



VETERAN VOICES

LISTENING. CONNECTING. LEARNING. DOCUMENTING HISTORY

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We created the veteran voices project to help collect and preserve Military oral histories for future generations to enjoy.

VV's purpose is to collect, preserve and make accessible the personal accounts of U.S. military veterans so that future generations may hear directly from veterans to better understand their service experience.

Who — Veterans from all branches and ranks of the United States military who served are eligible to participate. As contributors to this preservation effort, volunteers interview veterans and collect first-person narratives.

What — VV accepts veterans' personal narratives in the forms of audio and video recorded interviews, photographs, letters, diaries, journals, and unpublished memoirs.

Where — Conduct VV interviews in any quiet, location such as a home, office, or conference room. In addition you can conduct remote interviews.

Why — Veterans' family members treasure the memories that are preserved at Veteran Voices.

How — First, contact the veteran to conduct a pre-interview, so that you can gather details about their military service and determine which questions to ask during the recorded interview session. Then, go to our website, <https://veteran-voices.org/>, and **print the list of sample interview questions**. Afterward, sit down with the veteran and conduct a video or audio-recorded interview. You may also submit a collection of photographs or documents that tell the veteran's story from his or her perspective, even if the veteran is deceased or unable to share an oral history.

Participating in the Veteran voices history project is easy to do. Please read this entire Field Kit, and follow each step to ensure your submission meets all requirements. Use this checklist as you proceed.

Step I: Prepare

Step II: Participate

Step III: Submit

Step IV: Access

Step V: Inquire

Step I: Prepare

Whether you are a veteran or a volunteer/interviewer, preparation is vital. You significantly increase the research value of a collection when you take the time to familiarize yourself with the VV process and conduct a pre-interview to gather background information before participating.

All participants:

- Visit the Veteran Voices website, <https://veteran-voices.org/>
- Familiarize yourself with how information is captured.
- Review the process prior to the interview.
- Print or request additional forms if needed.

Veterans:

- Complete the required forms and Veteran's Release Form
- Search your home for photographs that may help you share your story
- Search your home for documents that may help you share your story, or help you write an unpublished memoir.

Volunteers/Interviewers:

- Conduct a pre-interview with the veteran by phone or in-person to review forms and gather details about their military service, so that you may determine which questions to ask during the recorded interview session.
- Go to our website, <https://veteran-voices.org/>, and print the lists of sample interview questions.
- Think of additional interview questions that are specific to the veteran's personal experience, war/conflict, branch, background, etc., and write them down.
- Complete the Interviewer's Release Form, and all other required forms
- Secure a quiet, indoor location for the interview.
- Test equipment for sound and lighting before each interview.
- Make sure your veteran has access to water and tissues before beginning the interview.
- Write up the veterans answers in the interview question form. This can be stored on our website with their recorded video. This can also be sent to the veteran as a keepsake after the interview.

Step II: Participate

Participation is easy! All you need to participate are a willing veteran, a recording device, a volunteer interviewer, the forms in this Field Kit and a list of sample questions informed by the pre-interview. Prior to conducting a remote/ virtual interview, please email VV to request guidance, and review your questions.

All participants:

- **Ensure** audio and video recordings are at least 15 minutes or longer.
- **Submit** photos and memoirs by capturing photos of them on your phone so you can include them in your oral history or on the back of the interview question form that you will fill out with the veteran.
- **Keep** a copy of all recordings, forms and other materials and provide copies to the veteran/family.

Veterans:

- **Share** your story with a friend, loved one or community volunteer who will record a conversation about your military experiences; and/or
- **Contribute** a collection of original photographs, letters; by letting your interviewer take a picture of them for your oral history.
- **Tell** us who you would like VV to share your oral history with. We can send a copy to your loved ones.
- **Sign** the required Veteran's Release form no matter which way you choose to participate. Without this, we are unable to retain your collection.

Volunteers/Interviewers:

- **Interview** a veteran in your family or community using an audio or video recording device. Remember to first conduct a pre-interview, and then **print a list of interview questions**.
- **Collect and capture** a veteran's photographs and letters in addition to, or instead of, conducting a recorded interview.
- **Sign** the Interviewer's Release form. Without this, we are unable to retain your collection.
- **Remember** to put photos from the interview in a separate album on your phone.
- **Thank the participant for their time and tell them you will be sending them the written oral history once you have completed it. Leave your phone number in case they think of other questions.**

Date (month/day/year):

Name _____

Organization _____

Address: _____

Phone: _____

Email: _____

Cover Letter

Dear Veterans Voices Staff:

Enclosed, please find a total of _____ Veterans collections for the following veterans.

Veteran's Name

Materials Enclosed

I have reviewed the following checklist to ensure that each of my collections meets minimum requirements.

Submission Checklist

Original, interview/materials

Veteran's Release Form

Recordings

Interviewer's Release Form

Photograph Log

Biographical Data Form

Manuscript Data Sheet

Signed, _____

Biographical Data Form (Required)

To ensure inclusion in the Veterans Voices Project, this form must accompany each submission. Please use an additional sheet if service was in more than one war or conflict.

Please Print Clearly

Veteran's Name:

Address:

City:

State:

Zip:

Telephone: ()

Email:

Place of Birth:

Birth Date:

Death Date:

(month/day/year)

(month/day/year)

Next of Kin's Name and Address:

Race/Ethnicity (optional):

Male

Female

Branch of Service or Wartime Activity

Commissioned

Enlisted

Drafted

Service Dates:

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.):

War, operation or conflict:

Locations of military service:

Battles/campaigns (Names):

Medals or service awards (Please list as specifically as possible.):

Special duties/highlights/achievements:

Was the veteran a prisoner of war?

