

## KCPTAs Historian Scrapbook Guide 2022-2023

### Historian

The position of a historian is optional. If the PTA does not have a historian, these duties are the secretary's responsibility. Check your PTA bylaws to determine if your PTA has a historian or not.

The PTA may have a tradition that a history book or scrapbook be compiled. It includes all activities sponsored by the PTA and the Historian Report. This book should be kept conveniently located in the school library or office. In this case, the historian is usually a designated position and NOT the secretary's responsibility.

### Responsibilities and Objectives

The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership.

The historian's formal, written report is the official history, presented and adopted at the annual membership meeting and filed with the minutes. It summarizes all the PTA's activities for that fiscal year.

### Historian Report will include:

- A list of the executive board members and when they were elected or appointed.
- All executive board meeting and membership meeting dates along with any major business conducted by the executive board and presented to the membership.
- The programs and activities hosted by the PTA during the year including a brief description of each training or other events or activities that executive board members attended.

*\*Note that this report should be broad and contain only things that would be accessible to the general public. Do not include minutes or financial reports.*

### Historian Scrapbook will include:

- A picture of the school, the name of principal, number of students, number of teachers/staff, and number of PTA members
- A list of the executive board members including an individual picture of each board member and a group picture of the executive board
- All executive board meeting and membership meeting dates along with any major business conducted by the executive board and presented to the membership (PTA local calendar)
- Lists of past PTA presidents, principals, and PTA Lifetime Memberships awarded for the last 10 years
- The programs and activities hosted by the PTA during the year, including a brief description of each
- Pictures of events, programs, etc. from throughout the school year
- Student enrichment programs, community outreach programs
- Training or other events or activities that the Executive Board Members attended
- Annual budget
- Local PTA bylaws and standing rules
- Local PTA flyers
- Awards and grants presented to the Local PTA (membership awards, Reflections, etc.)

# Sample Historian Plan of Work



## Plan of Work Plan de Trabajo

**Officer/Chairman Name:**  
(Nombre de  
Oficial/Presidente de Junta) \_\_\_\_\_

**Position:** Historian  
(Posición)

**Year:** 2021-2022  
(Año)

*Reproduce as needed for the appropriate number of goals.*  
(Se puede reproducir para metas adicionales.)

<b>Responsibilities / Duties:</b> (Responsabilidades)	<ol style="list-style-type: none"> <li>Record activities and information, take pictures at all Local PTA Events.</li> <li>Prepare Scrapbook to support Local PTA for the year. Use the Historian Guidelines established by Council PTA.</li> <li>Document and prepare Historian Report for the Local PTA for the year.</li> </ol>	<b>Committee Members:</b> (Miembros del Comité)	None
<b>Goal:</b> (Meta)	<ol style="list-style-type: none"> <li>Local PTA Historian Book produced and submitted to Council PTA.</li> <li>Work with the Executive Board to gather information, including pictures, for the Local PTA Scrapbook.</li> </ol>	<b>Evaluation Process:</b> (Proceso de Evaluación)	July 2021-June 2022

<b>Specific Action Steps</b> (Proceso Especifico de Acción)	<b>Start Date</b> (Fecha de Empiezo)	<b>Completion Date</b> (Fecha de Terminación)	<b>Budget</b> (Presupuesto)
Review Historian Guidelines and update if needed by Local PTA	July 2021	September 2021	\$0
Record and update for Local PTA Historian Book. Produce Local PTA Historian Book.	July 2021	April 2022	\$100
Produce Historian Report	July 2021	April 2022	\$0

<b>Resources:</b> (Recursos)	Keller Council of PTA, Local PTA Board Members, Local PTA Historians, Texas PTA
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**Keller ISD Council of PTAs**  
**Historian Scrapbook Judging Rubric 2022-23**

PTA Name: \_\_\_\_\_

PTA President \_\_\_\_\_ Phone# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Scrapbook submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**The book must contain the following information in this order:**

- \_\_\_ 1. A copy of this **Scrapbook Judging Rubric** in a plastic sleeve (Must be at least 8 ½" x 11") on the inside LEFT front cover of the book.
- \_\_\_ 2. Leave first page blank to place certificate after judging. It's the first page you see when you open the book.
- \_\_\_ 3. Title page. Include name of PTA, school, council, website, social media, and school year.
- \_\_\_ 4. Index or table of contents
- \_\_\_ 5. Picture of school
- \_\_\_ 6. A page with the following information:
  - Name of principal
  - Number of students as of the end of the 3<sup>rd</sup> nine weeks
  - Number of teachers and staff
  - Number of PTA members as of the end of the 3<sup>rd</sup> nine weeks
- \_\_\_ 7. List of PTA executive board members and their individual photos as well as a group picture
- \_\_\_ 8. List of current and previous PTA presidents from the past 10 years
- \_\_\_ 9. List of previous school principals from the past 10 years
- \_\_\_ 10. List of executive and membership meeting dates, include any programs presented (with photos) if applicable
- \_\_\_ 11. List of Lifetime Memberships awarded from the past 10 years
- \_\_\_ 12. Annual budget (most recently amended budget for the year)
- \_\_\_ 13. Copy of local bylaws and standing rules
- \_\_\_ 14. Copy of Historian's Report (to be added at the end of the school year)
- \_\_\_ 15. Examples of PTA communications to membership (i.e., newsletters, flyers, website, etc.)

**In addition to the 15 items above, a comprehensive scrapbook should include items from as many of the following categories as possible:**

- \_\_\_ Awards presented to your PTA (Membership awards, Reflections, etc.)
- \_\_\_ Front cover of scrapbook embossed or labeled with PTA name and school year
- \_\_\_ PTA publicity found in local media publications
- \_\_\_ Programs provided for students and/or staff
- \_\_\_ Parent education courses
- \_\_\_ Student enrichment programs (After school program opportunities)
- \_\_\_ Community outreach projects
- \_\_\_ Council, Texas PTA, and National PTA meetings attended by local PTA members (memorabilia, name badges, handouts, pictures, etc.)

## Scrapbook Guidelines

The local PTA scrapbook should be a record of activities and achievements for the current school year. Make the cover durable and have all contents secured within the book so that it will last over time.

All submissions need to be a hard copy. We will not accept digital submissions.

Include information that is outlined on the Judging Rubric. Do not include minutes from your executive or membership meetings, financial records or other information not deemed for non-PTA members.

You do not need to be an expert on Scrapbooking. Just have fun with your Scrapbook!

All submissions need to include the **Keller ISD PTAs Historian Scrapbook Judging Rubric** found here when submitting your Historian Scrapbook.

All submissions are to be dropped off at the Keller ISD Administration Building by 2 PM on Thursday, March 31, 2023. There will be a tub at the reception desk for you to drop your Historian Scrapbook.

Keller ISD Council of PTAs will gather all the submissions for judging. Awards will be announced and returned at Brag Luncheon.

## Award Levels

- Purple Ribbon – Best Overall Book. Only Blue level scrapbooks are eligible for this award.
- Blue Ribbon - (Excellence) All 14 required items plus 4 more suggested items.
- Red Ribbon – All 14 required items plus 2 suggested items.
- White Ribbon – All 14 required items.
- Yellow Ribbon - (Participant) Some of the required items.

The deadline for all historian scrapbooks to be turned in to Council is 2 PM on March 31, 2023, at the KCPTA Vendor Fair. Please contact your CIP if you have any questions.