

**CENTENNIAL ANNIVERSARY COMMITTEE**

**REPORT FORM FOR DISTRICT HISTORIANS**

*The Committee respectfully requests* ***3 reports during this biennium****, all to be entered*

***on this one form****, so that, at the end of the biennium, you have* ***one complete record***.

**REPORT NO. 1**

**Due 31 January 2015**

Please advise:

* the total number of clubs in your district \_38\_\_\_
* the total number of Club Histories you have received up to 31 Dec 2014 \_30\_\_\_
* the number of Club Histories yet to be received \_8\_\_\_
* what action you are taking to obtain the remaining club histories
* Notices from D4 historian have been sent to individual clubs and area directors \_\_\_\_
* how many clubs have their history on their website/with photos 22 clubs have web sites and many have a generic Zonta history statement, only two have their short histories on the web.\_\_\_\_

**REPORT NO. 2**

**Due 1 July 2015**

Please advise:

* the number of clubs who have reported secure storage of their archives \_\_\_\_
* what action you are taking to ensure that *all* clubs secure their archives \_\_\_\_
* what formats they are using to record their archival materials, e.g.

spreadsheet, archival software, or handwritten records:

 number using spreadsheets \_\_\_\_\_

 number using archival software \_\_\_\_\_

 number using handwritten records \_\_\_\_\_

 other methods used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* where your District records are held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* how you are progressing with the writing of your District History \_\_\_\_\_\_\_\_\_

**REPORT NO. 3**

**Due 1 May 2016**

Please advise:

* final number of clubs in your district end-biennium/new clubs \_\_\_\_ \_\_\_\_
* final number of clubs reporting secure storage of their archives \_\_\_\_
* final number of clubs with histories submitted and on their website \_\_\_\_ \_\_\_\_
* the status of your district history, if complete and on the website \_\_\_\_ \_\_\_\_ If not, please indicate a date for completion of the task \_\_\_\_\_\_\_\_\_

You are welcome at any time to email and ask for advice, or share the latest good news from your district … we enjoy hearing from you. Otherwise, please send your reports by the due date as requested, to centennial@zonta.org, cc your Governor.

**Thank you, on behalf of the Centennial Anniversary Committee,**

**PIP VAL SARAH, Chairman** September 2014