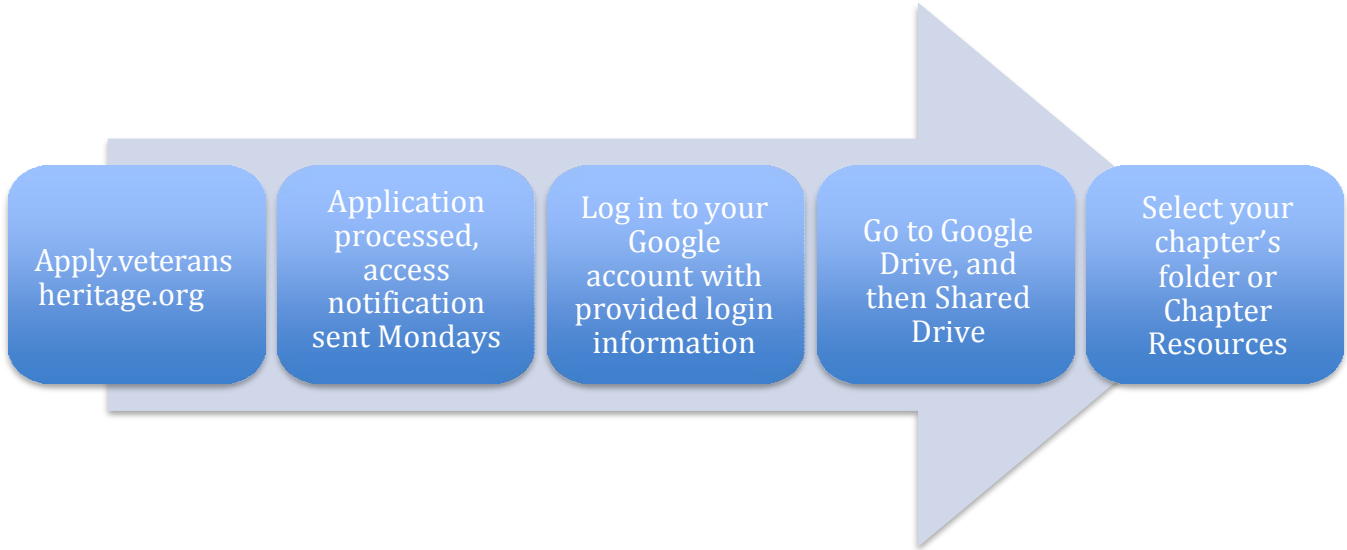## VHP Google Drive Instructions

The VHP Google Drive is the platform on which you will store and save all your interview files including the essay, forms, and photos with captions. The Drive is also where you can access all VHP Resources. This will be your online "hub" as you run your chapter. Once you have submitted your MOU, it is important to get access quickly.

NOTE: Please use Google Chrome for all Drive usage.

ACCESSING THE DRIVE

| Apply.veterans heritage.org | Application processed, access notification sent Mondays | Log in to your Google account with provided login information | Go to Google Drive, and then Shared Drive | Select your chapter's folder or Chapter Resources |

Application Steps:

1. Go to apply.veteransheritage.org
2. Fill out contact information.
3. Complete demographics [STUDENTS ONLY].
4. Agree to Acceptable Use Policy.
5. Upload a completed copy of the VHP Student Waiver, and for Advisors, the Volunteer Waiver.

