

HANDBOOK FOR HISTORIANS



COMPILED BY THE NATIONAL HISTORIAN COMMITTEE

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INTRODUCTION

Since many squadron historians are appointed to their position without any particular experience in the responsibilities and work of the historian, we have assembled in this handbook as much information as we feel will be helpful to the new historian. It might even be useful to the experienced historian who may be puzzled about what is of historic value or what kind of material ought to be preserved.

This handbook is a work in progress. Your Historian Committee is in the process of planning other ways to make your work easier. Therefore, we are always interested in your thoughts and welcome any suggestions you might have to add to or improve this handbook.

TODAY IS ALSO HISTORY

Because your squadron history is very important, some squadrons appoint an older member who can recall, “how it used to be”. If you decide to use an older member as your historian, give that person a committee of one or two additional members who will have an opportunity to meet and talk with other squadron officers and learn the workings of your squadron.

Many new squadron historians simply don't know where to begin. They are handed boxes of old records and left on their own. Sometimes the boxes are full of treasures, pictures, certificates, newsletters, correspondence, etc. But what should the historian do with these records.

All the National Historian Committee requests from each squadron is that a completed Form H-701 be filed at USPS Headquarters each year. This form is only a back-up in the event a squadron's records are lost. Certainly, you want your squadron history to be much more complete than is required by this form.

When you go through those old boxes, think twice before throwing items away. After all, who would have thought twenty years ago when they cleaned their basement and threw away old comic books and baseball cards that they'd be valuable today? Be selective, and look to the future!

Collect all of your newsletters in archival quality plastic sheet protectors and place them in loose-leaf binders for easy access. The wealth of information in these publications will prove very helpful in writing a squadron history. Organize your records so you can eventually write an interesting history of your squadron—one your members can enjoy.

If you have specific questions or suggestions for other historians, please ask your historian to pass them on to the Nation Historian Committee member assigned to your district. The National Historian Committee is always willing to help.

History is fascinating and you will be surprised at the wonderful feeling you get when you discover something exciting about your squadron that no one else knows! HAVE FUN!!

P/R/C Alice M. Ringger, AP

FOUNDERS DAY

WHAT WE CELEBRATE

In 1914 the United States Power Squadrons organization was founded when the men of the Boston Yacht Club banded together and chose Founder Roger Upton as our first United States Power Squadrons Chief Commander and in 1916 Charles F. Chapman as our first USPS Treasurer. Members were required to take part in navel-type maneuvers and drills annually in order to retain their membership. Everyone was addressed as "Captain". A free nautical school trained men for maritime services in 1918.

After World War I in 1919, education became a major concern for USPS. A 5-week class in Nautical Astronomy and a Junior Navigation class were offered. Merit marks in the 20's were bestowed by the Chief Commander. In 1922 the mandatory drills were discontinued, and a cruise and one drill were substituted instead. As a preliminary to Junior Navigation, Piloting and Chart work classes were instituted in 1926—the Advanced Piloting course was added in 1931 and taught by George Rice NYPS). P/R/C George Ruckdeschel, N (NYPS) became our first National Historian. This enthusiastic national officer tried very hard to encourage local squadrons to tell their story, and to appoint historians, and to keep their histories up-to-date.

During World War II, in the forties, many new courses were added: Motor Mechanics (later Engine Maintenance), Weather, Visual Aids, Seamanship, First Aid, Signaling, Aviation, Navigation, and Teacher Training. Later in the forties, the First Director of Education, L.H. Johnson, N held this office. In the 50's, the Radio Technical course was added which later became Marine Electronics. In 1969 self-taught courses were added, and Piloting Films were aired on NBC-TV in 1971. A great change occurred when Basic Boating replaced the Piloting course for the general public, this course became a great boon for the public because in some states certificate holders could get a state boating license and could more easily get boating insurance if they took our courses.

The Senior Member Award and the 1973 Education Achievement Awards were soon a reality. The greatest change in the seventies occurred in the nomenclature and ranking of bridge members: The Squadron Education Officer,

Secretary and Treasurer became bridge members and were ranked as Lieutenant Commanders, rather than First Lieutenants as heretofore. In addition, as we drifted away from the naval type maneuvers, cooperative charting, raft-ups, beach cookouts, rendezvous, mini-cruises, and week-long annual cruises became popular. In 1982 women were invited to membership at the San Antonio USPS Governing Board and the USPS Constitution and By-laws so amended. In 1990 a woman was elected Staff Commander (Jean Ruckdeschel).

And so we go on, always trying to do the job for which we were founded,
always ready to change to meet the needs of tomorrow!

PRINCE HENRY AND CARAVEL TROPHY

As you realize, Prince Henry, known as the “navigator”, was an important figure in the early days of the Portuguese Empire. His vision for Africa and passion for maritime knowledge, combined with a geographically favorable oceanic coast to launch expeditions, truly encouraged the Portuguese sailors to explore the world by sea.

Prince Henry began by founding an institute on the most southwestern tip of Portugal, Cape St. Vincent, where he focused on maritime development in the form of sea cartography, art of navigation and shipbuilding. At the institute, he allocated the navigation school of “Sagres”, a map-maker office and a shipbuilding facility.

In order to reach his goals, he invited several experts to join the institute from different areas of knowledge such as; geographers, cartographers, astronomers and mathematicians from throughout Europe. With this team, he began teaching navigational techniques to Portuguese sailors, collecting and disseminating geographical maritime information about the sea, inventing and improving navigational and seafaring equipment, as well as sponsoring exploration expeditions.

