



LEBANON CITY SCHOOLS - HISTORICAL COMMITTEE

THE PURPOSE OF THE LEBANON CITY SCHOOLS HISTORICAL COMMITTEE IS TO GATHER A COLLECTION OF ARTIFACTS, BOTH FROM THE PAST AND PRESENT, TO SHARE AND TELL THE STORY OF OUR SCHOOL DISTRICT.



**LEBANON CITY SCHOOLS
HISTORICAL COMMITTEE**

**700 HOLBROOK AVENUE
LEBANON, OHIO 45036
(513)934-5772**

Ownership and Storage

Donated artifacts will be owned by Lebanon City Schools.

Each artifact will be logged into a database kept by Lebanon City Schools.

They will be given an unique accession number assigned by Lebanon City Schools for tracking purposes.

The artifacts will be housed and archived in a vault at the Warren County Historical Society.

Special care will be taken in housing the donations and archival materials will be used to preserve the condition of each artifact.

Procedure of Securing Artifacts

Becky Hill will serve as the single point of contact (SPOC). She will keep the key and be the person to remove items from the vault.

Persons wishing to donate items should call (513) 934-5776 to schedule a drop-off date.

A Deed of Gift will be issued to all donors and logged into the database.

Each artifact will be tagged with the unique assigned accession number.

Each artifact will be taken to the Warren County Historical Society for safe keeping.

Every artifact donated to Lebanon City Schools Historical Committee will be recognized by the Board of Education.



Memorabilia for Collection

Academics

Commencement Programs

Old textbooks

Report cards

Arts

Music, band, choir, instruments

Drama programs

Athletics

Uniforms, letter sweaters, score cards

Signed basketballs, footballs, baseballs

Pom poms, pennants, pep and spirit items

Clubs/Organizations

PTOs

School clubs

Notable People

People (such as Lucille Berry, Kathryn Drake, Jim Vandergrift, Helen Lamb Hartz)

Individual Stories

Personal Memorabilia

Film, negatives and slides (must be identified)

Photographs (must be identified)

Notebooks, correspondence letters, diary

Scrapbooks

Class rings and insignia pins

Publications

Yearbooks

News articles

Social Events

Proms, homecoming, dances

Anything else that shares a history of Lebanon City Schools

Monetary donations for archival supplies happily accepted

**CHARTER MEMBERS OF THE
LEBANON CITY SCHOOLS
HISTORICAL COMMITTEE**

Karol Coyne Aylor, Lebanon Grad 1981

Amy Neeley Conover, Lebanon Grad 1981

Judy Conrad

Ellen Donisi

Coni Gray Duning, Lebanon Grad 1991

Becky Hill

Carol Horst

Cathy Howell

Kristie Gray Hoverman, Lebanon Grad 1969

Esther Banta Larson, Lebanon Grad 1963

Joyce McCreary Palmer, Lebanon Grad 1955

Dona Sarno

Vicky Van Harlingen Tappy, Lebanon Grad 69

John Zimkus

SPECIAL THANKS TO:



**WARREN COUNTY HISTORICAL
SOCIETY**

**LEBANON CITY
SCHOOLS**

**HISTORICAL
COMMITTEE**

**FOUNDED AUGUST
18, 2009**

