



# **TEXAS RETIRED TEACHERS ASSOCIATION**

*TRTA: The Voice For All Public Education Retirees*

## **HISTORIAN RESOURCE GUIDE 2020-2022**

All documents in this guide are available online at  
[www.trta.org/memberresources](http://www.trta.org/memberresources)

### **The State Historian:**

1. Prepare an annual record of the organization's operations and events to be maintained at the TRTA office as a permanent history with the assistance of TRTA staff;
2. Provide a report to the House of Delegates;
3. Seek cooperation from officers and standing committee chairs in collecting information;
4. Prepare a state memory digital file at the direction of the President; and
5. Perform other assigned duties to fulfill the objectives of TRTA.

### **The TRTA District Historian:**

#### **Suggested Activities**

1. Preserve a record of district activities and accomplishments, such as a scrapbook or digital photos for the district Facebook page, website, slideshow, or newsletter;
2. Preserve any published articles about district activities;
3. Collect and send to the State Historian the digital slides from the local units for the State memory book slideshow; and
4. Perform other duties as are requested by the president.

### **The Local Unit Historian:**

#### **Suggested Activities**

1. Preserve a record of local activities and accomplishments, such as a scrapbook or local photos for the local Facebook page, website, slideshow, or newsletter;
2. Create and send to the District Historian the digital slides of your unit for the State Memory Book slideshow
3. Update the history of the local unit annually

Dear Historians,

A beautiful slideshow presenting all the local units will be shown at the TRTA Convention House of Delegates, and we want yours to be included. The TRTA Conventions will now be held during the even-numbered years (2020, 2022, 2024, etc.). We hope you'll enjoy sharing your favorite activities and events with all of us!

**How to Prepare your Slides:**

- Create two PowerPoint slides, Google slides, saved or scanned pages in jpeg format, or if necessary, print paper pages
- LOCAL HISTORIANS send/share them with your DISTRICT HISTORIAN (not the TRTA state office or State Historian)
- LOCAL HISTORIAN deadline for submission to DISTRICT HISTORIAN is January 15 of a year we have a convention
- DISTRICT HISTORIANS send/share slides with STATE HISTORIAN by January 30 of a year we have convention
- Use landscape (horizontal) layout
- Use pictures of members participating and having fun at events and activities. Use one or more pictures per slide
- Write your Local Unit name at the top of BOTH slides, using a font size of 28 or higher
- Caption or label your pictures with 22 or higher font
- Do not use children's pictures
- You may use pictures you have collected over two years

# Table of Contents

Page(s)

<b>Tips for the Good Historian .....</b>	<b>1</b>
<b>General Tips for Taking Good Pictures.....</b>	<b>2</b>
<b>Guidelines and Tips for the State Memory Book.....</b>	<b>3-4</b>
<b>Archival Information: Options and Resources.....</b>	<b>5-6</b>

## Tips for the Good Historian

YOUR GOAL: Remember that you are preparing a record to provide your members with a sense of history and connection to each other.

- Keep a calendar of events – communicate with the officers and committee chairs!
- Plan ahead and be prepared
- Keep a log of information with accurate dates, names, and descriptions of events and have someone proofread
- It is your job to capture the accomplishments and activities of your local unit: meeting programs, outings, volunteering in the community, scholarships, book project, recognition, etc.
- Include as many members and activities as possible
- Print or save and label photos promptly
- Enlist the help of others in your group
- Encourage others to share pictures with you

Decide on the type(s) of record you will keep for the use of your own local unit.  
What will it be?

- A traditional scrapbook or photo album
- A digital display or collection of photo images
- Newsletters
- Other social media such as Facebook
- Scrapbook created online and printed using Shutterfly, Snapfish, or similar services at CVS, Walgreens, Target, Walmart, etc.
- Video/movie formats using software programs such as Appleimovie, Corel VideoStudio, or many others

## General Tips for Taking Good Pictures

Become known as a great photographer! You can do it! You don't have to have a fancy camera these days because many cell phone cameras take great quality pictures. You just need to know how to make the pictures interesting and eye-catching. You can take free classes at community colleges and at several stores or can look up photography tips on YouTube! It is also helpful to brush up on your computer skills and photo editing tools.

- First get permission to use photos from members, presenters and groups appearing in the photo.
- Get close to your subjects! Make it personal!
- Include candid pictures – catch those fun moments!
- Use natural light when you can.
- Take multiple pictures – get people's eyes open!
- Avoid harsh shadows.
- Don't let people stand up against walls; make them step out a few steps.
- Sharpen your artist's eye.
- Watch out for the backgrounds that ruin pictures (that you sometimes don't see under pressure and that can't be cropped out): A flag pole growing out of someone's head, a square red exit sign, an ugly trash can, a huge restroom sign, a door behind two people and not the others.
- Don't be afraid to use your TEACHER VOICE and move/arrange people to make a nice arrangement for a photo. You will be proud of it and they will appreciate it and want to put it on their social media. Trust me.
- Be sure to get into some of the pictures yourself. You can have another member take it or use a self-timer.
- When photographing large groups, try using different levels if possible (standing and sitting, using stairs).
- Try giving them something to do or to laugh at.