With the desire to explore and travel far away, the Portuguese sailors first went along the western coast of Africa and secondly, after rounding the “Cape of Torments”, later named “Cape of Good Hope” would sail further east and throughout the Asian coast. With this challenge in mind, Prince Henry knew that a small, faster and much more maneuverable ship was necessary.

This requirement originated the development of the well known Caravel. Its very own characteristics assured the surveying of unknown maritime routes, including rivers and shallow coastal waters, which allowed a close approach to land where we learned of new cultures and established relations with different people.

We can safely say that without Prince Henry and without the Caravel, the maritime explorations of the 15th and 16th centuries would not have been possible. Little he knew that the work he started in 1417 would never end.

Prince Henry, where ever you rest, we thank you for your legacy of knowledge and insight which is still present today in all seafaring people around the world

Your educational organization [USPS®], since 1914, has been applying and defending the same maritime principles as Prince Henry did six centuries ago.

- Educating people on how they should use the sea by applying the appropriate navigation techniques, making it safer and gratifying.
- By promoting and sponsoring the sea, emphasizing that it must be protected from all kinds of inappropriate use or abuse.
- Tutoring and promoting safe boating throughout the waterways while traveling with our families.

The sea was, and still is, a way of gathering people with the same adventurous ideals. It has a unique characteristic of allowing us to build and strengthen relationships, either between two different people or entire cultures, regardless of the distances that might separate them.

Taken from a presentation given by,
Colonel António Temporão
Portuguese Embassy, Washington,
D.C.
District 5, Fall Conference, 2009
Rockville, Maryland

A LITTLE BIT OF HISTORY

THE PRINCE HENRY AWARD

In 1960, the 500th Anniversary of the death of Prince Henry the navigator, the Portuguese held an elaborate program of commemoration. Sixteen USPS Districts, including District 5, joined in the festivities arranging appropriate, ceremonies at their Fall Educational Conferences that year. District 5 did not stop there. The District 5 Council voted to have a portrait of Prince Henry used as an annual presentation to the Squadron in District 5 which had done the best work in teaching celestial navigation: JN and N. This award was presented by a representative from the Portuguese Embassy. The Portuguese, impressed with this action by District 5, presented the District a gold medal and an album of historic maps and charts from the 15th and 16th centuries. In 1963, a ceramic bust of Prince Henry the Navigator was made available at the Fall Conference by Portuguese Ambassador Jose Cabral for the Prince Henry Award in JN and N. Later, a model of a Caravelle (a small ship) was given by the Portuguese government for presentation to the Squadron in District 5 which had done the best in teaching Seamanship and Advanced Piloting.

P/R/C Alice M. Ringger, AP

National Historian

DID YOU KNOW?

BY

P/C/C WALTER R. COSDON, JN (From October 1985 THE ENSIGN)

In the history of the United States Power Squadrons, there are many interesting facts and events that have helped mold the greatness and esprit'de corps of our organization. Most of these facts are long forgotten in the archives, or not even known by many members who have come aboard in the last few decades.

First, did you know our name UNITED STATES POWER SQUADRONS is a matter of Congressional record, and as such, has both historical significance and prestige? Our original incorporation in the State of Massachusetts was changed in 1937 to the District of Columbia. The request to so incorporate there was contained in the House of Representatives Bill H.R. 6631 of the 75th Congress, dated 23 April 1937.

Do you know why our officers are "Commanders" instead of the usual title of Commodore for officers of yacht clubs? Because of the uniqueness of USPS in its objectives, educational, civic and fraternal programs, the founding fathers decided upon the use of the title of "Commander" as a distinguishing rank for its officers, with probably some influence from its close relationship with the Navy in those days.

SQUADRON HISTORIAN JOB DESCRIPTION

Appointed by the Commander and working under the Secretary's Department, this person should be willing to serve for more than a year in order to become a link between Changes of Watch.

The Historian serves as custodian of records including:

Minutes of the Organization Meeting; The Squadron Charter
Bylaws including amendments; Records of Incorporation; List of Charter and
Honorary Members;

Important Correspondence; Minutes of Meetings; Publicity clippings and
photographs; Biographies and photographs of present and past officers.

The Historian will solicit help from all members in collecting information and
photographs pertaining to all squadron activities. These records may be retained as
part of the squadron history.

The above is from the SQUADRON JOB DESCRIPTIONS booklet published
by the Operations Training Committee of USPS in 1989.

These duties are also listed in the USPS OPERATIONS MANUAL.

Section 13.16a. In addition to the above, the USPS Operations Manual also states:

"The Historian's records should, include:

A complete file of Squadron periodicals."

The manual also states: "They can preserve the non-current material of
historical value from the files of all officers and committees. A COPY OF THIS
MATERIAL SHALL BE FORWARDED VIA DISTRICT HISTORIAN TO THE
NATIONAL HISTORIAN COMMITTEE FOR PERMANENT PRESERVATION AT
NATIONAL HEADQUARTERS."

Abstracted and Compiled by D/Lt. Alice M. Ringger, P
Chairman, D/5 Historian Committee 5 May 1992

The Squadron Charter; Squadron Heraldry

The Squadron Historian is the keeper of those documents which certify that each squadron is approved by the United States Power Squadrons. The most important and most obvious of these documents is the Charter which certifies the squadron. The squadron Charter must be preserved as the cornerstone document of the squadron. It would be well to make copies of the Charter, in case of damage to the original. You may wish to display the Charter or its copy on Founders Day as part of your celebration.

