

Information to include in Histories

For State:

- Local Foundation date
- Local members who served as a state level: officer, committee chair
- Did your local help with a state convention: year and responsibilities
- Any local member an E. L. Gaylean recipient: who and when
- List of your local's charter members
- Copy of your local's charter
- Locals Logo

- District foundation date
- District presidents
- Did your district help with a state convention: year and responsibilities
- Newspaper articles about district and district events

For District:

- District foundation date
- District presidents
- Newspaper articles about district and district events
- Any member an E. L. Gaylean recipient: who and when

- Locals foundation date
- Local members who served as a district officer, committee chair
- Did your local help with a district conference: year and responsibilities
- Copy of your local's charter
- Locals Logo

For Local:

- Foundation date
- Who installed the officers
- Who were the first officers
- Local presidents
- Local special projects/ events
- School namesakes
- Newspaper articles about local, local events, local members
- List of your local's charter members
- Local's charter