NOTE: VHP Google Drive will be reset each year on July 1, users removed, and prior year's data saved in a folder offsite. Users will need to reapply for access at the beginning of each school year. Removed data can be requested at any time.
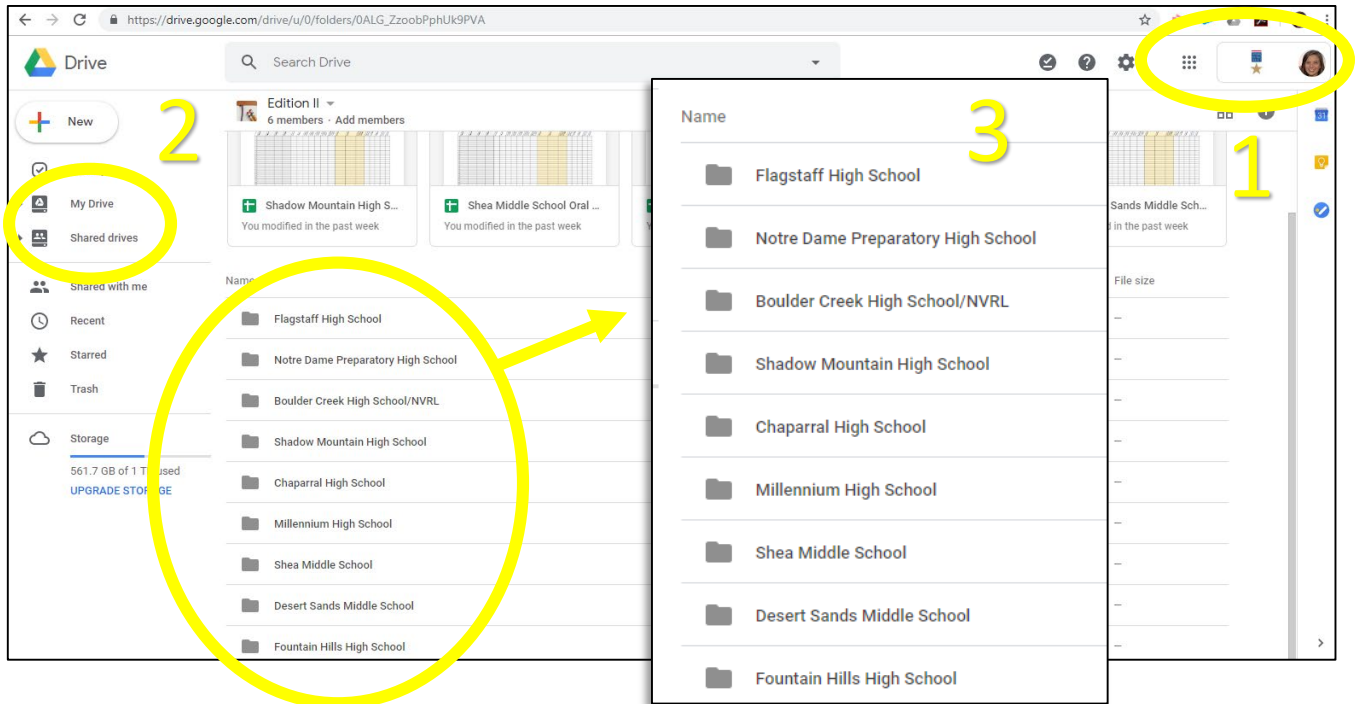
STUDENT WAIVER

VOLUNTEER WAIVER

　　　　　　　　　　　　　　　　　　　Copyright © 2019 Veterans Heritage Project
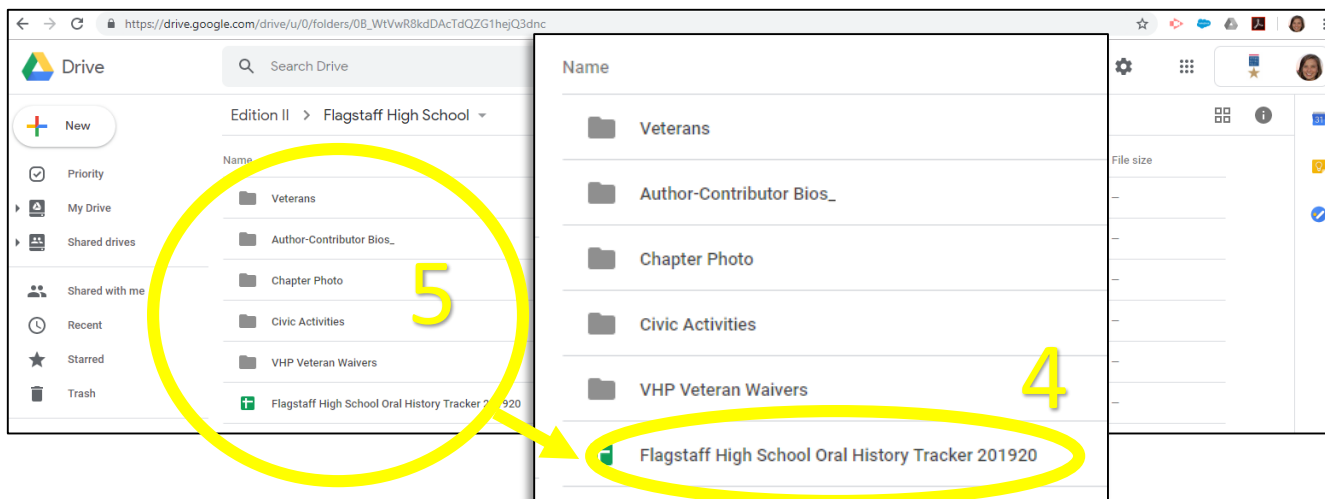
USING YOUR CHAPTER FOLDER

