



## Introduction

This guide will help you write and submit your story to the Western Development Museum (WDM) Family History Album.

As well, this guideline contains forms to use to record your story on-line or off-line.

The WDM will review your story for basic punctuation and spelling. Material will be reviewed for appropriateness and that judged inappropriate will be edited. The WDM reserves the right to make these changes. Changes can be made after submitting your story. Contact the WDM for details. A charge may be necessary if the changes are significant.

All stories and images become the property of the WDM and may be used for research, exhibit, publication or any other way the WDM deems appropriate. The complete statement of the terms and conditions appears at the end of this guide.

Thank you for sharing your story and for supporting the WDM centennial exhibits. You will help celebrate Saskatchewan's 100<sup>th</sup> anniversary and leave a lasting legacy for future generations.



## How to Choose Your Story and Images

### Length of story

Your story may be up to 5,000 words (about 20 typewritten double-spaced pages). You may submit up to 5 photo images.

### What to include

What you include in your story is up to you. Think about what you want to share about your family's place in Saskatchewan history.

- Where did your family live?
- What was life like?
- How did your family make a living?
- What did your family do for fun?
- What are your memories of going to school?
- How did your family cope with hard times?
- How did your family deal with the extremes of Saskatchewan weather?
- What are some of your family traditions?
- What has been important to your family over the generations?

You may consider personal or family anecdotes, memories of important events, family sayings, or a family recipe. You may also wish to list the names of your family members.

Other items that might be of interest include your RM, School District and Post Office, town names past and present, land description, reserve name. For the names of organizations, use acronyms or initials, without periods; for example, CPR, SARM. Family trees, charts or diagrams can only be included if you provide them as images. You may link your WDM Family History Album story to your own family web site that might include your family tree.

Your story should exclude any information that might upset family members. Remember the general public will view your story.

### Organizing and writing style

Your writing style is up to you. It might be a narrative written by one person or a collection of memories written by others in the family. It might include quotations from letters, journals or diaries, or a poem written by someone in the family. Consider organizing your story into sections with headings to make it easier to read.

## **How to Submit Your Story and Images**

### **Your Story**

You may want to enter your story on-line or you may send it to us. Either way, supply the same information as described in the following section for the Story Input form.

### **On-line entry**

If you plan to enter your story on-line, the WDM will provide you with an identification code and password. Visit the WDM Winning the Prairie Gamble: The Saskatchewan Story web site, <http://www.wdmprairiegamble.com> and follow the links to Donate Your Family History, Step 2. When you arrive at the Donor Log-in screen, log- in and begin your entry. As you enter your story, save it frequently to avoid losing material if your Internet connection disconnects. If you want to include images with your story, send them electronically, or send them by mail as described below.

### **Sending material to WDM**

If you want WDM to do the entry for you, send your material by mail or e-mail. If you are sending my mail, complete the Story Input form and attach your typed or handwritten story.

If you send by e-mail, preface your e-mail with the information contained on the Story Input form. Enter directly in the e-mail or include as an attachment.

Please send your story:

By mail to:       The Family History Album  
                  Western Development Museum Curatorial Center  
                  2935 Melville Street  
                  Saskatoon, SK. CANADA S7J 5A6

By e-mail to:     [info@wdmprairiegamble.com](mailto:info@wdmprairiegamble.com)

## Story Input Form

Note that ‘\*’ indicates mandatory information. Remember to sign the disclaimer below.

### Contact Information

First name\* \_\_\_\_\_ Last name\* \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Include my contact information when my story is displayed

Include my story on the Internet in addition to the Museum’s displays

Telephone (\_\_\_\_) \_\_\_\_\_ (your phone number will not be displayed with your story)

### Your Story

Name\* \_\_\_\_\_

Text\* Please attach your story on separate sheets of paper. Your story may be up to 5000 words.

If you want to link to your website(s), please provide the site name or title, as well as its URL. If you wish to include more than 6 links, please call us at (306) 934-1400.

Site Title	URL -please include the ‘www.’ prefix when applicable
_____	_____
_____	_____
_____	_____

### Cataloguing Information

Story Type\* -please check the most applicable

<input type="checkbox"/> Corporate/ Business	<input type="checkbox"/> First Nations	<input type="checkbox"/> Registered Charitable Org.
<input type="checkbox"/> Family	<input type="checkbox"/> Individual	<input type="checkbox"/> Town/ City/ Municipality
<input type="checkbox"/> Other _____		

Topic -please check as many as are applicable

<input type="checkbox"/> Arts/ Crafts	<input type="checkbox"/> Great Depression	<input type="checkbox"/> Making a Living	<input type="checkbox"/> Sports/ Recreation
<input type="checkbox"/> Culture/ Ethnicity	<input type="checkbox"/> Growing Up	<input type="checkbox"/> The North	<input type="checkbox"/> Wartime
<input type="checkbox"/> Fun/ Entertainment	<input type="checkbox"/> Immigration	<input type="checkbox"/> Religion/ Faith	<input type="checkbox"/> Other _____

