

## Information to include in Histories

### **For State:**

- State foundation and history
- State officer lists
- State Convention information
- Significant events
- E.L. Gaylean recipients

### **From District**

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

### **From Local Chapter**

- 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 locals' charter members
- Copy of your locals' charter
- Local logo

### **For District:**

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

### **From Local Chapter**

- Local 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 locals' charter
- Local logo

**For Local:**

Foundation date

List of Charter members

Who were the first officers and who installed them

Local president and/or complete officers list

Local special projects/events

School namesakes

Newspaper articles about local, local events, local members

Local charter

Local logo

**\*\***Local chapters need to look through president, membership, secretary, treasurer, and historian records/scrapbooks to see what you can find out. Also ask the district historian to search the district secretary records. If you have a hometown newspaper you can check for articles with them.

**\*\*\***For those that cannot find their organizational date, they need to form a committee to explore and do research. When they have exhausted all avenues, they should come to a conclusion as a best guess estimate and have it recognized, accepted and documented in their minutes.