Yes

No

Did the veteran sustain combat or service-related injuries?

Yes

No

Interviewer (if applicable):

Additional Service History Information (if necessary)

Branch of Service or Wartime Activity:

Commissioned

Enlisted

Drafted

Service dates:

Highest Rank:

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.):

War, operation or conflict:

Locations of military service:

Battles/campaigns (Names):

Medals or service awards (Please list as specifically as possible.):

Special duties/highlights/achievements:

Was the veteran a prisoner of war?	Yes	No
Did the veteran sustain combat or service-related injuries?	Yes	No

Additional Biographical Information:

Veteran's Release Form (Required)

(See reverse for Interviewer's Release Form)

To be Completed by Veteran (In cases of deceased veterans, to be completed by the donor of the material.)

I _____ am a participant in Veterans Project (hereinafter "VV") of the Veteran Voices. I understand that the purpose of the VV is to collect audio and video-recorded oral histories of America's war veterans, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Veteran Voices. These oral histories and related materials serve as a record of American veterans' wartime experiences to the general public.

I understand that Veteran Voices plans to retain the product of my participation in the VV, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant the Veteran Voices ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Veteran Voices, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Veteran Voices, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Veteran Voices deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

Accepted and Agreed

Signature:

Date (month/day/year):

Printed Name:

Veteran's Address:

Veteran's Next of Kin's: Name & Address:

Name of Interviewer (if applicable):

Relationship to Interviewer:

Veteran Voices

Veteran's Release Form (Please print, complete and submit with the collection)

Interviewer's Release Form (Required)

To be Completed by Any/All Interviewers, Recording Operators, and Photographers Present (Please circle appropriate category.)

I, _____ am a participant in the Veterans History Project (hereinafter "VV") of the Veteran Voices. I understand that the purpose of the VV is to collect audio and video-recorded oral histories of America's war veterans, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Veteran Voices. These oral histories and related materials serve as a record of American veterans' wartime experiences for the general public.

I understand that the Veteran Voices plans to retain the product of my participation in the VV, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant the Veteran Voices ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Veteran Voices, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Veteran Voices, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Veteran Voices deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

Accepted and Agreed

Signature:

Date (month/day/year):

Printed Name

Signature of Parent or Guardian:

(if interviewer is a minor)

Date (month/day/year):

Printed Name of Parent or Guardian:

Address

City

State

ZIP:

Telephone ()

Email:

Name of Veteran:

Organization affiliation (if any):

Audio and Video Recording Log (Required)

1. Name and address of contributor or interviewer.

Name of Contributor/Interviewer:

Address:

City:

State:

ZIP:

Telephone:

Email:

Organization affiliation (if any):

2. Name and birth date of the veteran being interviewed as it appears on the Biographical Data Form.

Name of Veteran:

Birth Date:

3. Recording format (please check)

Video type	Audio type
Digital Video (MiniDV, DVCAM, DVPRO)	Cassette
DVD-R Video	CD-R
USB (thumb/flash) drive	USB (thumb/flash) drive
OTHER (identify): _____	

4. Estimated length of recording (in minutes):

Recordings must be at least 15 minutes in length

5. Date of recording:

6. Location of recording (City, State):

7. Please log the topics discussed in the interview in sequence. You may estimate the minute marks. Providing this information ensures that key interview topics are readily identifiable and will greatly increase access to the collections for researchers (see next page).

Interview Example:

Minute Mark	Topics
1:00	Introduction
2:30	Enlisted with friend
4:50	Why did you chose the Navy and reasons why
10:00	Boot camp and early days, memorable instructor
22:40	Deployment to Europe
26:00	Combat
30:00	Message for future generations

Photograph Log

Do use tape, glue, staples or paper clips on photographs. If the back of the photograph is too slick to label using a soft pencil, enclose each photograph in a labeled envelope. **Do use** a pen or marker to label photographs. Take a photo of the original photos and save in new album for the interview, do not leave with original photos and memorabilia.

List each person in photos from left to right (L-R) on the description line.

Name of Veteran:		Birth Date:	
<hr/>			
Photograph #:		Location:	
<hr/>			
Date:		Description	
<hr/>			
Photograph #:		Location:	
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Date:		Description:	
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Photograph #:		Location:	
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(Use additional log sheets as needed.)

Manuscript Data Sheet (Required with memoirs, letters, diaries, or other written materials) Optional

Guidelines for Writing a Memoir

Typewritten, double-spaced documents are the easiest for researchers to read. Spark your memory by searching your home for documents and photographs from your service days. Use the [sample interview questions](#) from our website as a guide for developing chapters or a table of contents to help researchers locate specific topics in your memoir.

Guidelines for Submitting Letters and Other Written Materials

Identify, by name, the writers and recipients of the letters and other documents, and their relationship to the veteran whose name appears on the Biographical Data. Describe the most interesting/important topics and events mentioned in the letters or documents.

1. Name and address of the donor.

Name of Donor:

Address:

City:

State:

ZIP:

Telephone:

(

)

Email:

Organization affiliation (if any):

Name and birth date of the veteran as it appears on the Biographical Data Form.

Name of Veteran:

Birth Date:

Type of Item:

Topic:

Description:

Quantity:

Number of Pages:

Type of Item:

Topic:

Description:

Quantity:

Number of Pages:

Type of Item:

Topic:

Description:

Quantity:

Number of Pages:

2. Other location(s) these materials have been donated:

(Use additional data sheets as need

Resource	Phone	Web
Veterans Service Records	1-866-272-6272	www.archives.gov/veterans
Ancestry.com		
newspaper archive		
Veteran		