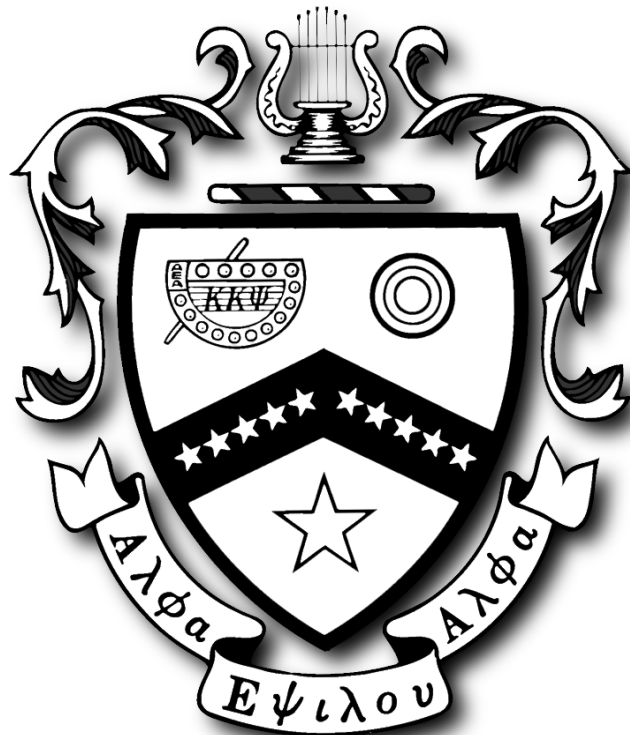


KAPPA KAPPA PSI



GUIDE TO CHAPTER HISTORIAN'S DUTIES

2nd Edition – February 2018

The original Guide to Historian's Duties was written in 2001 by Ken Corbett (ZX) and Scott Stowell (AH), both long-serving members of the KKPsi History and Archives Team. In the 17 years since the 1st edition was published, there have been a multitude of advances in technology that have occurred, along with the creation and rise of social media. The KKPsi Officer Training and Resources Team has updated their work to provide the Chapter Historian with the most current support for their vitally important role. We are indebted to Ken and Scott for the creation of the Guide to Historian's Duties, and their continued efforts to collect and preserve the history of Kappa Kappa Psi.

Introduction

This guide to the responsibilities of Chapter Historian is designed to help you carry out the duties required of your position. The duties of Chapter Historian, as defined by the 2017 *National Constitution* are as follows:

6.211 The Historian shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band.

In addition, the Chapter Historian's duties include:

- Reporting of chapter news to the National Headquarters
- Organizing chapter files and historical documents
- Preparing an annual scrapbook/yearbook
- Preserving chapter history
- Researching and compiling chapter history
- Giving historical presentations
- Maintaining contact with the National Archive and History Team
- Determine what items should be sent to the National Headquarters for the Archives

All chapter members should be aware of the responsibilities of the Chapter Historian and should elect a Brother to this office who is consistently organized and thorough. As with *any* office, be aware of the qualities required of the position and match them to strengths of each individual candidate. *Do not take this decision lightly!*

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Recording Chapter Events

In Written Form

The Chapter Secretary records proceedings of business meetings, but the Chapter Historian records the events and activities of the chapter outside of meetings. Following each event, the Chapter Historian should record information about the activity including who participated, type of activity, and why this activity was held (please refer to pg. 10 for a sample chapter event recording form). This information not only details the history of the chapter, but is useful to other chapter officers when preparing the Fall Activity Report and Chapter Summary Report.

In Visual Form

Log pictures as they are downloaded onto the computer. Make it a practice to do this immediately following the event.

The photograph log should identify:

- A brief caption/description of the event
- the location at which the photograph was taken
- the date
- the names of everyone in the photograph

Make backup copies of digital photos by saving to a CD, chapter network drive, and/or chapter external hard drive in folders according to the event. Be sure to identify all chapter digital storage devices and find a safe and proper place for storage; do not keep it at a member's home as it could be lost after graduation.

