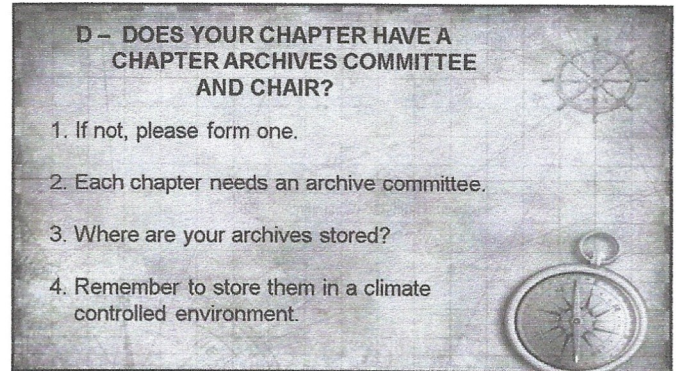
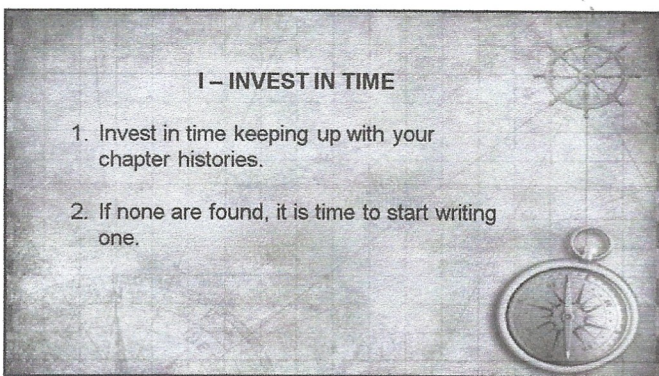


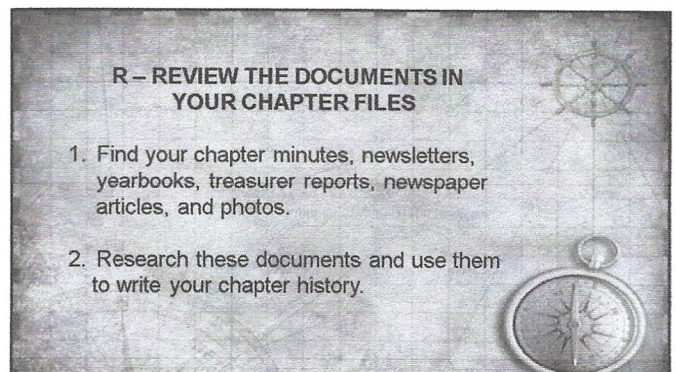
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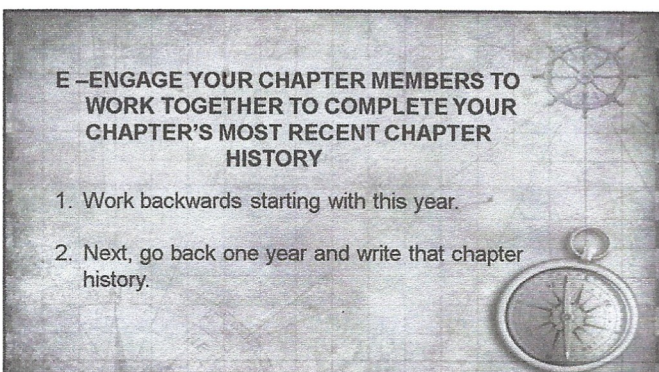
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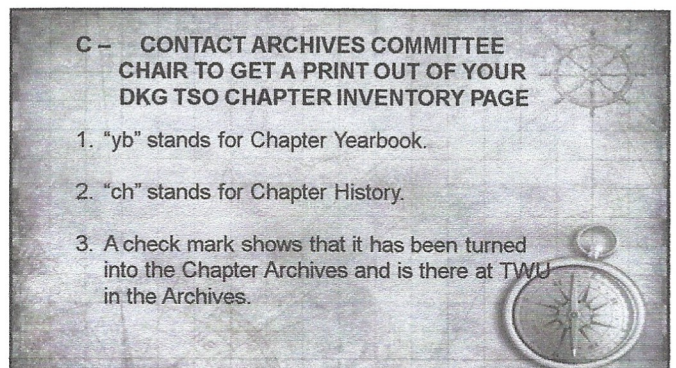
3



4



5



6

T – TOGETHER THE CHAPTER CAN COMPLETE THEIR CHAPTER HISTORY

1. Ask the current president to write the history for each year she is president.
1. Ask previous presidents to write their history.
2. If she has moved or is deceased, the archives committee should write her history.

7

I – IDEAS FOR WRITING THE CHAPTER HISTORY

1. It can be written in a paragraph form.
2. Or it can be written in an outline form.
3. Check www.dkgtexas.org and look under Committees and then Archives for important information for writing your chapter history.
4. Keep a copy with your chapter.

8

I – IDEAS CONTINUED...

5. Send or give a copy to the Archives Committee Chair for your chapter archives at TWU.
6. A copy of every year or biennium should be in your chapter archives at the Blagg – Huey Library in the DKG TSO Archives in Denton at TWU.

9

O – ORGANIZE RECORDS TO KEEP OR TOSS

1. Keep communications from founding members or important documents.
2. Find your Chapter Charter and keep it in a safe place.
3. Keep chapter records including budgets, minutes, and financial records. Turn into the state archives every seven years.

10

O – ORGANIZE RECORDS CONTINUED...

1. Keep scrapbooks and photo albums labeling people, places, and dates.
1. Toss extra copies of papers such as programs and handouts.

11

N – NEED TO KEEP UP WITH YOUR CHAPTER YEARBOOKS

1. Keep a copy of your yearbook at your chapter.
2. A copy of the most recent yearbook is on file at the TSO Dallas Headquarters.
3. It is important to send a copy of your yearbook to Headquarters along with the others, you send in each year.

12

N – NEED TO KEEP CONTINUED...

4. Some chapters have none on file at Headquarters or only an old one.

13

Remember to keep up with your chapter history and your chapter yearbook each year and keep a copy for your chapter and for the DKG TSO Archives.

*Keep up with your Chapter Checklist. Where are all your important items kept and who has them? For example, the Ceremonial items and the Chapter Charter.

14

*We need to stay on the path of the right DIRECTION and keep up with our Chapter Archives. It is so important.

15

2021 – 2023 TSO Archive Committee

Ulana Ratley – Kappa Delta, Area 10, ulana@swbell.net
 Deborah Thomas – Mu Omicron, Area 9
 Katherine Grogan – Delta Omicron, Area 9
 Mollie Kasper – Alpha Tau, Area 9
 Linnea Grindley, Kappa Delta, Area 10
 Susan Stackfleth, Theta Chi, Area 10
 Shalan Inmon, ex officio, Alpha Sigma, Area 12

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