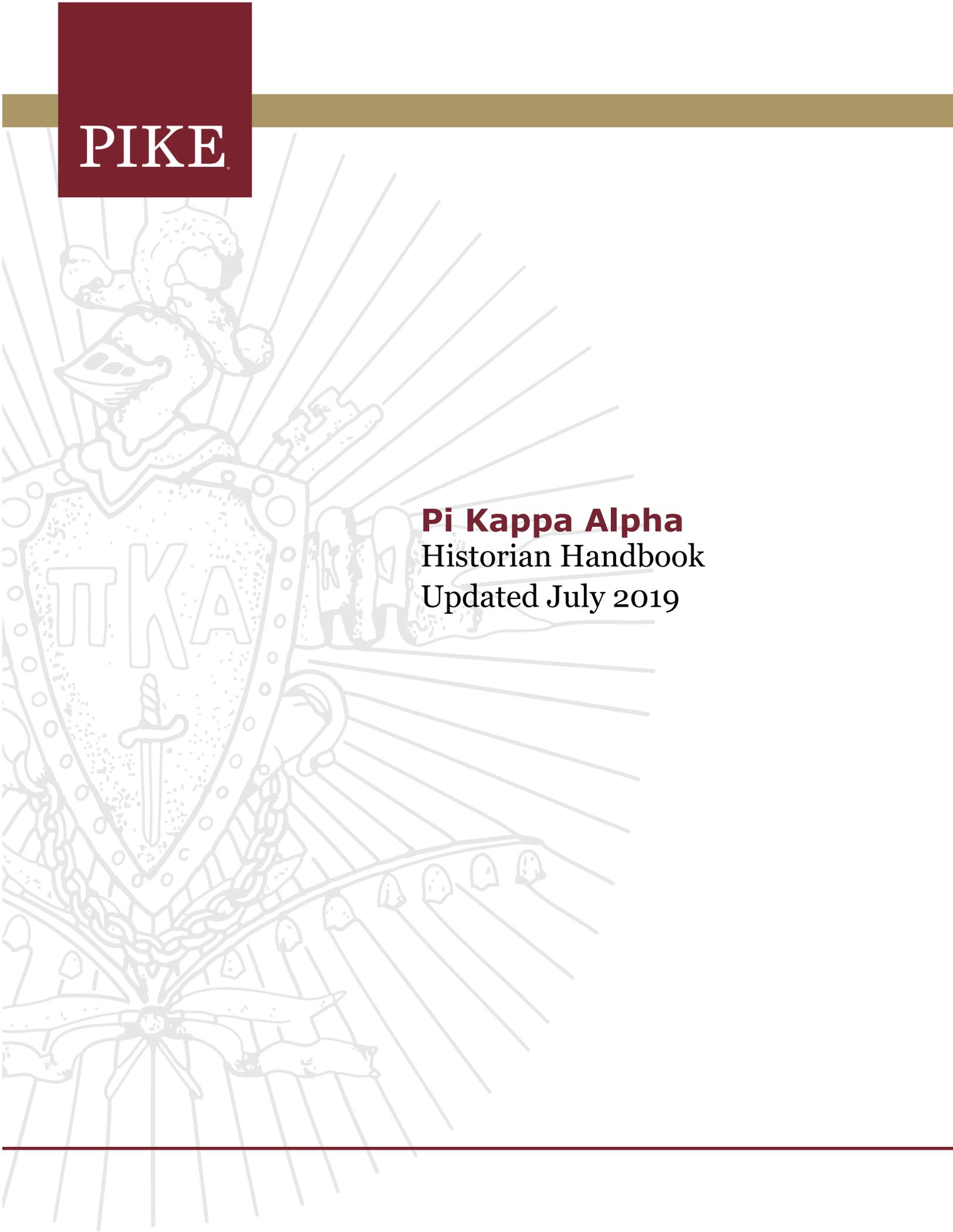


PIKE



Pi Kappa Alpha
Historian Handbook
Updated July 2019

FOREWORD

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha Fraternity for the use by any chapter which is interested in establishing or improving its programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Oak Service Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire Fraternity.

This handbook is an educational guideline only which contains suggestions and recommendations developed by various chapters which were able to develop successful programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the handbook, then the suggestions can be utilized with the understanding that any handbook is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the handbook is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are historian. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you take action. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

Understand Your Position

Purpose of Historian

The purpose of historian is to put the chapter member experience through the years in context and allow future chapter members to understand past triumphs, tragedies, people and culture of the chapter over time.