Photographs should be taken at all chapter activities, and numerous chapter members should be encouraged to bring cameras. The Chapter Historian should also make use of a video camera if available. If the historian is unable to attend an event, a substitute photographer should be assigned. For digital photographs, the EXIF data of the picture should be edited to show the same information as listed in the log above. In order to make the process more efficient, you should create a list of pictures you are going to want to take at events. (All the MC's, Bigs with Littles, This family, That line, etc.) Take the pictures with the most people first and keep things moving so that people aren't waiting on you.

EXIF data logs the pertinent information about the digital image file including the date taken, camera type,

and photographer/creator. This information can typically be viewed by opening the Properties description of the file. Editing may be limited within the operating system's properties viewer; the following free EFIF editors will allow you to add more information to the file including a caption and list of people in the photo:

- Exif Pilot: <http://www.colorpilot.com/exif.html>
- ExifTool: <https://sno.phy.queensu.ca/~phil/exiftool/>
- PhotoME: <http://www.photome.de/>

Annual Chapter Photograph

The Chapter Historian should also arrange for a group photograph or composite of chapter members each year. Kappa Kappa Psi has several licensed vendors available who provide this service, and the listing is available at https://greeklicensing.com/clients/kappa-kappa-psi/1065/search?search=&location=&product_categories=photo. If this is not possible, the Chapter Historian should at the very least take a formal group photograph of the chapter.

Reporting Chapter News

All documents and historical information submitted by chapters are kept on file at National Headquarters. In order to keep this information current and to show the range of chapter involvement, the Chapter Historian should regularly send information about special projects to the National Headquarters.

Most importantly, an historical summary of the chapter's news should be compiled throughout the year and submitted annually. A good way to submit this annual historical record is to prepare a PDF document (newsletters, etc.) and submit to National Headquarters at the same time the Chapter Summary Report is submitted in the OMRS. While recording this information, remember that the history of Kappa Kappa Psi is made up of the histories of its individual chapters. Any documents submitted to the National Headquarters may include photographs and other documentation.

Chapter news may be submitted for inclusion in an alumni/district newsletter or in a local or campus newspaper (be sure to check for submission formats and deadlines before submitting articles). Receiving acknowledgement for chapter accomplishments is an easy method of building interest in your chapter.

Organizing Chapter Files and Historical Documents

In order for your chapter's history to be a useful tool from which the chapter can learn about its past and guide its future, it is important for the chapter's files and historical documents to be well organized. The hardest part of preserving a chapter's files is often devising a system of organization.

The following Organizational System Guidelines are intended to serve as an aid to creating a system that works best for your chapter.

Organizational System Guidelines

The following is a sample of a system to organize chapter documents.

A. Official Records

1. Chartering Information
2. Chapter, District, and National Constitutions
3. Rituals and Ceremonies
4. Chapter and Fraternity History
5. Handbooks and Guides

B. Chapter

1. Minutes (including agendas and officer reports)
2. Reports submitted to National Headquarters (Fall Activity report, Chapter Personnel Report, Chapter Summary Report, etc.)
3. Written and electronic communication (this includes both communication sent and received)
4. Budgets (preserve a copy of each year's annual budget)

C. Officers

1. List of Officers by year

D. Committees

1. List of Committees by year
2. Committee Reports

E. Membership Education Program

1. Education Program

2. Reports
3. Miscellaneous items (chapter "family trees", etc.)

F. Publications

1. *The Podium*
2. District newsletters
3. Chapter newsletters
4. Alumni newsletters

G. Membership

1. Accurate list of Active, Alumni, and Honorary Members
2. Achievements of chapter members, both within and outside chapter endeavors
3. Marriage, birth and death announcements (in preparing death announcements, be certain to include a condensed biographical sketch of the deceased. Always inform your chapter Alumni Relations Officer and the National Headquarters of any deaths so that the records may be properly revised and fellow alumni informed. The link for reporting deaths to National Headquarters is <https://kkpsiaa.kktybsonline.com/report-a-deceased-member/>)
4. Programs of performances by individual members (including honorary members)

H. Awards and Honors

1. Awards Received by Chapter and Members
2. Awards Given by Chapter

Materials that can be discarded are:

- Flyers or notices of meetings
- Routine correspondence such as cover letters from the National Headquarters
- After six years, cancelled checks, check stubs, statements, invoices, and receipts

Organization of Photographic Prints

Photographs are an important part of a chapter's historical files. Chapter Historians should develop an easy-to-follow system for organizing and storing photographs so that they may be easily found when needed.