The squadron heraldry is also one of the basic documents of the squadron's history. The heraldry consists of a copy of the squadron burgee (which was approved by USPS) with an explanation of how it was designed and what the various representations mean. The squadron heraldry is probably better presented if the reproduction of the burgee can be done in color. The Historian is expected to send a copy of the heraldry (burgee design and explanation) to the District Historian who will in turn send it on to the National Historian for permanent record at Headquarters.

Minutes of the Organizational Meeting

The Squadron Historian should certainly preserve the minutes of the meeting when the Squadron is first organized, the meeting when the charter is officially presented and the first officers sworn in. If no record has been kept of that meeting, try talking to the oldest members in the Squadron for recollections of that meeting or research among the papers of the Squadron for any memories of that day (anniversary articles, etc.) so that you can create a set of minutes for the files.

List of Charter and Honorary Members

Part of the material which ought to be recorded along with the minutes of the organizational meeting is a list of the charter members. These will be listed on your charter and should be copied from there to a separate listing so that from time to time you might celebrate their memory (e.g. Founders Day) or so that at their death proper recognition may be made of their contribution to the existence of the Squadron. Future members need to be reminded of this.

From time to time your Squadron may designate certain people as honorary members. A list of these should be maintained also.

Records of Incorporation

It seems that it is advantageous to your squadron to be incorporated in the State where it exists. When your Squadron is incorporated, it is very important that the Historian keep a copy of the incorporation papers for the Squadron history and that the Historian send a copy of the same document to the District Historian who will in turn send it on to the National Historian for permanent record at Headquarters. Bylaws including amendments

A copy of the original Bylaws of the Squadron and of each revision of the Bylaws should be kept as part of the Historian's files. If these copies are not readily available, try asking the members of the Squadron to lend their copies to be reproduced. The squadron Secretary or Rules Committee may well be able to supply these to you so that you may copy them for your files.

Minutes of Meetings

The Squadron Secretary is the originator of the minutes of all meetings (Bridge, Executive Committee, General Membership) of the Squadron. The Squadron Historian must see that a copy of these minutes be received from the Secretary after each of the meetings. If this has not been the practice in the past, try to get back copies from the Secretary or from members who are willing to share them with you, so that you may create as complete a file as possible.

Important Correspondence

Not every piece of correspondence which crosses the desk of each officer of the Squadron is of the same importance and does not need to be saved for posterity. However, all really essential communications which are received should be part of your historical collection. Certainly among these papers will be proclamations from town, city or state officials meant to honor the squadron in one way or another. Make sure to alert your squadron officers to forward to you at least a copy of all important correspondence.

Publicity clippings and photographs

Many times during the year, your Squadron Public Relations Officer (PRO) will see that information about past or upcoming Squadron events is published in local

newspapers or your District newsletter. These items may be articles, notices about meetings, dinners, public boating classes, etc., sometimes with or sometimes without pictures. All of these should be kept and used to create your complete Squadron annual history book. Ask your PRO to give you copies of this information, because you may well miss seeing it in your local paper.

You also will need to gather photographs of your many Squadron activities during the year. Especially important will be pictures of Change of Watch, of Founders Day, of your many cruises and other activities. Each one records something that is accomplished by the officers and members to communicate the importance of safe boating.

Biographies and photographs of present and past officers

Some squadrons publish photographs of their bridge officers in their annual roster, but certainly if it is at all possible, your annual squadron history book should contain photographs of your officers for the year. This could be a group picture taken after the Change of Watch or individual pictures taken during the year. These pictures should clearly indicate the name, rank and grade of each officer. Whenever possible, a biography of each of the squadron flag officers should be included.

A complete file of Squadron periodicals

Most squadrons will publish each year a Roster containing a list of their Bridge officers, members, the members of their Auxiliary, a list of their committees, etc. This Roster becomes an extremely important source of Squadron history. Try to put together a complete file of your squadron Rosters, calling on the members to donate missing copies. If your squadron publishes a newsletter or any other periodicals, please try to gather a complete set of these also. All of these are important records of squadron activities and therefore of Squadron history.

If all of this seems like a lot of responsibility for the Squadron Historian, look upon it as a privilege to prepare a record for future generations. It does not all have to be done at once. The most important principal, on which the Historian should operate, is to do Squadron work with regularity. These ideas may help:

1. Start your annual history scrap book as soon after the Change of Watch as possible.

2. Remind your squadron members regularly to provide you with material for your history (pictures, news items, descriptions of cruises, etc.).
3. Add to your history book at regular intervals (e.g., after monthly meetings or in preparation for meetings or at the beginning of each month).

4. Display your immediate past, current or important history on Founders Day, Change of Watch or other such squadron celebrations for your members to see and share.

5. Presume that no one else is going to save anything. Do not expect this or that officer to retain something that should be part of the squadron history. Collect materials as you go through the year so that your history will be complete and will reflect the great work your Squadron is doing.

Form H-701

ANNUAL SQUADRON HISTORY REPORT FOR THE YEAR _____

yyyy

SQUADRON: Squadron No _____

DISTRICT DATE

dd/mm/yy

PERIOD COVERED: CHANGE-OF-WATCH TO CHANGE-OF-WATCH TO

mm/dd/yy mm/dd/yy

IS SQUADRON INCORPORATED? YES NO

SECTION I - ELECTED OFFICERS

A. BRIDGE OFFICERS

CDR Lt/C (XO)

Lt/C (AO) 1stLt (Asst AO)

Lt/C (SEO) 1stLt (Asst SEO)

Lt/C (Secy) 1stLt (Asst Secy)

Lt/C (Treas) 1stLt (Asst Treas)

B. COMMITTEE MEMBERS

Use additional pages for larger committies.