Job Description

As the historian, you are the primary organizer and overseer of the chapter history.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Goals

- ◆ Ensure that a consistent account of the chapter member experience is documented and compiled through different forms of multimedia.

Weekly Tasks

- ◆ Hold weekly historian committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to historian
- ◆ Manage the historian budget
- ◆ Continually attend and take photos/video/written accounts of events
- ◆ Continually store and organize photos/video/written accounts of events

Monthly Tasks

- ◆ Review storage and organization of photos/video/written accounts of events

Semester/Quarter Tasks

- ◆ Structure and organize a historian committee
- ◆ Set goals related to historian
- ◆ Set the historian budget
- ◆ Compile all forms of multimedia by creating an accurate account of the chapter member experience through a chapter yearbook
- ◆ Create and maintain a uniform historian handbook including guidelines, ideas, and suggestions for future historian chairman
- ◆ Assist in the completion and submission of a Year End Summary

Completion of Position

- ◆ Review position with the new historian and provide a written note to successor and any other materials that were developed during your tenure as historian including a uniform historian handbook with guidelines, ideas, and suggestions for future historian

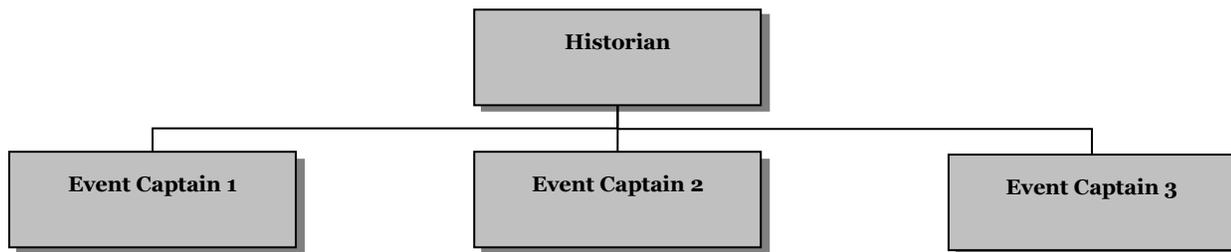
Create the Plan for your Position

Organize the Committee

In order to more effectively accomplish your duties as historian, it is important to form a historian committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

The first step to forming the historian committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the historian committee is typically composed of many undergraduate members.



The number of undergraduate members will vary depending on the number of events that the chapter has. A brief job description for these positions is listed below along with a full-page overview for these positions which can be given to each member of the committee and can be found starting on the next page in this handbook.

Event Captain(s) –the designated historians of the various chapter events. There should be an event captain for each chapter event.

These are typically the positions involved with the historian committee. However, if you are unable to identify enough chapter members to be involved with the committee and oversee each event, it is recommended to work to combine the outlined positions so that every event will have oversight and be

successful. For example, if you only have five chapter members involved for ten events, you can then combine the responsibilities of two events to each individual in the committee. Also, if you can identify more than enough chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have twelve chapter members involved, you can give each person oversight of an event and add more positions such as another event captain for each big event you have to ensure these bigger events are successful. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with the historian position are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the historian committee will be successful.

Once you have created the historian committee, you will want to be continually updated on progress with tasks that the committee members are charged with, so it is recommended to hold weekly historian committee meetings. During these meetings it is important to allow every person in the committee (or at least those who are relevant to those events at that time of the year) to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It may even be helpful to utilize and expect a report from each committee member, like the one outlined on page 13. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

Event Captain

Job Description

As an event captain, you are the designated historian of a specific chapter event. There should be an event captain for each chapter event.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Attending, photographing and documenting a chapter event
- ◆ Budgeting for the costs of completing historian duties during event

Goals

- ◆ Photograph the chapter event
- ◆ Provide a written description of event
- ◆ Document attendance at event

Weekly Tasks

- ◆ Organize photos from event
- ◆ Organize written description of event

Semester/Quarter Tasks

- ◆ Compile photographs from chapter events you attended
- ◆ Compile written descriptions of events you attended
- ◆ Compile attendance numbers from events you attended

Completion of Position

- ◆ Review position with the historian and return at least written notes to successor and any other materials that were developed during your tenure as event captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Set the Goals for your Position

As historian, your overall goal is to ensure that a consistent account of the chapter member experience is documented and compiled through different forms of multimedia. In order to properly achieve this goal, you must always be in attendance for chapter events as well as document the chapter experience each semester. Therefore, to fulfill your duties as historian, your goals should look something like this:

- ◆ Take photos/video/written accounts of every chapter event
- ◆ Compile all forms of multimedia by creating an accurate account of the chapter member experience through a chapter yearbook

If you can accomplish these directives, you will successfully fulfill your duties as historian. These goals may not seem difficult, but they it is crucial to the history of your chapter that you successfully accomplish these goals.