When labeling printed photographs, it is important to record the following information:

- Event or occasion
- Date

- Location
- Full names of individuals in photograph (no nicknames)

The best way to label photographs is to use a soft lead pencil designed for marking on photographs. Store all photographs from one year together. If you have negatives make sure they are kept with the photographs; this will make it much easier to find negatives when they are needed.

It is highly suggested that you have photographs saved electronically as well. This will help to keep your photographs organized and easily accessible. Several digital copies should be made, including on an external hard drive and CD/DVD. CD/DVDs should be clearly labeled as to what photographs are on the disc. A label should also be attached to the external hard drive denoting what years' information is included.

Organization of Digital Photographs

When saving digital photos, it is important to update the information in the file properties. Label the photograph with the name of the event, date, photographer, and people in the photo if possible. When organizing files on the computer, a system of hierarchical folders is recommended:

- Year
- Semester
- Event Name

Preserving Chapter History

Whether your chapter was chartered this year or 60 years ago, you will have certain documents, photographs, and artifacts that are irreplaceable and which should be cared for properly. As time goes on, many of the documents pertaining to significant moments in your chapter's history (such as your charter) will begin to age and will become brittle or faded. One way to guard against this is to store precious documents in acid-free envelopes or folders. Special materials for the storage of photographs and negatives will keep them from fading. Displaying your charter and other documents/images in frames is also acceptable. However, care should be taken to monitor the amount of direct light that hits the items and they should be kept in a secure area to prevent damage. Older documents that have already begun to fade can be deacidified and preserved in a number of ways. For more information on deacidifying documents, check with your school library's archive or special collections department.

A number of archival supply companies can supply you with the materials necessary to preserve your chapter's history and also to preserve important materials from the present for future generations. You can request archival product catalogues or order online from the following companies:

Gaylord Archival: 1-800-448-6160

<http://www.gaylord.com/>

University Products: 1-800-628-1912

<http://www.archivalsuppliers.com/>

Hollinger Metal Edge 1- 800-862-2228 or 1- 800-634-0491

<https://www.hollingermetalede.com/>

In addition, if your chapter has materials that might be of historic interest to the Fraternity, contact the National Alumni, Historical, & Development Coordinator at National Headquarters (hqacc@kkytbs.org) and the members of the History and Archives Team (archives@kkpsi.org) with a description of the information you would like to share. Unfortunately, our physical archive space at National Headquarters is limited and not all items can be kept at that location. However, it is recognized that individual chapters (especially the older ones) often have valuable pieces of history that help to offer important insight into the Fraternity's past.

Preparing an Annual Scrapbook/Yearbook

Collecting and organizing news and photographs pertaining to the chapter's history is just one aspect of the historian's job. He/she must also arrange the history so that it is easily accessible. Moreover, it must be in a format that allows for easy presentation. Most historians work on this project all year long, even though they don't actually put the chapter yearbook together until late in the school year. This final project is very important in the chapter's history. Don't overlook it!

Arrangement

The most common way to arrange the yearbook is chronologically. There are other ways, however, such as grouping them by activities (social functions, musical activities, membership education activities, special events, etc.). No matter which way you choose to arrange the material, make sure that the arrangement will be clear to those who will follow next year and ten years from now.