RULES COMMITTEE. AUDITING COMMITTEE:

Ch: Ch:

EXECUTIVE COMMITTEE: **Includes bridge officers** NOMINATING COMMITTEE:

Ch:

SECTION II MEMBERS WITH DISTRICT AND NATIONAL ASSIGNMENTS

DIDISTRICT

D

DISTRICT:

NATIONAL:

SECTION III - APPOINTED OFFICERS

(Except Education Department)

Chaplain Publication Editor
Flag Lt Name of Publication
Liaison Historian
Law Officer Supply Officer
Parliamentarian Computer Systems:
Merit Marks Photographer
Aide-to-Cdr. Ch/Budget
Radio Tech Ch/Finance
Co-op Charting Property Officer
PRO Ch/Bylaws & Rules
Safety Officer Calendar Coordinator
Legislative Com. Nat'l Commanders Cup
Health & Welfare Programs
Member Involvement Entertainment
Membership Boat Show
Boating Activities Housing
Operations Training Predicted Log
Vessel Safety Check Port Captain

NOTE: If no one is appointed to above, indicate NONE.

SECTION IV - EDUCATION DEPARTMENT

Ch/LB/EC
Ch/Boating Ch/EM
Ch/LB/AG Ch/ME
Ch/S Ch/Sail
Ch/P Ch/W
Ch/AP Ch/ID
Ch/JN Ch/CP
Ch/N Ch/SC

SECTION V - RESULTS OF EDUCATION CLASSES

A. Number of Advanced Grades Awarded:

S P AP JN N TOTAL

B. Number of Elective Courses completed:

EM ME SAIL W ID CP TOTAL

C. Number completing other courses:

Basic Boating Classes (1) (2) (3) (4) TOTAL

Boat Smart Classes (1) (2) (3) (4) TOTAL

America's Boating Course (1) (2) (3) (4) TOTAL

Skipper Saver OT Program LD Program TOTAL

Completions for All Classes & Programs: TOTAL

SECTION VI - RECOGNITION OF MEMBERSHIP

- A. Names of new 25 Year Members
- B. Names of new Life Members:
- C. Names of new Full Certificate Members:
- D. Names of members deceased during year:
- E. No. of new Senior Members: F. No. of Merit Marks:
- G. Total number of Active Members as of 1 March:

SECTION VII ACTIVITIES

A. Meetings, Lunches, Dinners, etc: Number of Executive and General Meetings. Programs-speakers honored guests. Dinner Dances, holiday party, COW dinner, picnic, etc.

B. Boating Activities: Describe: cruises, rendezvous, predicted logs, activities unique to your squadron, Attendance at events.

C. Cooperative Charting: Number and type of reports. Number of observers, awards.

D Participation in District Affairs: Attendance at council and conference meetings and other district events.

F Participation in Community Affairs: Boat shows, parades, safe boating week, toys for tots, food, for needy etc.

SECTION IX - AWARDS OR RECOGNITION MADE OR RECEIVED

SECTION X - OTHER IMPORTANT INFORMATION

Squadron Historian Rank/Name/Grade:

Address _____ STATE _____ ZIP CODE _____

TELEPHONE E-Mail address:

Signed

INSTRUCTIONS: Squadron commanders will give this form to the Squadron Historian or Secretary to be completed and 2 copies sent to the District Historian within 30 days following the end of your watch year.

Distribution: 1. Retain original for squadron file 2. Forward two copies to the District Historian.

G. Vessel Safety Checks: *Number of safety checks and number of vessel examiners. Awards.*

A. Squadron: Awards given to squadron members unique to your squadron.

B. District: USPS Educational Fund, educational achievements, membership, co-op charting, awards unique to your district,

C. National: Excellence in Journalism, web site, teaching aids, coop charting awards

D. Community: Presentations, proclamations from local officials.

E. Other: Honorary memberships awarded.

PROCESS FOR FILING THE H 701 ANNUAL REPORT

1. The squadron historian (or squadron secretary if no squadron historian has been appointed) fills out the 701 form. This form is available at the USPS National Internet address at the National Historian Committee site. Any information in addition to that asked for on the 701 form may be prepared on additional sheets and attached to the 701 form. The squadron historian should be careful to insert the squadron name and identifying number and the district number in the appropriate spaces. The proper squadron number can be obtained from the squadron commander or treasurer.
2. Form 701 can be filled out on the computer and then printed in a two-side, two page format or in a single side, four page format. Three copies should be printed, one for your records and two to send to the National Historian Rear Commander.
3. The history files at headquarters are available to squadrons who wish to review their files when they are preparing anniversary booklets or searching for historical data for any other reason. The National Historian Committee or the National Headquarters staff has no provision for doing this research for individual squadrons.

PROCESS FOR ELECTRONICALLY FILING THE H 701 ANNUAL REPORT

1. Data collection and filling out the form is the same as in step 1 above. To submit a report electronically, it must be converted to Portable Document Format (PDF). This is done with a product from Adobe, Acrobat or with shareware software. Rather than printing to a physical printer, your form is printed to a PDF file. The file name must start with "h701" for system recognition.
2. Filing is accomplished via access to the Historian Report page on the internet. You must be connected to the internet. The URL for this page is <http://www.usps.org/national/natsec/histrept.html> and the page looks like the following:



**United States
Power Squadrons®**

Historian's Report



This page is provided for the electronic submission of Historian reports. Not only will this simplify and expedite the process, it will also help in the establishment of an electronic archive of USPS History.

There are two ways to make a submission.

