

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 Chapter

- Chapter Foundation date
- Chapter members who served at state level: officer or committee chair
- Did your chapter help with a state convention: year and responsibilities
- Any chapter member an E. L. Gaylean recipient: who and when
- List of your chapters charter members
- Who were the first officers and who installed them
- Copy of your chapters 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
- All information sent to state

From Chapter

- Chapter foundation date
- Chapter members who served as a district officer or committee chair
- Did your chapter help with a district conference: year and responsibilities
- Copy of your chapters charter
- Chapter logo
- All information sent to state

For Chapter:

Foundation date

List of Charter members

Who were the first officers and who installed them

Chapter presidents and/or complete officers list

Chapter special projects/events

School namesakes

Newspaper articles about chapter, chapter events, chapter members

Chapter charter

Chapter logo

All information sent to state and district

******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.