects.

Photographs of all chapter activities are an important part of chapter history. If the historian is unable to attend an event, a substitute photographer must be assigned. Once the pictures have been developed, the chapter members should help the historian identify the people in the pictures. The event, date, and people must be listed on the back of each picture. All the pictures are then placed in the chapter scrapbook, with captions identifying the event, date, and people.

Scrapbooks can provide creative documentation of the chapter. The historian should ask for members to help with the upkeep of the scrapbook and for ideas on other ways to inform people of chapter history.

The initiation ceremonies are a great place to display the scrapbook, awards, plaques, and other information about the chapter. New initiates enjoy seeing the past activities and members of a chapter.

Archive Organization System

The following is a sample of a system to organize chapter documents.

- 1. Official Records**
 - A. Chartering Information
 - B. International Constitution and Bylaws and Chapter Bylaws
 - C. Ceremonies and Rituals
 - D. History
 - E. Society Handbook

- 2. Chapter**
 - A. Minutes
 - B. Communication
 - C. Reports
 - D. Programs
 - E. Budget

- 3. Officers**
 - A. List of Officers by Year
 - B. President Activity
 - C. Vice-President Activity
 - D. Secretary Activity
 - E. Treasurer Activity
 - F. Historian Activity
 - G. Foundation Representative Activity
 - H. Chair of Membership Committee Activity
 - I. Counselor Activity

4. Committees

- A. List of Committees
- B. Executive Committee Meeting Minutes
- C. Program Committee Activity Reports
- D. Membership Committee Activity Reports
- E. Ad Hoc Committees Activity Reports

5. Publications

- A. *Kappa Delta Pi Record*
- B. *The Leader*
- C. Chapter newsletters
- D. *The Educational Forum*
- E. *New Teacher Advocate*
- F. *The Kadelpian*

6. Scrapbook

- A. Newspaper Articles
- B. Photographs

7. Membership

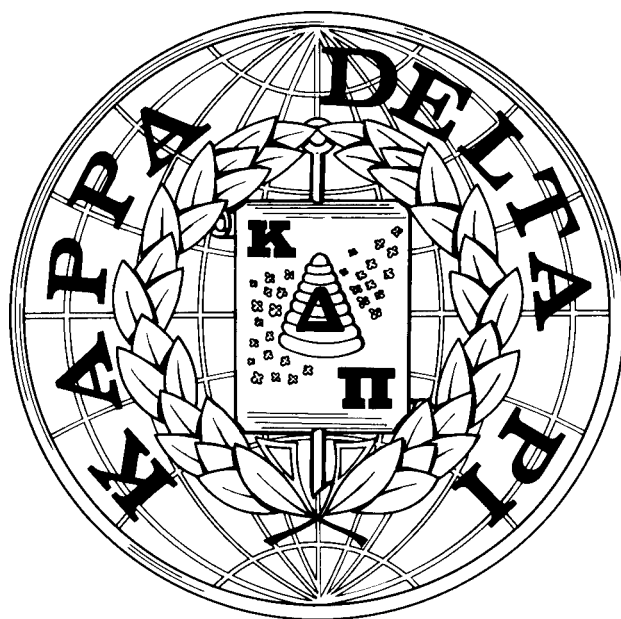
- A. Active
- B. Inactive
- C. Honorary

8. Awards and Honors

- A. Awards Received by Chapter and Members
- B. Awards Given by Chapter

9. Miscellaneous

Review ACE Award criteria for additional suggestions of items to retain as a part of the chapter history.



Historian's Guidebook 12/01