## Guidelines and Tips for the State Memory Book

The State Memory Book is a digital record that goes to the TRTA State President. It is compiled by the State Historian and is composed of pages contributed by local unit historians from around the state. It is shown at the TRTA State Convention to members during the House of Delegates and on a digital frame at the Historian exhibit.

### How to Prepare your Slides:

- Contribute to the State Memory Book for TRTA Convention in even-numbered years
- Create two PowerPoint slides, google slides, saved or scanned pages in jpeg format, or if necessary, print paper pages.
- LOCAL HISTORIANS send/share them with your DISTRICT HISTORIAN (not the TRTA state office or State Historian)
- LOCAL HISTORIAN deadline for submission to DISTRICT HISTORIAN is January 15<sup>th</sup> of a year we have convention
- DISTRICT HISTORIANS send/share slides with STATE HISTORIAN by January 30 of a year we have convention
- Use landscape (horizontal) layout
- Use pictures of members participating and having fun at events and activities. Use one or more pictures per slide
- Write your Local Unit name at the top of BOTH slides, using a font size of 28 or higher
- Caption or label your pictures with 22 or higher font
- Do not use children's pictures
- You may use pictures you have collected over two years
- If you must submit a printed page, do not send a large scrapbook page
- Glue pictures and captions on an 8 ½ X 11 card stock, using landscape (horizontal) layout, caption font size 22 or higher and title of local unit on both pages 28 or higher.
- Submit no more than two pages
- Mail pages in a 9" X 12" envelope to your DISTRICT HISTORIAN with "DO NOT BEND" NOTED
- Printed pages will be included in the State Memory Book Slideshow as submitted (no edits are possible)
- Printed pages should be scanned by the DISTRICT HISTORIAN and submitted electronically to the STATE HISTORIAN

## **Who can help you?**

- TRTA Local or District technology contacts
- Active teachers, relatives and students
- YouTube tutorials – how to use PowerPoint and how to make collages on PowerPoint
- Internet searches for free tutorials



# Archival Information: Options and Resources

## *Preservation Tips*

### Archival techniques may vary for:

- Traditional Scrapbooks
- Photographs
- Newsletters, Brochures, Flyers, Clippings
- Digital Media

### Traditional Scrapbooks

- Use scrapbook pages labeled free of acid, lignin, and polyvinyl chloride (PVC).
- Do not overstuff them.
- Do not laminate pages.
- Page protectors made of polyester, polyethylene or polypropylene are okay. Verify they do not contain PVC.
- Do not use magnetic pages. They can damage items.
- Caption items using archival ink pens. Captions should include event, date, place, and names of persons in the picture.
- To fasten items to pages, use an archival acid-free glue stick OR archival photo corners OR Scotch® “Magic” tape 810. Fasten items at corners only.
- Do not use contact glues, hot glue, rubber cement, or adhesive tapes other than the Scotch® Magic tape 810.

### Photographs

- Use brand-name inkjet inks (Canon, Epson, HP, or Lexmark) to print digital photos. Photos printed with refilled or remanufactured inks will not last long.
- Use matching brand-name photo papers for best longevity.
- Caption photos in a non-image area using archival felt-tip marker pens. Do not use ballpoint ink.
- Handle photos by edges only.

### Newsletters, Brochures, Flyers & Clippings

- Use acid-free paper for printing or make a copy of the original on acid-free paper.
- For Clippings: Newsprint deteriorates rapidly due to high acid and lignin content.
- Spray the clipping with a de-acidifying solution; OR
- Make a copy on acid-free paper.
- Caption clippings with the source, date, section, and page number.

## **Digital Media**

- Memory Books may be saved on CDs, DVDs, portable hard drives, flash drives, the “Cloud,” etc. Life expectancy is short for all digital media as technology is constantly changing.
- If using disks, the color of a CD/DVD indicates its quality. The underside of the disk should be gold or silver.
- Do not use rewritable disks.
- Create new archival media copies at least every 5 years using up-to-date technology options to avoid data loss.

## **Storage**

- Store paper records (photobooks, scrapbooks, photos and other papers) in climate-controlled areas where there is minimal variation in temperature and humidity. Ideal is 68°-70° F with 40%-50% humidity.
- Attics, garages, and outdoor storage buildings which experience excessive heat and high humidity are poor storage areas.
- If storage space of records at your home is a concern, local libraries, history centers, or other archival repositories may be contacted for their interest. Keep in mind that if items are donated, they will become the property of that facility and no longer will belong to the association or group.