



Archivist-Historian Report
ZONE

Year: _____ **Name of Zone:** _____

Number of Groups (Societies) in Zone: _____ **Number of Members:** _____

New Group (Society) Name(s) and Location(s): _____

Disbanded Group (Society) Name(s) and Location(s): _____

Number of Members Attending LWML Events (Fill in those that apply.)

_____ LWML Convention (*odd-numbered years*)

_____ LWML South Dakota District Retreat (*April of odd-numbered years*)

_____ LWML South Dakota District Convention (*even-numbered years*)

_____ LWML South Dakota District Christian Life Workshop (*Fall of every year*)

_____ Prayer Service (Winter)

_____ Prayer Service (Spring)

_____ LWML Zone Event Name and Location (Spring)

_____ LWML Zone Event Name and Location (Fall)

Event Information (Complete those that apply.)

LWML South Dakota District Retreat

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

LWML South Dakota District Convention

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

LWML South Dakota District Christian Life Workshop

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

Prayer Service

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

Zone Spring Event

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

Zone Fall Event

Date of Event: _____ Location: _____

Theme/Topic _____ Guest Speaker: _____

Names and Addresses of Officers (complete those that apply, or edit for your officer titles)

President: _____

EMAIL ADDRESS: _____

Vice President: _____

EMAIL ADDRESS: _____

Secretary: _____

EMAIL ADDRESS: _____

Treasurer: _____

EMAIL ADDRESS: _____

Archivist-Historian: _____

EMAIL ADDRESS: _____

Pastoral Counselor: _____

EMAIL ADDRESS: _____

Any other Officer: Position and Name: _____

EMAIL ADDRESS: _____

Extra Space for any additional information (*if needed*)

Signature: _____ **Date:** _____

Instructions:

- Use one page, printed on both sides. You should type in the information online and print out. That way everyone can read the information, and the ink is archival safe. You should send to the LWML South Dakota District Archivist-Historian* two copies of the report by **December 1**. File one copy in Zone files. Do not fold, tape, or paper clip any material sent to the Archivist-Historian. Include photos from events; include the handouts from events in your zone.
* **Lurene Mogler Denke** · 1008 Izaak Walton Road, Pierre, SD 57501
lmdenke@pie.midco.net · 605-224-1047 · 605-220-2158 (mobile)
- Use a manila envelope to send your reports, handouts, and photos. If this envelope has clips to close it, make sure you tape over those. This is a Postal rule. It helps to have a piece of cardboard inside to keep the Postal Service from folding or bending the material.
- DO NOT EMAIL ME THESE REPORTS.
- **It is very important** to date and identify all documents. Anything that is not well documented will be discarded. If you send pictures, do not put identification on the picture; rather, place them in an envelope and put identification on the envelope.