

THE TRIPP-JONES FAMILY

FAMILY HISTORIAN

GUIDELINES & ANNUAL REPORT

Preserving the legacy of Mica Tripp & Alfred Jones for generations to come

— *Constitution Article 19*

1. Role Overview

The Family Historian is one of the most important appointed roles in the Tripp-Jones Family. Appointed by the President and serving at the President's discretion (Art. 19, Sec. 1), the Historian is the keeper of our family's story — responsible for collecting, preserving, organizing, and sharing our history, genealogy, and traditions.

This document serves as both a working guide for the Historian and the template for the required Annual Report submitted to the Executive Committee.

2. Core Responsibilities

Responsibility	Details
Collect & Preserve Records	Gather documents, photographs, letters, and memorabilia from family members and archives. (Art. 19, Sec. 2)
Organize & Archive	Maintain digital archives, physical scrapbooks, or genealogical databases. (Art. 19, Sec. 3)
Genealogical Research	Research family origins, migrations, and notable events using historical records. (Art. 19, Sec. 4)
Oral Histories	Conduct and record interviews with elder family members; preserve traditions, recipes, and stories. (Art. 19, Sec. 5)

Responsibility	Details
Family Tree	Maintain a comprehensive family tree; update as members are born, marry, or pass away. (Art. 19, Sec. 6)
Share at Reunions	Present family history through displays, presentations, or storytelling at each reunion. (Art. 19, Sec. 7)
Publish Family Content	Produce newsletters, books, or digital content showcasing history and milestones. (Art. 19, Sec. 7)
Budget Management	Submit annual budget request to Finance Committee; manage funds responsibly. (Art. 19, Sec. 8)
Reunion Archive	Document each reunion with records, photos, and highlights for future generations. (Art. 19, Sec. 9)

3. Getting Started — New Historian Checklist

<input checked="" type="checkbox"/> Action
<input type="checkbox"/> Meet with the outgoing Historian (if applicable) for handoff of all archives and files
<input type="checkbox"/> Confirm receipt of all existing archives: physical and digital
<input type="checkbox"/> Confirm access to digital storage platform (Google Drive, Ancestry, etc.)
<input type="checkbox"/> Review existing family tree for completeness and accuracy

☑	Action
☐	Identify gaps in the family record that need research
☐	Introduce yourself to family members via newsletter or social media post
☐	Announce a call for photo contributions, documents, and family stories
☐	Submit a budget request to the Finance Committee for the current year
☐	Schedule oral history interviews with elder family members
☐	Begin planning your reunion presentation/display

4. Collecting Family Materials

4.1 What to Collect

- Photographs (print and digital) labeled with names, dates, and events
- Official documents: birth certificates, marriage licenses, military records, obituaries
- Letters, diaries, and personal correspondence
- Newspaper clippings and community mentions
- Recipes, traditions, and cultural practices
- Audio and video recordings
- Reunion programs, photographs, and memorabilia from past reunions

4.2 How to Collect

- Send an annual request to all family members via the Secretary's email list
- Set up a designated email address or shared folder for submissions

- Visit elder family members personally to collect and scan materials
- Use genealogy databases (Ancestry.com, FamilySearch.org) for public records
- Contact local historical societies, churches, and courthouses in Americus, GA

5. Conducting Oral Histories

Oral histories from elder family members are irreplaceable. Conduct and record interviews to preserve stories, memories, and wisdom before they are lost.

5.1 Interview Tips

- Ask open-ended questions: 'Tell me about growing up.' 'What do you remember about [relative]?'
- Record with permission — phone audio or video is perfectly acceptable.
- Transcribe or summarize recordings within 30 days.
- Share transcripts with interviewees for review before archiving.
- Always get signed consent before sharing recordings publicly.

5.2 Suggested Interview Questions

1. Where were you born, and what was life like growing up?
2. Tell me about Mica Tripp and Alfred Jones — what do you remember about them?
3. What family traditions were most important to you?
4. What is your favorite memory of a family gathering or reunion?
5. What do you want younger generations to know about our family?
6. Are there recipes, skills, or practices you'd like to see preserved?

6. Reunion Presentation Guidelines

At each reunion, the Historian should present a display or program that connects the family to its history. Consider:

- A Legacy Wall or display board with historic and recent photographs (Art. 32, Sec. 5)
- A printed or digital family tree showing connections across generations
- A short presentation or slideshow with highlights from the family's history
- A 'This Year in Our Family' update — births, deaths, marriages, milestones
- An oral history excerpt — a recorded story from an elder family member
- A scrapbook or memory book from prior reunions (Art. 32, Sec. 6)

Submit a budget request for display materials to the Finance Committee at least 60 days before the reunion.

7. Annual Budget Request Form

FAMILY HISTORIAN — ANNUAL BUDGET REQUEST		
Fiscal Year: _____	Submitted by: _____	Date: _____

Expense Category	Amount Requested
Archival materials (binders, acid-free sleeves, storage boxes)	\$
Genealogy database subscription (Ancestry, FamilySearch, etc.)	\$

Expense Category	Amount Requested
Scanning and digitization services	\$
Reunion display materials (boards, frames, printing)	\$
Oral history recording equipment / transcription services	\$
Travel for research or elder visits	\$
Publication / newsletter costs	\$
Other: _____	\$
TOTAL REQUESTED	\$

Justification / Notes:

 Family Historian Signature Date: _____

 Finance Committee Approval Date: _____

8. Annual Report Template

Submit this report to the President and Executive Committee at or before each annual reunion.

TRIPP-JONES FAMILY HISTORIAN — ANNUAL REPORT		
Report Period: _____	Submitted by: _____	Date: _____

Activity	Summary
New materials collected this year	
Oral histories completed	
Family tree additions (births, marriages, deaths)	
Research projects completed	
Reunion display / presentation completed	<input type="checkbox"/> Yes <input type="checkbox"/> No — Reason: _____
Publications or newsletters produced	
Budget allocated	\$
Budget spent	\$
Budget remaining	\$

Highlights from this year:

Priorities for next year:

Family Historian — Printed Name & Signature