



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 _____
- the total number of Club Histories you have received up to 31 Dec 2014 _____
- the number of Club Histories yet to be received _____
- what action you are taking to obtain the remaining club histories _____
- how many clubs have their history on their website/with photos _____

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