Set the Budget for your Position

When setting the budget for historian, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to historian. You can first begin to think of all the expenses that will be incurred during the program.

After reviewing the expenses of historian, you can determine that most of the expenses will be incurred primarily when developing the chapter yearbook or for camera use. However, there should not be many expenses incurred by the historian. Nonetheless, depending on the number of events the chapter holds, the list of expenses can then look something like this:

- ◆ Camera supplies/rental
- ◆ Yearbook expenses

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the historian budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at www.pikes.org in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your historian budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

ΩΩ Chapter of The Pi Kappa Alpha International Fraternity

Historian Budget Request Form

Event/Activity (see detail pages for more)	Amount	
Camera Supplies/Rental	\$	200
Yearbook Expenses	\$	300
Total Budget Request	\$	500

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for historian. You are now able to move on to planning the tentative historian schedule for the year.

Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						

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Plan the Event Schedule for the Year

Contrary to many other positions in the chapter, the historian position does not involve organizing or putting on events throughout the year. However, it is the duty of the historian to document the chapter history by attending and photographing all chapter events that take place. Therefore, it is critically important that you be aware of all events within and outside of the chapter, which means you should be very familiar with the chapter calendar. The chapter calendar is maintained and updated by the secretary. It should contain every chapter event and any other dates that are relevant to the chapter, campus and community.

The secretary should solicit the chapter for events over email, Facebook, and even during chapter meetings, but it will be helpful if you also do this as a reminder to members. Whenever you receive information about events, make sure that this information is documented in the chapter calendar the secretary, and consequently you, are keeping. The secretary should share this calendar with all members of the chapter either through email, Google Calendar, Microsoft Outlook, or any other means that will successfully inform members of the chapter of upcoming events, so make sure you have access to this. The secretary should share the chapter calendar he is keeping electronically while also sending out weekly email reminders and reading the calendar in chapter since it is also a part of a general chapter meeting agenda. Nonetheless, if the chapter secretary is not doing these tasks, make sure that you are aware of all the upcoming events on the chapter calendar and communicate these details to chapter members. This will help constantly remind members of the different events that they have available to them.

It may not be your primary job to setup and organize all the events that the chapter will be putting on. It is extremely important, however, that you be aware of all chapter events as this part of your duties as historian. If you can remain organized and aware of all chapter happenings, the chapter will have a much better documented chapter history to build upon for years to come.

Sample Weekly Committee Member Report

Please provide a 2-3 sentence answer for each question.

What have you done in the past week?

What have you failed to do in the past week?

What do you plan to do in the upcoming week?

What other upcoming events take place soon?

Do your events/activities cost any money?

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

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Execute the Plan for Your Position

Attending and taking photos at Events

The historian is expected to take and collect photos from all chapter functions. When the historian is unable to attend a chapter function, it is his duty to find an interim historian to take and collect photos for him. It is a best practice to generate a list of two to three chapter members that can step in as interim historians and have a list of contacts to people who own cameras, as was outlined previously in this handbook. Having someone take pictures at each function is crucial to accurately documenting the history of the chapter.

It is very important that the historian take photos with purpose. It is the historian's job to recognize what photos the chapter needs (i.e. recruitment video, website, end of the year slide show, etc.). It is also important to understand what messages the historian wants to convey through the photos taken. For example, taking a photo of girls cheering Pikes on at their intramural game can convey that the chapter is socially preferred. A list of recommended practices and practices to avoid are listed below:

Do:

- Take pictures where PIKE or the Pi Kappa Alpha letters are visible
- Take pictures that portray the chapter and the members in a positive light
- Take pictures of the chapter doing community service & philanthropy
- Stage photos

Do Not:

- Take photos where faces cannot be seen
- Take photos without any indication of location/ attendees/ letters
- Take photos where members are not portrayed in a positive manner

Before taking photos, the historian should check the lighting on the camera and in the background. Most cameras have options to adjust the brightness, contrast, and saturation to fit the background light exposure. The historian should always remember to check for memory space prior to attending the event.

