



Historian Guidebook

KAPPA DELTA PI
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Support from Society Headquarters

Need suggestions or advice? A Regional Chapter Coordinator is ready to assist your chapter with ongoing development, resources, and answer chapter questions. Just call 800-284-3167, or email mcs@kdp.org.

Section 1: Responsibilities

Responsibilities of the Historian

Kappa Delta Pi bylaws describe the following responsibilities of the Historian:

- Furnish reports of chapter activities for consideration and use in appropriate Society publications and award applications; and
- Along with the counselor, preserve the charter, documents and historical records of the chapter.

As Historian, your responsibilities include the following tasks:

- Become familiar with Kappa Delta Pi's history;
- Take photographs of all chapter activities;
- Keep a portfolio of chapter officers, activities, and programs;
- Prepare a historical display of the chapter for initiations and other events;
- Submit noteworthy items to Society Headquarters to be included in the chapter's history file or in upcoming publications at least once a year.

Guidelines for Preserving Chapter History

- Preserve a copy of all agendas and minutes of meetings.
- Document photographs in sequential order in a scrapbook either paper or virtual, identifying activities and people.
- Keep an overview of important dates in the chapter's history so that years from now officers can look back on what you've saved and use this information for chapter celebrations.
- Use historical facts in chapter newsletters to inform members about past programs.
- Collect chapter publications, project descriptions, and publicity on special projects.
- Create a file for all official documents (see the section, "Archive Organization System," in the Appendix of this guidebook).

Additional Committees and Chairs

To properly document and maintain the chapter's history, you may want to form a Chapter Historical ad hoc committee for certain tasks. This ensures that the tasks are completed in a timely manner and offers members opportunities to be involved.

Below are sample committees that pertain to this role. The Historian serves as committee chair or ex-officio, depending on the preferences and goals of the Executive Committee. Refer to the *Committee Management Guidebook* for more information on committee leadership.

The Historian may coordinate the following committees or subcommittees to offer member and chapter recognition:

- ACE Award
- Awards
- Member Participation Program
- Portfolio/Scrapbooking
- Reporting

Section 2: Chapter Archives at Society Headquarters

Each chapter has a file at Society Headquarters that contains historical data provided by the chapter through the years. To keep this information current and to show the range of chapter involvement, the Historian sends information about special projects to Society Headquarters. Please mail or e-mail reports and photographs of people and events, as well as all other documentation of chapter projects. Clearly identify all people and events.

Section 3: Portfolios

Portfolios, like scrapbooks, can provide creative documentation of the chapter. Preserving a history of the chapter permits later groups of members to remember and build upon the experiences. Initiation ceremonies are a great place to display the portfolio, awards, plaques, and other information about the chapter. New initiates, veteran members, and guests enjoy seeing the past activities and members of a chapter. Moreover, new leaders are able to review and emulate the successful events and strategies of the chapter.

Photographs of all chapter activities are an important part of chapter history. If the Historian is unable to attend an event, assign a substitute photographer. After the pictures are taken, chapter members may help the Historian identify the people in the pictures. List the event, date, and people on the back of each printed picture or in the digital file. Place all the pictures in the chapter portfolio, as in a scrapbook, with captions identifying the event, date, and people. Archive digital photos on CD in a format that can be used by others in the future.

The Historian should ask members to help with the upkeep of the portfolio and invite ideas on ways to inform people of chapter history. The Historian may want to form a committee for this task.

APPENDIX: Archive Organization System

The following is a sample of a system to organize chapter documents. Contact your Regional Chapter Coordinator for assistance in tailoring this system to meet your chapter's needs.

1. Official Records

- A. Chartering Information
- B. International Constitution and Bylaws, and local Chapter Bylaws
- C. Ceremonies and Rituals Booklet
- D. History of the Chapter
- E. Current Society Handbook

2. Chapter

- A. Minutes
- B. Communication
- C. Reports
- D. Programs
- E. Budget

3. Officers

- A. List of Officers by Year
- B. President Activity
- C. Vice President Activity
- D. Secretary Activity
- E. Treasurer Activity
- F. Historian Activity
- G. Foundation Representative Activity
- H. Membership Chair Activity
- I. Counselor/Associate Counselor Activity

4. Committees

- A. List of Committees
- B. Ex. Comm. Meeting Minutes

- C. Program Comm. Activity Reports
- D. Membership Comm. Activity Reports
- E. Ad Hoc Comm. Activity Reports

5. Publications

- A. *New Teacher Advocate*
- B. The Leader
- C. Chapter newsletters
- D. *KDP News*

6. Portfolio

- A. Newspaper Articles
- B. Photographs
- C. Flyers, Invitations, and Notices
- D. Index of Past Portfolios

7. Membership

- A. Active
- B. Inactive
- C. Honorary
- D. Past New Initiate Info Forms

8. Awards and Honors

- A. Received by Chapter and Members
- B. Awards Given by Chapter

9. Miscellaneous

Review ACE Award criteria for additional items to retain as a part of the chapter history