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VCMEP

Virtual Continuing Membership Education Program
Kappa Kappa Psi National Honorary Band Fraternity

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<http://www.kkpsi.org>

This month with Ken Corbett and Scott Stowell, Past National Presidents

Recording Today's Fraternity as Chapter History

We love to learn about our Fraternity's history. In a way, when we read about our past, whether it is on our campus or in Stillwater, it connects us to our values and makes our ties as a family more tangible. However, in this age of Facebook, e-mail and blogs, it is easy to not attend to the things we must do now to allow others in the future to read about our lives in Kappa Kappa Psi.

This month, Ken Corbett and Scott Stowell, our Archives and History Team, provide practical advice for recording your chapter's history. We are fortunate that, with so many Brothers taking photos today, we have great help for historical work. Taking the time to organize today can help you describe your work in the short term and be remembered by future Brothers. Enjoy continuing our story of our Fraternity!

Malinda

Documenting Chapter History: Key Practical Steps

Memories of the details of chapter history can fade quickly! Before pictures or information about them drift from memory, you can start noting the history that goes with them right away.

To this end, events and activities should be documented in written form in a journal, which the Historian should carry at each chapter activity.

In addition to the journal, the Historian should have a pad of paper and a camera at every chapter event. While the journal should be used to record descriptions of the event, the pad of paper should be used to keep a log of photographs taken. Do not wait until photographs are downloaded to log them. The photo log should identify the following: a brief caption/description of the event, the location at which the photo was taken, the date, and the names of everyone in the photograph.

The same care should be taken with digital storage. Be sure to identify each set of photos (whether stored on DVD, CD, or any other device) and find a safe and accessible place to store these items. Do not keep files at one Brother's home as they could be lost after graduation.

Of course, don't forget to take photographs at all chapter activities. Of course, numerous chapter members can bring cameras and share in the fun. The Chapter Historian should also make use of a video camera, if one is available, for greater documentation.

If the Historian is unable to attend an event, a substitute lead photographer must be assigned. "Photo Opportunities" should be a regular business item at chapter meetings. As soon as the photos have been downloaded, the Historian should label them appropriately. The items included in the photograph log should be listed on the back of each photograph (or in a text file with electronically stored photos)

Reporting Chapter News: Yesterday's News is Today's History

The Chapter Historian should maintain a historical summary of chapter news. This information will be helpful when completing the Chapter Summary Report at the end of the academic year. Remember, the history of Kappa Kappa Psi is in large part comprised of the individual histories of its chapters. For future generations to know and appreciate the scope and magnitude of projects, band events, and the growth and development of the Brotherhood, it is necessary for every chapter to create an accurate historical account of each year's activities.

Your chapter should report news and showcase pictures on your chapter website. The Chapter Historian should work with the webmaster to make sure that information is frequently updated. This is a great way for your alumni and for other chapters in your District to keep up with the activities of your chapter.



Kappa Kappa Psi

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Strive for the Highest

We're on the Web!

See us at:

www.kkpsi.org

Making history immediate:

What is a historical recording method that provides its own backup system, great fun for today's actives, and a nice parting gift at the end of each year?

A chapter scrapbook – on a CD – for every Brother.

Making a CD of photos (and even including music of the year) can provide great memories now, and prevent the problem of one set of photos being gone forever.

Not Just Gathering the Past, but Sharing History as We Live It

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 chapter files and historical documents to be well organized. The hardest part of preserving a chapter's files is often devising an organizational system. The Organizational System Guidelines, which lay out an efficient system for Historians to organize their materials, are detailed in the "Guide to Chapter Historian's Duties" available at <http://www.kkpsi.org>

Keeping the History Alive

The historian is the keeper of much knowledge and insight about the chapter's past and present. At the chapter level, as well as the national level, the history of the Fraternity 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 must possess a great urge to learn more about the history of the chapter and the Fraternity. After gathering this information, the Historian must share it with others in historical writings, photographs, and verbal presentations. The Historian is not just a recorder of history, but is also a teacher of it.

Questions, Suggestions, Comments

Researching and compiling past history is important, but Kappa Kappa Psi's history must also be recorded in the present. A great portion of Fraternity's history is comprised of the history of individual chapters, and this brings a renewed level of importance and responsibility upon Chapter Historians. A Chapter Historian should be a person who is consistently organized and thorough and who is committed to the duties of the office from the start.

More information about these duties is at:
<http://www.kkpsi.org/chapterhistoriansguide.asp>

If you have any suggestions, questions or comments regarding recording your chapter's history, please contact:
Ken Corbett at Kenc@gwm.sc.edu and Scott Stowell at SStowell@cfl.rr.com

We hope that this "Guide to Chapter Historian's Duties" and this VCMEP issue will help to clarify the importance of recording chapter history and the responsibilities of the Chapter Historian and to assist Historians in fulfilling their duties.

When to Share

There are many great opportunities for the Chapter Historian to share his or 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 and emphasize its importance.

Several good opportunities for the Chapter Historian to share his or her knowledge include Founder's Day, chapter day, alumni events, homecoming, interest meetings for prospective members, membership education program lessons on the history of Kappa Kappa Psi and your chapter, and continuing membership education sessions about chapter and national history.

Summary

The Historian is vital as a reporter, teacher, and writer. The Historian's work is vital to maintaining the tradition of Kappa Kappa Psi. While the Chapter Secretary takes minutes for the chapter to use today in its work, the Historian helps convert these minutes, other notes, programs, photos, recordings, and other material into a meaningful description of the chapter experience and history. The Historian has a vital role in continuing to communicate the value and power of Kappa Kappa Psi.