Finally, when taking group photos remember to place tall members in the front and short members on a ledge behind them. This creates the illusion of a greater presence by the men in your chapter.

Storing Photos

There are several ways to approach storing and organizing photos. The historian can create an actual Facebook account for the chapter, which should not be confused with a Facebook page, group, or event. For example, the Facebook account name could be Omega Omega PIKE Historian for the Omega Omega PIKE chapter. Once the account is created, members and friends can tag the Omega Omega PIKE Historian in photos and videos via Facebook. Once the historian is tagged in photos, he will be able to keep track of all the photos and videos through the account profile with time stamps.

Another approach is to have photos and videos uploaded to Dropbox. Dropbox is a free online storage space that the historian can share with others. The historian could divide and categorize all the photos and videos into subsections such as: athletics, philanthropy, brotherhood, social, recruitment video, website, etc. Additionally, the historian could utilize the chapter website to upload all photos and videos to share with members. Regardless of what medium the historian uses to store and organize photos, make sure the medium is easily accessible and online so that the files remain in order.

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Documenting Chapter History

Documenting the history of the chapter can become an overwhelming task if the historian waits until the end of the year to file everything. There are a few best practices in keeping the history. The three most common methods are through filing event summaries, creating a scrapbook, and writing the chapter history on the chapter website.

The historian should remain disciplined with writing event summaries immediately after the events. Event summaries give a snapshot of a particular event and include items such as: event title, location, number of attendees, description/summary of the event, etc. A sample event summary can be found on page 18 of this handbook. The historian does not necessarily have to write every event summary, but he is responsible for making sure every event summary is written and stored. Event summaries can come in handy when filling out Greek award packets and the year-end-summary as well.

Another way to document chapter history is by creating an annual scrapbook. Having an annual scrapbook can come in handy when alumni come to visit. The scrapbook can contain pictures, t-shirt designs, the composite, and perhaps having the chapter/seniors sign the book. Creating a scrapbook is a very creative and flexible way to document chapter history.

The final recommended practice is to document the chapter history on the chapter website. In order to document the history on the chapter website, the historian should work with the public relations chairman and his committee to gain access to the website. The public relations chairman and his committee can create a page within the chapter website that contains the chapter history and the Fraternity history. The chapter history should contain when the original chapter was founded, who founded the chapter, important points in chapter development, etc. If the historian has a hard time locating the chapter history, you can work with the university to compile information on the chapter through their records.

Enhance the Plan for Your Position

Review of the Program

Once your tenure as historian has been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better the historian position. This may be accomplished by numerous different methods.

It is important to get input from the historian committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the historian efforts. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the historian such as attendance at events and documenting/describing the events of the chapter to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the historian documentation and the position may be improved in the future.

Ensure a Successful Transition for Your Successor

It is vital to the performance of your chapter that there is some transfer of knowledge to the next historian when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new historian to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to the historian handbook, agendas for committee meetings, event schedules, previous photos, documentation of previous historian issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, any historian documents, event schedules, pictures of chapter activities, etc. Any activity that you organized and completed during your tenure as activities should have an accompanying event summary. A sample event summary can be found on page 18 of this handbook. A sample contact list can be found on page 19 of this handbook. A sample notes to successor can be found on page 20 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as historian, to help the new historian set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of the historian position.

You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop the position of historian.

Event Summary

Date _____

Event _____

Committee and Chairman _____

Date and Time of Event _____

Description _____

Steps in Planning _____

Needed Supplies, Cost, Attendance, etc., _____

Persons to Contact, Addresses, Phone Numbers _____

Suggestions for Improvement _____

Your Name _____

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Contacts

Phone _____

Name _____

Organization _____

Address _____

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Frequently Asked Questions

What if the chapter does not have a camera?

It is easy to obtain a camera by soliciting the membership and borrowing a camera from a member of the chapter when necessary. Additionally, some campuses allow for cameras to be rented from either the library or another area of campus. If you are unable to borrow a camera for an event, renting a camera is a good option to explore.

Is there a specific company to use for creating a yearbook?

There is no official company that the Fraternity endorses to create yearbooks. It is up to the chapter to determine which company to use for creating their yearbook.

What if I cannot attend an event?

It is your responsibility to ensure that the duties of historian are completed for every chapter event. If you are unable to attend an event, it is your job to find someone to take care of your duties. It can be any member of the chapter who you think can accomplish these tasks, but it is helpful to already have a committee setup to help you, so you do not have to try and find someone at the last second.