



# AMA History Project Club/Organization History Writing Guide



Thank you for your interest in helping to preserve the history of model aviation! The following information can be used as a guide to write your club/organization's history. Other assistance can be provided as well. Contact AMA's History Project staff if you have any questions or problems. Contact and mailing information is listed on the last page of this document in the consent form.

Including photographs relating to your modeling experiences will enhance your club/organization's history. We will use as many photographs as possible. Be sure to include information about the photos for captions. Newspaper articles and other print material about your club or organization are also beneficial for researchers. However, they may not appear in your history.

Please do not send any photos or other items you do not want us to keep. We will not be able to guarantee they will arrive safely to us or that they will be returned to you.

## Format Information

- Typewritten histories are nice, but not required. If you use a computer, you can send us the file either through email or on a CD or flash drive. We prefer Word documents.
- Include photographs of your members (past and present) and/or notable events and we will try to use as many as possible. See consent form for more information about photograph use. We will try to use as many as possible. Be sure to include information about the photos for captions, such as dates, locations, events, and names of individuals.
- Magazine and newspaper articles about your modeling career 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 send a photocopy of the article(s) with your submission.

Below are example citations for your sources.

For newspapers:

“John Doe was an excellent modeler who contributed to the community” (By Joe Smith, The Daily News, Modelville, Indiana, August 7, 1999, page 3A).

For magazines:

“This was a terrific year for John Doe. He won every event at the National Championships” (By Joe Smith, Model Aviation magazine, May 4, 1979, page 55).

For books:

“Model aviation has been changed forever by John Doe's invention” (By Joe Smith, Model Aviation: Up Close and Personal, Copyright 1997, pages 53 – 55).

## 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 the club/organization:

- **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**

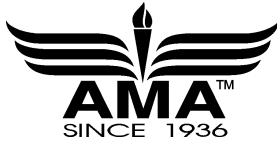
- What awards or honors have been presented to the club/organization as a whole? Give detail about when the award was received, who gave it to the club/organization, and why the award was presented.
- What awards or honors does the club/organization present to members? Give details about how often the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



# AMA History Project Consent Form



By filling out this consent form, you understand you are submitting the following material to the Academy of Model Aeronautics (AMA) and have the right to do so.

1.) Please check type(s) of material(s) submitted: (Check all that apply. Please do not send us anything you would like returned to you. We cannot guarantee items will be returned to you.)

- Written biography or history
- Photographs
- Moving images and/or sound recordings
- Published material
- Other \_\_\_\_\_

2.) Please briefly describe the content being submitted and indicate any preferred citations below: (Ex. *History of the ABC Club* by John Doe, March 2010) \_\_\_\_\_

\_\_\_\_\_

3.) Indicate any special notes about material(s) submitted: (copyright info, etc.) \_\_\_\_\_

\_\_\_\_\_

4.) Please check type of consent: (check one)

I am transferring to the AMA any copyrights I hold to any of the material indicated on this form and submitted.\*

I am not transferring to the AMA any copyrights I hold to any of the material indicated on this form and submitted. However, I approve the AMA to have the right to use this material.\*

\* I understand that some uses of this material may include - but are not limited to - the following: use in displays for the AMA and its National Model Aviation Museum, in their publications, and in their websites, social media, and/or other digital resources.

Author's Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Preferred method of contact:  Mail  Phone  Email AMA Number (if applicable): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Return this consent form with your historical information to:

Email: historyproject@modelaircraft.org Fax: (765) 281-7604

Mail: AMA History Project, 5151 E. Memorial Drive, Muncie, Indiana 47302

Need help? Contact the AMA History Project staff for assistance via email or mail using the contact info above, or by phone at (800) 435-9262 ext. 511.

Note: This form does not transfer rights to materials of which you do not own/retain copyright.