What to Include

Should you include every photograph taken during the year? Probably not. For the sake of presentation, any one year's activities should not span several volumes of various scrapbooks. One of the roles of the historian is to decide what will be included and what will simply be left in the files. Include only what is necessary to tell the story of the current year's chapter history, and make sure what is not included is filed away in the chapter's archives (something that does not seem worth saving today might be a very important piece of

history in the future). Keep the materials balanced (don't include twenty photographs of one activity and only one or two of another). Always be aware that Brothers will be looking through the yearbooks for many years to come. Don't include items which have meaning only today. If you feel something is important, but you doubt future Brothers will understand it, explain the situation or story in writing. The chapter yearbook should be fun, meaningful, and historical.

The Chapter Historian usually works with other chapter members to complete the annual scrapbook. A scrapbook not only serves as a method to keep a historical record of chapter activities, but it can also serve as an effective recruiting tool. Potential members can look through a scrapbook and get a full understanding of what the chapter accomplishes each year. Some hints for an eye-catching scrapbook include:

- Be creative, but use the traditional scrapbook form.
- Do not include any pictures with alcoholic beverages (bottles, cans, or cups indicating alcohol) or disrespectful poses.
- Make sure the pictures and captions tell a story about chapter activities throughout the entire school year.
- Remember that people looking at the scrapbook may not know anything about the chapter, the school, chapter members, etc. Do not use "inside jokes" or assume the reader will know what activity is shown in a picture.
- Use your Fall Activity Report and Chapter Summary Report as a guide of events you would like to photograph and preserve.

Researching and Compiling Chapter History

- Another role of the Chapter Historian is to research and compile the chapter's history. Information not included in your chapter's archives may be contained in your chapter's file at the National Headquarters (another reason to send in regular reports of your chapter's activities to the National Headquarters) or in the Fraternity's historical archives. When compiling chapter history, especially for events such as significant anniversaries, consider traveling to the National Headquarters to find information that may not be found in your chapter's files.
- The record of your chapter's history is not limited to documents and other written materials; much of it is retained in the minds of your chapter's alumni. A great deal of your chapter's history that cannot be found in writing can be compiled by interviewing alumni who were significant in the life of the chapter and preserving these interviews as recordings and type-written transcripts.

Giving Historical Presentations

Keeping the History Alive

The Historian is the keeper of much knowledge and insight about the chapter's past and present. At all

levels of the Fraternity, the history of the organization must be kept alive by teaching and sharing it with others. New members, old members, and even non-members should constantly be reminded of our history. The Historian should strive to learn more about the history of his/her chapter and the Fraternity. After gathering this information, he/she must share it with others in historical writings, photographs, and verbal presentations.

When to Share

There are many great opportunities for the Chapter Historian to share his/her knowledge. Like any meaningful activity, these historical presentations must be well-planned and organized. Don't trivialize the history or bore others by doing a half-hearted job. Take pride in your presentation. Several good opportunities for the Chapter Historian to share his/her knowledge are:

- Founder's Day
- Chapter Day
- Alumni events
- Interest meetings for prospective members
- During the time Membership Candidates are learning the history of Kappa Kappa Psi and studying chapter history.

Summary

Researching and compiling information on the past is important, but Kappa Kappa Psi's history must also be recorded *in the present*. A great portion of the Fraternity's history is comprised of the history of individual chapters, and this brings a renewed level of importance and responsibility upon Chapter Historians. The office of Chapter Historian requires a person who is consistently organized and thorough and who is aware of the duties of the office. Hopefully, this guide has helped to clarify the responsibilities of the Chapter Historian, and will provide a resource to assist them in fulfilling their duties.

* * *

If you have any suggestions, questions or comments regarding this guide, general questions about preserving/researching chapter history, or anything related to the Fraternity's National Archives, please feel free to contact one of the following:

- Aaron Moore
National Alumni, Historical, & Development Coordinator
hqacc@kkytbs.org
405-372-2333

- National Archives & History Team
archives@kkpsi.org

Sample Chapter Event Recording Form

Name of Activity: _____

Date Held: _____

Location of Activity: _____

Description:

Were Brothers from other chapters present? If so, which chapters?

Were Sisters part of the event? Which chapter were they from?

Were there any Fraternity Dignitaries present (National Officers, Trustees, District Governors)?

Were any Alumni present? Which chapter were they from?
