



# Chapter Historian

**Duties and Responsibilities**  
**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 and Responsibilities.**

You are this biennium's **Keeper of the Archives** and it is your primary responsibility to record and present the history of your chapter during this biennium at chapter meetings; at district, state, and regional conferences; and state and International conventions.

Create an archival record of your chapter throughout the biennium.

Collect . . Collate. . . Create!

# Record the events of the biennium; write a Chapter History

S/P/N \_\_\_\_\_ Chapter

Biennium Dates \_\_\_\_\_

Chapter President

Chapter Theme

Chapter Officers

Chapter Committees

Chapter Membership Roster

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

Initiations during this biennium

Omega Chapter during this 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

Other events.....

**Record State, Regional & International History for the biennium.**

State Theme

State President

State Officers

As well as.....

International Theme

International President

International Executive Board Chairman

International President-Elect

International Vice President of the Region (IVP)

Regional theme

## 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. Get input from your Chapter President as to her preference.

If you are using an 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.

Remember that you have options such as books made by Shutterfly or Snapfish (to name two) in addition to traditional scrapbooks and digital slideshows.

If you are using a scrapbook format, decide on an 8" x 8" or 12" x 12" (recommended) sized pages. Use acid-free materials, page sleeves, a loose leaf, in a ringed binder; display other media in pockets.

Free Alpha Delta Kappa clip art can be found on the International Website – **Library - Clip Art.**

## 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.

## **Create a basic list of items to include. Collect...Collate...Create.**

Your Archives should include at least the following (keep a notebook to assist in documenting photo labels, speakers, event themes, etc):

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

## **Check to find out what your State Historian needs from you.**

You will be contacted by the State Historian to let you know what she is requesting for the State 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.



## Tasks for 2020-2022:

- Create two pages for the State President's archive book – due May 2022
- Keep an ongoing summary of each event during the biennium – notebook, Google doc, etc.
- Get members to take and send photos to you – “selfies” of activities
- Explore the Shutterfly website – as practice, consider making a chapter biennium book for the chapter president
- Create a chapter folder to keep documents, photos, flyers, etc.
- Other?????

## 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 grand adventure.

Mostly importantly, have fun!

Celebrate all that is Alpha Delta Kappa!

Susan Raffo, Beta Rho

CA State Historian

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