

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 chapter: 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
 - Please tell them to send them full size

Decide on the type(s) of record you will keep for the use of your own local chapter.

What will it be?

- A traditional scrapbook or photo album
- A digital display or collection of photo images using Shutterfly or Google Photos
- 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 Apple iMovie, Corel VideoStudio, or many others
- Spreadsheet
- Written narrative
- Storage device such as hard drive or thumb drive