

MSO CHAPTER HISTORY FORM- Guidelines for Use

- P. 1 Make sure your biennium reporting dates are correct. The history biennium coincides with your chapter biennium, for example 2022-24, 2024-26, etc. Chapter Name is self-explanatory.
I would, and have when I was chapter historian; create a page of your Founders with hometown (if known), and date of charter/founding and save. This information does not change.
State geographic area that your chapter covers, by towns, or counties- your choice. This information may be static also.
- P2. Chapter officers- photos are nice, but may not be available.
Membership- Your chapter treasurer should have this information,
Committees- use what is current at the time of writing your history.
The remainder of this page would be descriptive of the chapters projects, recognition of member's accomplishments. Let's celebrate our members!
- P3. Continuation of P2 if space is needed.
And, sadly remembrance of our members who have died, with information you have access to- dates, town, her history- some historians include any published obituary in their history.

Thank you for keeping our history alive!

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