1. DB2000

Utilizing DB2000 provides access to the squadron database and organization as well as providing the forms for data entry. When it is time to submit the year-end report, simply print the form as a PDF file.

2. Forms Fill-in

The H701 and H702 (H720?) forms can be downloaded from the Historian's web page. After filling in the form, print it as a PDF file.

When forms are submitted, the file is uploaded to the USPS server and an email notification is sent to the National Historian with a link to the document submitted.

District Account#

Report Year:

Email:

- Click on browse and select the file "h701***.pdf".
- Click on "Send File" to transfer the file to the USPS server.

Send this file:



3. Select your district, enter your squadron account number, report year, and your email address. Your email address is required so that the National Historian can reach you if there are questions regarding your report.
4. Click on the "Browse" button and locate the PDF version of your report.
 5. Click on the "Send File" and the report will be uploaded to the USPS server.
6. Once the file is uploaded, an email message is sent to the R/C and the National Historian responsible for your squadron. The email message contains a link to your report.

PLEASE FOLLOW THIS PROCESS CAREFULLY! At times a squadron may send its history report directly to headquarters rather than through the R/C. When this is done, no record of receipt of the history is possible, since headquarters is not in the loop and has no way of dealing with this extra work. In effect, the reports sent directly to headquarters may never be reported as having been received.

GUIDE FOR THE SQUADRON HISTORIAN

Keeping a current history of your squadron is not a difficult job, providing it is done regularly. It is quite easy because you no doubt are very much a part of it. However, if your squadron has failed to preserve the history of by-gone years, it could be difficult, if the squadron was chartered in say 1956, and even more frustrating if the squadron was chartered in 1940, 1935, or 1928.

Going through your squadron roster, I am sure you will find who was the first commander and the second commander, and the third and so on. The information for the bridge officers and squadron activities can at best be difficult, and in many cases, impossible to reproduce. The early history of your squadron could well be written in "essay form". I have researched a rather large volume of Squadron Histories, and have taken the liberty to include below some excerpts taken from a Squadron Historian's report for guidance.

In 1940, war again was consuming Europe, and we were sure that the United States soon would be drawn into conflict. The part to be taken by the Yachting community was becoming a thing of great concern. It became evident that some form of formal training in piloting and seamanship was desired. The program of the United States Power Squadron came to the attention of Mr. Charles.... who later became our first commander. He worked many hours to bring together a group of local boatman, helped set up the new squadron bridge and set up our Educational Department. There were only 20 charter members, and today, unfortunately, none of these charter members are with us. By careful checking our Secretary's records, I have come up with most of our history which I feel is important.

Lake Candlewood Power Squadron 1963

The strange and wonderful beginning of the Lake Candlewood Power Squadron was the brain-child of an old gentleman, who invaded the sanctums of the Candlewood Boat Club, in the middle 50's and told his story of an organization called the United States Power Squadrons.

This old Gentleman, wearing a Pea Jacket and a Captain's Hat and looking like an old Sea Dog, turned out to be Nelson Smith of Brookfield, Ct. He gave

the group from the Candlewood Boat Club a very interesting talk, and I must admit, that five or six of us (who later were privileged to be Charter Members of the Candlewood Squadron) were impressed. "Smitty" was a member of the Housatonic River P.S, and I know "Smitty" was responsible, to a great degree, for my original interest in Squadron work. As we all know, in the years that followed, we received a tremendous amount of help, cooperation, and encouragement from Housatonic River and Saugatuck River Power Squadrons. From this beginning I take a great deal of Pride in our Organization as it stands today.

ORAL HISTORY

ANOTHER WAY OF RECORDING

YOUR SQUADRON'S PAST

SOMETIMES THE ONLY WAY TO FIND OUT WHAT HAPPENED IN THE PAST IS TO INTERVIEW THE SENIOR MEMBERS OF YOUR SQUADRON. SOME "HOW TO" HELPFUL HINTS FOLLOW.

Sample Charter

United States Power Squadron



Local Squadron Charter

Be It Known that upon application duly made and pursuant to resolution of the Governing Board of the United States Power Squadron, a Local Squadron has been constituted, known as the

Northern Virginia Power Squadron

to consist of William W. Abbott, Jr., M., Gale A. A., Thomas W. Barnes, S., Norman E. Barron, Ronald E. Beckman, AF, Leroy S. Bendheim, Joseph E. Bernard, AP, Donald R. Berry, William R. Black, Stanley E. Bolin, S., Joseph S. Campbell, AP, Roy E. Carlson, AP, James D. Carroll, AP, John G. Chambers, James W. Christian, Joseph D. Cohen, AF, Ralph W. Coain, Jr., Charles R. Criss, John H. Crowe, AP, Thomas D. Culbertson, AP, Lee D. DeArmond, Herbert R. Dichtenmueller, S., Guy W. Dupier, Harry J. Eby, S., William C. Elbridge, AP, Clifford W. Ford, D., Burton J. Goodyear, S., Ralph H. Graham, Jr., S., Hubert L. Hall, Alan R. Hart, E. Ross Hart, Russell D. Hartz, D., James F. Head, Ronald C. Horn, Alan Isicson, Jack Isicson, AP, Herbert Jacobs, Ellsworth M. Jennison, Sr., AP, Joseph L. Jones, Kenneth L. Jones, Edward Katz, James P. Keller, S., William M. Kelly, M., Harry L. Keneman, S., William W. Kennedy, S., Robert E. Kloske, AP, Earl L. Koberg, D., George R. Kraft, Frederick H. Kruck, Myron A. Loewinger, AP, Robert B. Malone, AP, Thomas J. Martin, AP, James D. McClanahan, Elmore P. Mudd, Virgil H. Munn, S., Benjamin Noble, Joseph J. O'Meara, D., William W. Pinkerton, S., William C. Redfeart, Jr., AP, Richard E. Reedy, S., Clyde P. Reeves, Alfred H. Reynolds, Sr., AP, Anthony Rizza, Milton E. Rome, AP, Stephen L. Rome, Irving H. Rosen, Arthur Schintzel, Wayne L. Shedd, S., Yve L. Smith, Edward H. Spelman, George M. Stone, S., Charles M. Stratton, Paul J. Temples, William R. Warren, John C. Watson, Walter E. Weaver, Robert M. Whiting, AP, Roy E. Williams, Archer M. Wilson, AP, Claude R. Yates, M.

