GUIDELINES FOR WRITING A CHAPTER HISTORY

Chapter histories help us document what we do as Key Women Educators on the local level. Documenting our chapter history is an important part of evaluation and celebration. A chapter history can help us trace growth and identify our impact on education and our community. Ideally, chapter histories will be completed at the end of each year. They may be in the form of an outline, a narrative, or a combination of both. Resources for a chapter history may include information from the annual reports of the president, treasurer, as well as the membership chairman, recording secretary, newsletter and the chapter yearbook. Chapter histories may be completed by the archives committee, historian, or other designee.

Chapter Histories should include:

 **Charter/Historical Information**

 \_\_\_A list of charter members; date and location of installation; state installing

 officers; origin of chapter (why needed, who sponsored, etc.)

 **Chapter information (annually)**

 \_\_\_\_Chapter name, number, area, geographical location, Texas State Organization

 \_\_\_\_Years covered by the history

\_\_\_\_Officers and committee chairmen

\_\_\_\_Chapter support of state and international projects and programs

 \_\_\_\_Outstanding programs/events/projects

 \_\_\_\_Recognitions from Texas State Convention

 \_\_\_\_Scholarships/Grants-in-aid awarded

 \_\_\_\_Chapter Achievement Award recipient(s)

 \_\_\_\_Chapter members serving as state or international committee chairman or committee members

 \_\_\_\_ Participation in area, state, and international training and events (list attendees)

\_\_\_\_Members added (list initiates, reinstatements, and transfers)

\_\_\_\_Members resigned, dropped, and deceased (list)

 \_\_\_\_Numbers each of active, retired, and honorary members followed by a total number of all members

\_\_\_\_Other noteworthy information as decided by the chapter and as available (diversity of membership, media recognition, chapter strengths/weaknesses, major changes, etc.)