



## GUIDELINES FOR YOUR CLUB'S "HISTORY IN BRIEF"

To celebrate the Centennial Anniversary of Zonta International, Zonta International Board has agreed that a history be written to tell the story of Zonta's 100 years.

To assist the (still to be appointed) author of the centennial history, the Centennial Anniversary Committee requests that each District submits a "District History in Brief" to Zonta International by 1 May 2016, to provide background information for the author.

To provide District historians with easily accessible background information for this task, the Committee also requests that each Club submits a "Club History in Brief" to their District Historian by 1 May 2014.

### THE TIMELINES FOR ACTION

2014 Inventory of Zonta International archives completed at ZI HQ

2014 Club "History in Brief" submitted to District Historian/Committee by May 1

2016 District "History in Brief" with visual images submitted to Zonta International by May 1

2016 Commissioned author begins writing Zonta International's Centennial history in July

2020 Published centennial history presented at Convention

### WORD COUNT AND TOPICS

For Clubs, the word count will vary according to the age of the club; the suggested range is 500-1000 words. To provide some consistency the following topics are suggested:

- Organization of the club: including dates of Charter and Charter presentation; name of SOM club; number of charter members;
- Development of the club: growth or fluctuation of membership and current numbers;
- Club service programs; club participation in District service projects and ZI/ZIF service projects and scholarship programs;
- Special achievements, e.g. host Area Meeting or District Conference, Club members who have served at higher levels of ZI.
- Note the author, sources of information and the date on which the document was completed.

Preparation of these brief notes should not be a difficult task and could be undertaken in conjunction with the preparation or revision of a more detailed Club or District history.

**PLEASE NOTE.** These brief histories will be used as background information and will not be published verbatim in the Zonta International history.

The Centennial Anniversary Committee is here to assist you, and welcomes your suggestions.

Your contacts are:

- PIP Val Sarah, Chairman [vsarah@bigpond.net.au](mailto:vsarah@bigpond.net.au)
- Ronda Walker, Vice-Chairman/Clubs Liaison [rbwalker@intermet.net.au](mailto:rbwalker@intermet.net.au)
- Eva Nielsen, Districts Liaison [eva.nielsen2@gmail.com](mailto:eva.nielsen2@gmail.com)

The Committee will place information the ZI e-newsletter and on the ZI website under:  
Member Resources - Centennial Anniversary Committee – TOOLS.

Good wishes with this important task,  
Ronda Walker