



# AMA History Program Club/Organization History Writing Guide



Thanks for your interest in helping to preserve the history of model aviation! The following information can be used as a guide to writing your club/organization's history. Be sure to look through the format guidelines and return the form at the end with the history. Please contact the History Program desk at (765) 287-1256, Ext. 511 or [historyprogram@modelaircraft.org](mailto:historyprogram@modelaircraft.org) right away if you have any questions or problems. If you need any sort of assistance with this project, please contact us. Thanks again for your interest and happy modeling!

## Format Guidelines

- Typewritten histories are nice, but not required. Send us your information any way you can and we will format it to fit our needs. If you use a computer, send us the file either through e-mail or on a disk if at all possible.
- Include photographs of your members (past and present) and/or notable events and we will try to use as many as possible. If you would like them back, please make a note on the form at the end of this packet. Also, be sure to include information about the photographs for captions.
- Magazine and newspaper articles about your club/organization are also beneficial. Include any pertinent articles or other materials and we will add them to your file. If you include information from an article in the history, please mention the article and photocopy the article(s) to send with your submission. Please do not copy articles word-for-word without citing the source as in the examples below.
- For newspapers:
  - “The Modelville Model Airplane Club/organization contributed to the community” (By Joe Schmoe, The Daily News, Modelville, Indiana, August 7, 1999, page 3A).
- For magazines:
  - “This was a terrific year for the Modelville Model Airplane Club/organization. Its members won every event at the National Championships” (By Joe Schmoe, Model Aviation magazine, May 4, 1979, page 55).
- For books:
  - “Model aviation has been changed forever by the club/organization's invention” (By Joe Schmoe Model Aviation: Up Close and Personal, Copyright 1997, pages 53 – 55).

Please complete the forms at the end of this packet and return them with the club history to History Program, 5151 E. Memorial Drive, Muncie, Indiana, 47302.

## Writing Guide

*Please note that this is only a guide, and need not be followed precisely.*

Make an outline using the following headings that pertain to you:

- The Beginning
- Membership
- Officers
- Contests
- Publications
- Awards/Honors
- Flying Field
- Community Outreach

Elaborate on each of the headings. For example, start with the questions listed below and expand upon them. Do not list the question under the heading when you are writing.

### The Beginning

- Who was involved with the start of the club/organization?
- When was it founded?
- Why was it founded?
- How many original members were there? What kinds of things did they have in common?
- What offices were established in the beginning?
- Was the club/organization AMA-sanctioned? (If not, when did it become sanctioned?)
- What kinds of models were being flown? Has that changed over the years?

### Membership

- What are the names of some or all of the original members?
- Are any of the original members still a part of the club/organization? If so, give some detail about their involvement.
- How many members are now a part of the club/organization?
- How has membership changed over the years?
- How are new members recruited? Are there any requirements for becoming a member?

### Officers

- How have officer positions changed since the beginning?
- What are the current officer positions?
- How are officers selected and how often?
- What are the main duties of each officer? (For example, the treasurer collects dues, pays for promotional material, etc.)
- Who have the officers been over the years? (It would be nice to include a list of officers from the club/organization's beginning, but as far back as you have would be good. Be sure to include dates. This information will be added as an addendum rather than interrupt the text of the history.)

### Contests

- When did the club/organization have its first contest? What kinds of planes were flown?
- What annual local contests are held by the club/organization? Include details of what time of year, location, what type of models, etc.
- Is the club/organization involved with sponsoring or helping with any regional, state, or national contests? If so, what contest(s), when, where, how, etc.
- Does the club/organization regularly send competitors to the Nationals? If so, how many times, what years, what events and what places were received?
- Have club/organization members ever competed in FAI contests? Has anyone participated in international contest? If so, how many times, what years, what events and what places were received?

#### Publications

- When was the first club/organization newsletter produced and who was its first editor?
- What is the name of the newsletter?
- How often is it produced?
- If possible, include a list of editors with the dates they were editors. This may be added as an addendum if it would interfere with the flow of the history.
- What are some topics covered in the newsletter? (If you would like to have some of your newsletters preserved in the archives, please submit them with this history)
- Has a magazine or newspaper ever written about the club/organization? If so, what was the article about, where did it appear, and when did it appear? (Copies of articles will be preserved in the archives.)

#### Awards/Honors

- What awards or honors have been presented to the club/organization as a whole? Give detail about when the award was received, who gave it to the club/organization, and why the award was presented.
- What awards or honors does the club/organization present to members? Give details about how often the awards are presented and what they are based upon.

#### Flying Field

- When did the club/organization acquire its flying field?
- Who worked to get the field established? What difficulties were faced?
- What is the name of the flying field? Please give information on why the name was selected.
- How is the field maintained?

#### Community Outreach

- What sort of educational programs does the club/organization present regularly? Where, when, etc.
- How often does the club/organization participate in a mall or other show?
- Does the club/organization hold any events in which the proceeds go to a charity? If so, when, for how long, etc.

## Club/Organization Information

*Please send the following form along with your club/organization history, any photos and copies of articles used to History Program, 5151 E. Memorial Drive, Muncie, Indiana, 47302 or to [historyprogram@modelaircraft.org](mailto:historyprogram@modelaircraft.org).*

Club/Organization Name \_\_\_\_\_ AMA No. \_\_\_\_\_

Year the club/organization was founded \_\_\_\_\_

Club/organization Website \_\_\_\_\_

Name of contact person \_\_\_\_\_ AMA No. \_\_\_\_\_

Address of contact person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_ (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

If you have enclosed photographs, would you like them returned?    Yes    No

If you have enclosed articles, would you like them returned?            Yes    No

Other Notes: \_\_\_\_\_

Did you write the enclosed club/organization history?                    Yes            No

Did someone else write the club/organization history?                Yes            No

If so, please fill in their information below:

Writer's Name \_\_\_\_\_

Writer's AMA Number (If Applicable) \_\_\_\_\_

Writer's Address \_\_\_\_\_

Writer's City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Writer's Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

You have now finished your company history! Read back through what you have written and include any information you recall as you read. When you are finished, send the history, photos and/or articles, the personal information form above, and the signed consent form to:

**Academy of Model Aeronautics**

**Attn: History Program**

**5151 E. Memorial Drive**

**Muncie, Indiana 47302**

...or via an email attachment to **[historyprogram@modelaircraft.org](mailto:historyprogram@modelaircraft.org)**.



# AMA History Program

5151 E. Memorial Drive  
Muncie, Indiana 47302  
765-287-1256, ext. 511  
Fax: 765-281-7904

historyprogram@modelaircraft.org

Norm Rosenstock, Historian  
Jackie Shalberg, Archivist and Assistant Historian



## Club/Organization History Consent

I, \_\_\_\_\_, do hereby consent that the history of  
*(print first name and last name)*  
\_\_\_\_\_ may be used by the Academy of Model  
*(full club/organization name and acronym)*  
Aeronautics History Program, a division of the National Model Aviation Museum.

It is understood that the history of the club/organization is to be kept and maintained by the Museum and Lee Renaud Memorial Library as part of its biography collection for use of AMA members, researchers and other interested parties for so long as the Museum believes the said material to be of scholarly or historical value.

I understand that some uses of this history could include, but are not limited to the following: use in displays in the National Model Aviation Museum, placement in the Lee Renaud Memorial Library and use in various AMA publications such as Model Aviation and the Cloud Nine newsletter. This consent transfers copyrights of the club history to the AMA.

Signed \_\_\_\_\_ Date \_\_\_\_\_

AMA Number (if applicable): \_\_\_\_\_

Club/Organization Designation (President/Secretary/etc): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_