and such other members of the United States Power Squadron, as may be elected to membership therein.

This Charter is granted subject to the provisions of the Constitution and By-Laws of the United States Power Squadron, now or hereafter in force.

In Witness Whereof, this Charter is issued under the hand of the Chief Commander and Secretary this day of 14 May, 1967

Stanley E. Bolin, Jr.

Hugh Hestings, Jr.

INCORPORATION OF SQUADRONS

From the 7/2004 Edition of the USPS Operations Manual:

11.68 Incorporation of squadrons. It is desirable for a squadron to incorporate, and it may do so as a non-profit organization [IRS Code 501(c)(3)] under the laws of the state in which it has its main activities. Consult the law officer of the squadron or district for information on the advantages.

Before incorporation papers are filed, a copy of the proposed articles of incorporation must be sent to the USPS law officer for his approval, if such incorporation requires any change in squadron bylaws [Bylaw 7.23].

From the USPS Bylaws as amended through 6 September 2003

Section 7.23 A squadron wishing to incorporate shall obtain approval of the national law officer before submitting an application to a state or equivalent body.

7.23.1 Squadrons shall not be permitted to make individual applications to the Internal Revenue Service to qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, but shall be included under the USPS Group Exemption.

A few reasons why Squadrons should be incorporated: (As presented by D/Lt Richard F. Patton, SN)

1. To provide a corporate veil of immunity protecting your elected and appointed squadron officers and members acting under the direction of these officers or when acting for your squadron.
2. To assist in establishing your squadron's nonprofit status for tax purposes, etc., by your not for profit charter.
3. As a means to perpetuate your squadron's existence, its purposes, bylaws, rules and regulations, when its incorporators, current officers and membership have moved on, died or otherwise have left the squadron.
4. To establish a legal entity not affected by the success, failures or independent actions of individual officers or members, which could possibly jeopardize squadron assets.
5. To title, separate and identify assets of the squadron from those of any member or officer.

NOTE: If you change the name of your squadron (such as Sail and Power Squadron), you will need to file for a change of name on your Articles of Incorporation. Provide your District representative with a copy of the first page of the Articles showing your new name.

ARTICLES OF INCORPORATION

OF

BUSH~ RIVER POWER SQUADRON, INC.

(Hereinafter called Bush River power squadron)

FIRST: WE, THE UNDERSIGNED, Maurice G.. Scheider, Irvin Slechter, and Gordon L. Walker, residing at 204 East Belcrest Road, Bel Air, Maryland 21014; 3114 Berkshire Road, Baltimore, Maryland 21214; and 620 Canyon Road, Edgewood, Maryland 21040, respectively, each being at least twenty-one years of age, do, under and by virtues of the General Laws of **the** State of Maryland authorizing **the** formation of corporations, associate ourselves as incorporators with the intention and for the purpose of forming a corporation.

SECOND: The name of the corporation is:

BUSH RIVER POWER SQUADRON, INC.

(Hereinafter called Bush River Power Squadron)

THIRD: The purposes for which **the** corporation is formed

are:

To establish a high standard in the handling and navigation of yachts and small boats; the study of the fitness of navigation **and** small boat handling; to cooperate with the agencies of the United States, state and local governments charged with the enforcement of the laws and regulations relating to navigation **and** the operation of yachts **and** small boats and to stimulate interest in activities which tend to the up-building of our Army, Navy, Coast Guard and Merchant Marine.

—2—

To affiliate with the United States Power Squadron and to adhere to all policies rules, regulations and provisions thereof as are proper and authorized **by** law and which the said United States Power Squadron requires of its affiliates, all

in accordance and not inconsistent with said state and local law.

To conduct, carry on planning₁ promotional and advertising campaigns~ alone, with members of this corporation, the United States Power Squadron and other affiliates thereof, and to assist in the work of this corporation and that of the United States Power Squadron and affiliates.

To enter into, make and perform contracts of every kind and description **necessary** or appropriate to achieve the purpose or purposes for which this corporation is organized.

To collect, receive and maintain a fund or funds by subscription **dues** or otherwise, and to apply income and principal thereof, as well as any interest thereupon accumulated, to the promotion~ of the purposes herein set forth and as may be further delegated by the By- Laws and duly authorized resolutions of the Directors of this corporation, **and** to employ from time to time such experts and personnel as may be required to establish and maintain all lawful acts of this corporation as are herein provided.