Time Frame -please check as many as are applicable

<input type="checkbox"/> Not applicable	<input type="checkbox"/> 1910- 1919	<input type="checkbox"/> 1950- 1959	<input type="checkbox"/> 1980- 1989
<input type="checkbox"/> pre- 1870	<input type="checkbox"/> 1920 -1929	<input type="checkbox"/> 1960- 1969	<input type="checkbox"/> 1990- 1999
<input type="checkbox"/> 1870- 1899	<input type="checkbox"/> 1930- 1939	<input type="checkbox"/> 1970- 1979	<input type="checkbox"/> 2000+
<input type="checkbox"/> 1900- 1909	<input type="checkbox"/> 1940- 1949		

Home Town or Community \_\_\_\_\_

### Disclaimer

I acknowledge that I have read, understand, and agree with the Terms and Conditions as articulated in the Writing and Input Guidelines. I understand that any subsequent changes to my story require a written request to WDM.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

## **Your Images**

If you enter your story on-line, you may send your images electronically or by mail.

### **1. Electronic:**

Images sent electronically should be scanned with a dpi (dots per inch) setting between 72 and 300, the higher the better. However, the file size must not exceed 10MB. The file format must be one of the following: jpg, gif, tif, bmp, pcx, psd, png.

### **2. Mail:**

On the Images Input form, check the “I am mailing my images” box, and print the Mail Images form that pops up when you save your story. Enter the number of images and include the form with your images. Sign the WDM disclaimer.

## **Identifying your images**

Number the images on the back; for example, 1 of 5 or 2 of 4. Include your name and your story number if you are entering your story on-line. Use pencil and a light touch, since ink or a heavy touch can permanently damage the image. It is essential that you tell us how many images you are sending, since we want to ensure that your images are never separated.

## **Return of images**

If you do not want to permanently donate original images, the images you send will be copied for the WDM collection and the originals returned to you ONLY when a request is made at the time the images are submitted. Include a self-addressed envelope with sufficient postage. But, please consider this: the WDM is interested in expanding its collection of Saskatchewan images.

Perhaps yours would fill some of the gaps in our collection and become part of the WDM's reference collection and be used for research, exhibit, publication or any other way the WDM deems appropriate.

## **Images**

Choose images that will show clearly on a computer screen, either color or black and white, maybe family portraits. Consider photographs that show everyday life, such as family picnics, sporting events, jobs and chores, church or school events, holiday celebrations and family homes.

A photograph of Grandma with an armload of frozen laundry or children skating on a slough show what life was like and interest your viewers. Images may be more than photographs. You may want to include an image of your family homestead certificate or other family documents.

# Image Input Form For 5 Images

## *Contact Information*

First name\* \_\_\_\_\_ Last name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Please complete the following for up to 5 images.

### *Image No. 1*

Caption \_\_\_\_\_  
Year \_\_\_\_\_ Photographer (if known) \_\_\_\_\_ Place name (closest town) \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Image No. 2*

Caption \_\_\_\_\_  
Year \_\_\_\_\_ Photographer (if known) \_\_\_\_\_ Place name (closest town) \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Image No. 3*

Caption \_\_\_\_\_  
Year \_\_\_\_\_ Photographer (if known) \_\_\_\_\_ Place name (closest town) \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Image No. 4*

Caption \_\_\_\_\_  
Year \_\_\_\_\_ Photographer (if known) \_\_\_\_\_ Place name (closest town) \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Image No. 5*

Caption \_\_\_\_\_  
Year \_\_\_\_\_ Photographer (if known) \_\_\_\_\_ Place name (closest town) \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Form for Mailing Images

This is an on-line form for donors who enter their stories on-line but who submit their images to WDM for scanning.

*Mail Images*

*Notify*

Instructions:

Please print this form, then click on the Notify button to the right to let us know you are sending photos.

Fill in the number of photos, sign the form and return it with your photos.

Please remember:

- You should record your story identifier and the photo number on the back of each photo
- Images you send are a gift to the WDM
- Images become a part of the WDM's reference collection and may be used for research, exhibit, publication or any other purpose the WDM deems to be appropriate
- Images are returned to you ONLY when a request is made at the time images are submitted; you must include a self-addressed envelope with sufficient postage for the return of images; before they are returned, images will be copied and kept in the WDM reference collection

Story Name: \_\_\_\_\_

Story Identification Code: \_\_\_\_\_

Number of images inclosed: \_\_\_\_

I acknowledge that I have read, understand, and agree with the Terms and Conditions as articulated on the Terms and Conditions page. I understand that any subsequent changes to my image require a written request to WDM, and may be subject to an additional charge.

\_\_\_\_\_  
Signature

Mail to:

The Family History Album  
Western Development Museum Curatorial Center  
2935 Melville Street  
Saskatoon, SK. CANADA S7J 5A6

Telephone: (306) 934-1400 or 1-888-821-2005