



Being a great chapter historian for Lambda Kappa Omega means preserving and celebrating the history, achievements, and activities of your chapter. Here are steps to excel in this role:

1. Understand Your Role and Responsibilities

- Documentation: Record chapter activities, events, and milestones accurately.
- Preservation: Maintain archives, including photographs, documents, and memorabilia.
- Storytelling: Present the chapter's history in a way that inspires members and captures the essence of the organization's legacy.
- Collaboration: Work with other officers to ensure events are well-documented and historical records are up to date.

2. Develop an Organizational System

- Digital Archives: Use cloud storage platforms (e.g., Google Drive or Dropbox) to securely store photos, event programs, and meeting minutes.
- Physical Archives: Keep scrapbooks, awards, and other physical artifacts well-organized and protected from damage.
- Cataloging: Label files with dates and descriptions for easy retrieval.

3. Attend and Document All Events

- Take clear, high-quality photos and videos of chapter events, ensuring you capture key moments.
- Collect flyers, programs, and promotional materials for your records.
- Keep a detailed record of event highlights, such as the purpose, attendees, and outcomes.

4. Create Yearly Summaries

- Compile all documentation into an annual report, including a timeline of events, major achievements, and member contributions.
- Consider creating a scrapbook, slideshow, or digital presentation to showcase at chapter meetings, conferences, or anniversaries.

5. Engage Members

- Encourage members to submit personal photos, testimonials, or stories about their experiences with the chapter.

- Interview older members to capture their memories and contributions to the chapter's history.

6. Stay Creative

- Use tools like Canva, Adobe Spark, or PowerPoint to create visually appealing materials.
- Design a historical display or exhibit during events, such as anniversaries or Lambda Week.

7. Collaborate with the National Organization

- Familiarize yourself with Lambda Kappa Omega's history and branding to align your chapter's records with national standards.
- Submit updates or reports to the national historian or archives, if required.

8. Plan for Continuity

- Ensure the next historian has access to your archives and understands the processes you've established.
- Write a transition document with tips and lessons learned during your tenure.

9. Highlight Achievements

- Recognize member accomplishments, community impact, and chapter growth in your records.
- Celebrate anniversaries and milestones with events or social media campaigns.

10. Be Passionate and Professional

- Show enthusiasm for preserving the chapter's legacy and honor the trust your role represents.
- Be detail-oriented and strive to maintain accurate, complete records.

By taking these steps, you'll not only preserve your chapter's legacy but also inspire future members to appreciate and build upon its rich history.





In your own words, write a brief paragraph on how you will use the steps mentioned to preserve your chapters history and legacy.