Applications will normally be processed on Mondays, within three days of your submission if possible. You will then receive a notification email providing you with your login information for the VHP Google Drive.
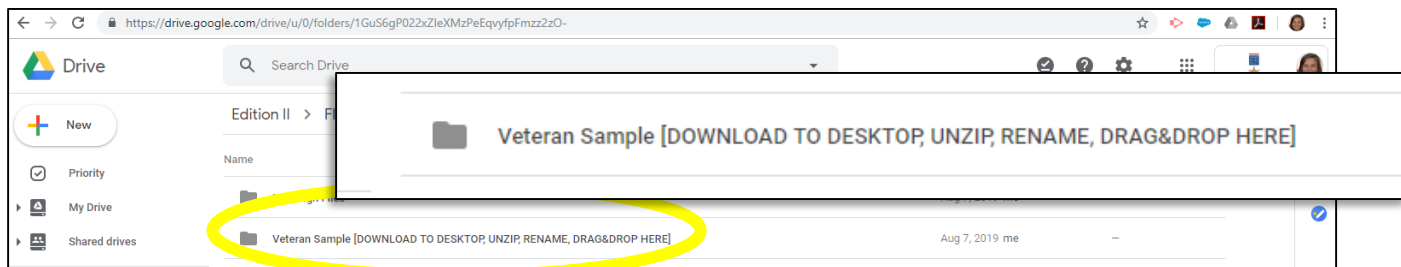
Navigation Steps:

1. To log in, go to Google.com, and in the top right corner you will see an option to "Sign In." If you are already signed in to another Google account, be sure to sign out of that account first. Use your provided login information to sign in. Then in the top right corner of the page you will find a grid of 9 squares. Click on that grid, and select "Drive." This will take you to your Google Drive homepage.

2. From the homepage, select "Team Drives" on the left side of the page. This will take you to the homepage of the VHP Google Drive publishing group for which you have been granted access.

3. From the list of schools in your publishing group, select your school.

4. Once you are in your school's folder, you will see a document labeled "Oral History Tracker." This Google Sheets file is provided to track each student's progress through the interview and essay process, supporting completion, timeliness, and availability for your publishing school. All Google Drive users in your chapter can update this file for other users to see edits in live time.

NOTE: With 30 schools, each chapter creating its own folder structure increases chances for error in pulling files for book publication, leading to quality issues. Using the provided folder structure and naming the files as instructed is critical in ensuring your veterans' stories are properly published in the book.
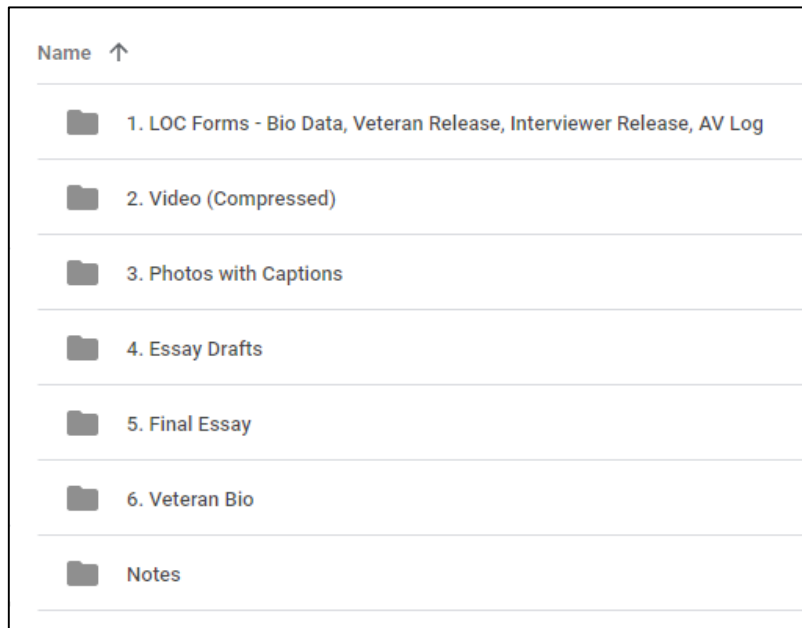
Copyright © 2019 Veterans Heritage Project