To take, hold and acquire, by bequest, devise, gift, purchase and lease, **either** absolutely or in trust for any of its purposes¹ any property, real or personals without limitations or restriction as to the amount or value; to convey such property and to invest and reinvest any principal, including accumulated interest, and to

Samples Of Heraldry



Potomac River Power Squadron

A Unit of
United States Power Squadrons

THE BIRTH OF OUR PENNANT

Back in the fall of 1953 the members of Potomac River Power Squadron decided it was about time they joined the growing numbers of squadrons in D-5 whose squadrons pennant had been submitted to, and approved by, our parent organization. The then commander of PRPS, Richard F. Jones AP, appointed a committee to carry the ball, Alvan M. Smith N Chmn., Cranston J. Coen N and Kenneth C. Johnson AP.

An article was prepared for the squadron publication "The Potomac Ribber" calling for input from the membership in the form of sketches or even just suggestions as to motif and/or design. The article set down a few guidelines to be considered that might have a bearing on cost and recognizability, etc.

SHAPE--The generally accepted shape for this type of pennant is triangular, in the proportion of 2 to 3, that is, the vertical dimension (hoist) is two-thirds the horizontal dimension (fly).

COLORS--Examination of the Local Squadron Pennants that have been approved thus far by National indicates a strong tendency to adhere to the same colors that are used in the Squadron ENSIGN -- Flag Red, Flag Blue, and White. Other colors may be used, particularly if they would be more appropriate, to support a particular motif.

DETAIL--Bear in mind that intricate detail will be lost to the observer at even moderate distances. Since identification at maximum range may sometimes be desirable, due regard should be given to simplicity of design.

REVERSIBILITY-- A design that is not reversible will run the cost of the pennants up considerably. If you think you have a design that will justify the added cost, even if it is not reversible, send it in -- anyway, for the design that is finally approved may very well be a composite of several individual ideas.

After a suitable time elapsed the committee met to consider the more than 50 submittals. It was decided to group them as to the principal motifs that had been presented and make a set of drawings representative of the six groups. When these color models, each 12" x 18" in size, were mounted on a neutral background and assigned a number from one to six they were brought to the monthly meeting and displayed for the consideration of the group.

Ballot cards were distributed so the members could indicate their first, second, and third choice. Later in the meeting the results were brought back to the group. It was interesting to note that #4 and #6 had the majority of the votes between them. One of the members then got up and suggested that we take the motif from #4 and the stripes from #6 and use the combination. Someone further suggested that, to make it more colorful by increasing the proportion of red, we might reverse the colors in the motif and field from a blue field with a red ship's wheel to a red field with a blue ship's wheel encircling the Washington monument. This suggestion met with unanimous applause and so -- The Potomac River Power Squadron's Pennant was born!

The Ship's wheel around Washington's most notable landmark signified boating around Washington, and the five stripes -- three blue and two white -- tied us to D-5 or "The Fifth District" as it was called in those days.

The above are excerpts that are taken from a synopsis submitted by the Pennant Committee and located in the Potomac River Power Squadron Archives by David T. Horton AP on March 9, 1996.

ADMITTED AS SQUADRON NO. 14 BY GENERAL ORDER NO. 12 IN 1915

UNITED STATES PATENT OFFICE.

ROGER UPTON, OF BOSTON, MASSACHUSETTS.

DESIGN FOR A FLAG.

48,803.

Specification for Design.

Patented Mar. 28, 1916.

Application filed April 7, 1914. Serial No. 890,908. Term of patent 14 years.

To all whom it may concern:

Be it known that I, ROGER UPTON, a citizen of the United States, residing at Boston, Suffolk county, and State of Massachusetts, have invented a new, original, and ornamental Design for Flags as illustrated in the accompanying drawing.

The drawing herewith illustrates a face view of a flag in which my novel design is inclosed and such illustration will render

the same so clear as to cause any detail description thereof unnecessary.

I claim—

The ornamental design for a flag as shown.

ROGER UPTON.

Witnesses:

HENRY M. DEAN,
FRED N. McKENNON.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."

DESIGN.

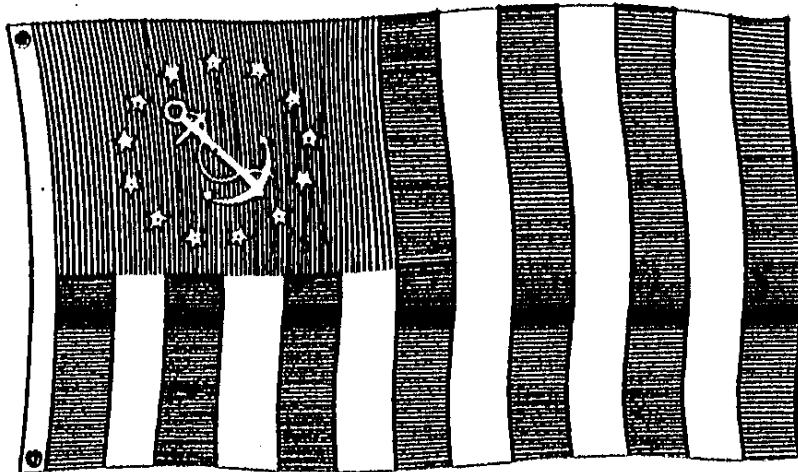
R. UPTON.

FLAG.

APPLICATION FILED APR. 7, 1914.

48,803.

Patented Mar. 28, 1916.



WITNESSES
J. Kravew.
M. J. J. J.

INVENTOR
Roger Upton
By
E. M. Marshall
ATTORNEY

DUSTY TREASURES

by

Jaromir Stephany

Records are necessary for preserving history. Without records, the past is only as old as memory of our oldest member of a family. Unfortunately, many of the materials we use for records may not last very long. Even if the records are on long lasting materials they may be stored improperly and that could lead to their destruction. Few of us have a conservator, an individual charged with the responsibility for devising methods for preserving and restoring records, but by following a few simple guidelines we can increase the effective storage time of materials. The following suggestions will avoid the worst possible scenarios and gives our treasures the greatest opportunity for survival. This information can be applied to all paper materials including photographs, scrapbooks and publications such as newspaper clippings and other records.

