



# 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 writing 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. Please send histories, any photos and copies of articles, and signed consent form to *AMA History Project, 5151 E. Memorial Drive, Muncie, Indiana, 47302* or email information to [historyproject@modelaircraft.org](mailto:historyproject@modelaircraft.org).

## 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 email or on a CD/flash drive if 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 send us photo prints and would like them returned to you, please make a note on the consent form at the end of this packet. Also, be sure to include information about the photos for captions.
- 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. Please do not use articles word-for-word in your writing without citing the sources, as in the examples below.

For newspapers:

"John Doe was an excellent modeler who 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 John Doe. He 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 John Doe's invention" (By Joe Schmoe 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 form, I understand I am submitting the following material to the Academy of Model Aeronautics (AMA).

1.) Please check type(s) of material(s) submitted: (check all that apply)

☐ Written biography or history

☐ Paper ☐ Digital

☐ Photographs (prints or negatives)

☐ Prints/Negatives ☐ Digital

☐ Moving Images

☐ Film ☐ DVD ☐ VHS ☐ Other \_\_\_\_\_

☐ Sound recording

☐ Digital ☐ Analog cassette ☐ Other \_\_\_\_\_

2.) Indicate any special notes about material(s) submitted: (supplemental copyright info, return requests, etc.) \_\_\_\_\_

3.) Please check type of consent approval: (check one)

☐ I am transferring to the AMA any *copyrights* I hold to any of the material indicated on this form and submitted. I also acknowledge, unless indicated above and pre-approved, the material may not be returned to me.\*

☐ 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 also acknowledge, unless indicated above and pre-approved, the material may not be returned to me.\*

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

4.) Please indicate any preferred citations below: (Ex. John Doe, *History of the ABC Club*, March 2010)

Signature: \_\_\_\_\_

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

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

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

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

Return this consent form with your historical information to:

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

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

**Need help?** Contact the AMA History Project staff for assistance 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 or retain copyright.