5. Within your school's folder you will find a series of folders. Store the following in each folder:

    a. **VHP Veteran Waivers:** Please upload a single PDF file of all your VHP Veteran Waivers to this folder by December 15, using either a scanner at your school or the free phone app, Genius Scan.

    b. **Author/Contributor Bios:** Short write-ups by anyone who wrote a story for the book

    c. **Chapter Photo:** Photo of all members/advisors in your chapter for use in the book

    d. **Civic Activities**: Photos, notes, any other chapter activity documents, a template for an event write-up for the book, a "Civic Activities Report Form" for sharing chapter news with VHP for the newsletter, and the "Civic Activities Tracking Sheet" to help track your events and related details

    e. **Edition Contents:** ONLY IN PUBLISHING SCHOOL FOLDERS, this is for storing any book files the publishing chapter is working on.

    f. **InDesign Files:** WITHIN VETERANS FOLDER, if you are a high school laying out your own veteran stories, you will store all linked InDesign files for the publishing chapter here

    g. **Veterans:** All interview and essay-related documents for each veteran should follow the provided sample.

6. Within your Veterans folder, every veteran you interview should have his or her own folder. To ensure everything is captured and easily found by your publishing chapter, we have created a template folder. There are two ways to create a veteran folder:

a. **Copying the Veteran Sample folder:** Follow the instructions in the folder name. Right click on the Veteran Sample folder and select download. Once it is downloaded, it will need to be "unzipped" or "extracted." To do so, right click on the folder in your downloads and select "extract" or "unzip" and select where you want the file to go, such as your desktop.

b. **Creating your own folder:** In the top left of your Google Drive window, there is a "New" button. Click that, and then "Folder," or just right click in your Google Drive window and select "New Folder." Open up the new folder, and create seven new folders, naming them according to the structure pictured below. **It is critical your created folders match the Veteran Sample folder so your publishing chapter can easily find all materials needed to lay out your veteran's story.**

Name ↑

📁 1. LOC Forms - Bio Data, Veteran Release, Interviewer Release, AV Log

📁 2. Video (Compressed)

📁 3. Photos with Captions

📁 4. Essay Drafts

📁 5. Final Essay

📁 6. Veteran Bio

📁 Notes

7. After creating the veteran folder, start saving files as they are completed. By the December 15 deadline, each folder should be filled with respective documents. It also helps to name each document with the veteran's name: Jones, Tom FINAL ESSAY.

a. Immediately after the interview, you will have the completed forms and the video, and likely the pictures and captions as well.

   i. Using the Handbrake software (see Technology Guidelines & Recommendations), compress your interview video to dramatically reduce the file size, and save it in the video folder for reference in writing the story and filling out the A/V Log.

   ii. Scan and upload the completed Library of Congress (LOC) forms to its folder.

   iii. Scan and upload photos with captions. Caption can be contained within the photo name or on a separate document, clearly labeled by number or a description of the photo: who, what, when, where (See VHP Essay Formatting Guidelines). Indicate your veteran in a group photo: Jones, Tom (3rd from right).

