



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
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Expect Great Things

To: Chapter Presidents
From: Lou Ann Jacobs, Lambda State Historian
RE: Chapter Biennium History
Date: January 1, 2018

The Lambda State Archives has copies of chapter histories dating back, in a few cases, to the 1920's. For the most part, the archive has a fairly complete collection of histories beginning with the 1990-1992 biennium. These short histories tell of the activities and projects of each chapter through the years. Chapter presidents typically write these on June 30 at the end of their biennium. A few chapter presidents write them annually.

There is a suggested outline for chapter histories on the Lambda State website. The links for the outline are on the Lambda State Historian's webpage located in the Executive section of the website. The outline was developed when presidents requested aid in preparing the chapter histories. Chapters can adapt the format as their chapter desires.

The outline is available as both a Word document (.doc) and in Rich Text Format (.rtf). The latter format makes that file usable with all types of word processing programs including those available for Apple computers and tablets. Just be sure when finished to save the file as an .rtf or .doc file.

Outgoing chapter presidents should share their biennium history with the incoming chapter president. Chapters are encouraged to keep these on a thumb drive along with other chapter documents that are forwarded to the new chapter president. The histories, along with the recently completed 10-year chapter history, will help future chapter presidents when it is their turn to write these.

Chapter histories should be sent electronically as an attachment to the Lambda State Historian. These will be printed out and then taken to the Lambda State Archives now housed at Illinois State University. This manner of handling the chapter histories will ensure that the copy preserved does not have any creases or folds in the paper or paper clip indents. This allows the paper to last for many years.

Thank you in your efforts to preserve the legacy of your chapter.

Sincerely,

Lou Ann Jacobs
Lambda State Historian
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