Most of our records are on paper, so paper deterioration is first to be considered. Paper is made from wood pulp and cotton. Wood pulp paper contains lignin and is processed with alum which, in a moist environment will decompose to form acids that attack paper and turn it brown and make it very brittle. Newspaper is almost pure wood pulp with lots of alum. It can start to yellow and turn brown in few hours in the presence of moisture and ultraviolet light. Good quality paper is made from mostly cotton fiber with any acid residue neutralized during manufacture. This kind of paper can last for hundreds of years. A simple test will help pinpoint some storage problems. Sniff the edges of suspected documents. Paper that has an acid residue will have a faint acid odor before it starts to turn brown. If there is a musty or moldy odor it indicates too much humidity.

Cool dry storage, free of dirt, insects and rodents is also required for long term storage. Ultraviolet light and oxygen are also enemies of records causing paper products to become brittle and fade. Dark storage will slow these processes and delay the fading of anything containing dyes. Encapsulation of documents in plastic protectors or envelopes will keep out oxygen and moisture and will further extend successful storage life. Unfortunately, vinyl plastic has some very bad characteristics caused by the plasticizer used in its manufacture. Vinyl plastics will gas out hydrochloric acid which will attack dyes in photographs and other materials. Many glues are also dangerous. Rubber Cement contains sulphur and will quickly destroy photographs and create acids that will attack paper. The popular photo albums with "magnet" or "magic" pages made in the final quarter of the last century employ a diluted glue coated on pulp paper material. It will destroy most photographs in 5 to 10 years. The worst nightmare occurs when you see a precious print fading to a sick yellow and find you cannot remove the photographs from the album page! Borden's White Glue is hated by archivists because it does not completely dry so it moves into the material over the years. One archivist I know refers to this kind of glue as "snot". It has the characteristics of old chewing gum and is nearly impossible to remove. Old Scotch tape is a mess, as it turns yellow and shrinks, as do many acetate and

cellophane products. The new scotch tape (frosted) is much better though it has its problems too. Even wooden boxes can cause trouble as they contain lignite. Metal or acid free cardboard storage boxes are best. Generally never do anything that can't be undone.

Some materials will not last no matter what we do. Color photographs made prior to 1983 will fade in about 15 years along with the original negatives. (It almost seems that Kodak saw the increase in the divorce rate so the resulting fading of wedding albums are matched to the expected life of the marriage!). Fortunately the newest color prints are now expected to last for up to 30 years. We hope a corresponding increase in the length of a marriage is also taking place. Slides made on Kodachrome film can last 30 to 50 years but old Ektachrome can fade in less than 15 years. All color materials should be stored in dark storage. Both sunlight and fluorescent light will fade all photographs, however, incandescent light is considered less damaging if you must display them.

Oddly enough some copy centers can make color copies that might have a life of 150 years if the paper is made of cotton rag and not wood pulp. A cheap copy made at a fast copy center may last many times longer than the original! It is confusing but here are some answers that will help extend the life of the records that give us our history. Cold storage will greatly prolong the life of all of the above materials. Even very sensitive material can last a long time if cold, dark and somewhat dry. If you wish to save your marriage (pictures) or other collectibles, keep the negatives in a dry, sealed container, store it in the freezer, and reprint as needed.

Selection of storage space is the second criteria. Attics and basements each have problems; but the perfect room is one in which we are cool and comfortable. Air conditioning is good for us as well as for the records. The next step is to use the best selection of papers and binders one can afford. Use Mylar or polyester or polypropylene for covering papers, photographs and other material is the next step. K&M or AVERY sheet protectors, in the economy weight (available at office supply stores), is very inexpensive (about \$.07 a page) and will do the job. Light Impressions, PO Box 940 Rochester, NY 14603-0940, telephone 800 / 828-6216 have many sizes and colors of archival papers, books, boxes and glues to cover all kinds of situations. Their catalog is filled with information, reference books and supplies for preserving and storing almost anything.

In the long run we might want to place our records on CDs or DVDs, but even here no one is sure just how long they will last. Claims jump from 15 years to 150. The latest information seems to indicate a life of 30 years or less. Most CDs are made with a dye subject to fading, with a reflective coating of aluminum that can oxidize. Very dramatic destruction of data can occur when any commercial stick-on label is applied. It seems the lacquer covering the reflective layer is attacked by adhesives. It is so bad that total destruction can occur in less than two years. The use of Magic Markers seems to have no detrimental effects so at least we can label the discs by hand! An exception is gold CDs and DVDs. They cost about \$2 if you can find them. One way of implementing this

form of long term storage might be to collect hundreds of images and text of what needs to be recorded and have them copied on to one gold disc. Dupes can be easily made. This would help preserve history by making several copies of important records available to all the individuals and institutions interested. But even here, one term storage has problems for it is dependent on technology not changing. If you have old floppies from Apple Computers or the old IBM dos system, you would have great difficulty reading them.

CDs have their place, and this technology can easily be viewed or used in publications or made into prints and slides. Several projection systems for DVDs & CDs can, with a computer, be used like a slide projector. Using Microsoft's Power Point slide show, a lesson can be made and duplicated quickly for all instructors. The computer is a wonderful technology, but it has limitations. But for very long storage archival paper, carefully protected, may still have its use.