8. All essay drafts should be named properly according to VHP Essay Formatting Guidelines, included in your Interview Packet. Once your essay has gone through all the steps on the Oral History Tracker and is complete, save in the "Final Essay" Folder as "FINAL," with date and chapter advisor initials to verify it is ready to publish: Jones, Tom FINAL BH 10.22.19.

FILE NAMING

The way you name your files is the key factor in making sure the correct version of your story gets published in the book, and the right photos are used to complement that story. All files related to your veteran story need to be named according to the conventions below:
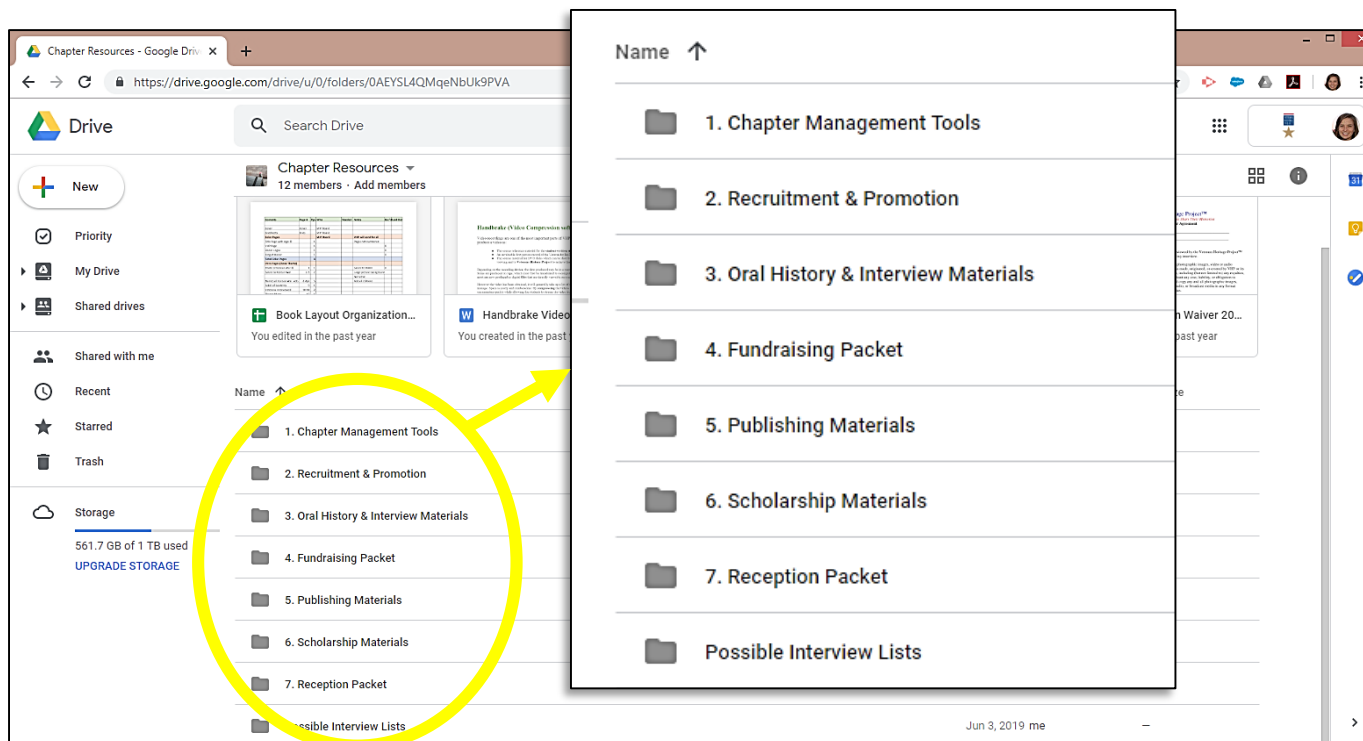
- Veteran Photos: [Last Name, First Name][photo description OR number][today's date]
  - **Example: Bowerman, Jerry. Vietnam group 1972 (3rd from left) 7.21.19**
- Veteran Story: [Last Name, First Name][Draft version][Initials of last person to review][today's date]
  - **Examples:**
    - **Bowerman, Jerry story edited advisor BH 8.2.19**
    - **Bowerman, Jerry story edited veteran JB 8.10.19**
    - **Bowerman, Jerry story edited Ed. Comm. 8.13.19**
    - **Bowerman, Jerry story FINAL BH 8.15.19**

PHOTOS

1. Every photo saved in the VHP Google Drive veteran folder needs a caption. Captions should be either in the file name, if short enough, or if more description is needed, included in a separate document saved in the photo folder with corresponding numbers to ensure your publishing chapter can match them: 1. Jones Tom (3rd from left) in Da Nang, Vietnam 1973.
2. Every caption should capture the Who, What, When, Where, and Why of the photo.

USING THE CHAPTER RESOURCES FOLDER

In addition to your chapter folder, you have access to Chapter Resources, where we provide all templates and materials you need to run your chapter. Take time to review the materials in this folder so you know what is available to you.

Chapter Resources Material Outline

The outline below serves as a guide for what is available in your Chapter Resources folder, and where to find each resource. Keep this document accessible so you can always find what you need.

Key:
<u>Bold + Underline</u> = Main Folder
<u>Underline</u> = Folder
Italics = Folder Explanation
No emphasis = File Name
* = Key Resource

1. **<u>Chapter Management Tools</u>**
   - <u>Chapter Timeline:</u> *annually updated chapter timeline and year-round calendar**
   - <u>Guidebook:</u> *electronic version of this resource**
   - <u>Policies:</u> *all program-related policies*
   - <u>Technology Recommendations:</u> *official guidelines for necessary technology**
   - <u>VHP Waivers:</u> *all required VHP forms**
   - <u>Video Tutorial Series:</u> *all 14 sequenced video tutorials**

2. **<u>Student Recruitment & Promotion</u>**
   - <u>Student Leadership:</u> *leadership positions with respective job descriptions*
   - <u>Student Recruitment Materials</u>
     - Meeting Handout Cards
     - Welcome Letter to Parents
     - <u>Videos:</u> *options specific to recruitment*
   - <u>VHP Fact Sheets:</u> *printable promotional documents for use at events or meetings*
   - <u>VHP Logo:</u> *two formats of the official VHP logo file*
   - <u>VHP Swag:</u> *order form for tee shirts, Challenge Coins, or other available VHP swag*

3. **<u>Oral History & Interview Management</u>**
   - <u>Archiving Steps & Supplies*</u>
     - Archiving Steps
     - <u>LOC Archiving Forms - Blank</u>
       - Cover Sheet and Checklist
       - Audio and Video Recording Log
       - Biographical Data Form
       - Interviewer Release Form
       - Veteran Release Form
     - Template for labeling each veteran's Archiving Envelope
   - <u>Conflict Era Fact Sheets:</u> *one summary sheet for each conflict era for interview prep**
   - <u>Editorial Support:</u> *Editorial Stylesheet for consistency in final story edits*
   - <u>Interview Packet*</u>
     - Oral History Checklist
     - LOC Biographical Data Form
     - LOC Interviewer Release Form
     - LOC Veteran Release Form
     - VHP Veteran Waiver
     - Scheduling the Interview
     - Interview Introduction Script
     - Sample Interview Questions
     - Sample Thank You Letter

- LOC Audio Visual Log
- Essay Formatting Guidelines
- Preparing Your Story Worksheet – Chronological Order
- Story Worksheet – Intro, Body, Conclusion
- Preparing Your Veteran Biography
- Veteran Story & Bio Approval Request Form
- Preparing Your Student Author Biography
- Gold Star Families Library of Congress Interview Packet: *LOC documents and forms*
- Veteran Presentation Resources
  - Request Form
  - Sample Thank You Letter
  - The Power of Oral History – Veteran Presentation Compilation Video
  - Veteran Biography Template
  - Flyer Template
  - Interest Letter
  - PowerPoint Template
  - Tracking Form
  - Planning Checklist
  - Conflict Era Lesson Plans

4. **Fundraising Packet**
   - Arizona Gives Day: *updated annually with important documents for participation*
   - Civic and Veteran Groups: *spreadsheet of civic and veteran groups based on location*
   - Non-Tax Credit Fundraising Opportunities: *list of options with corresponding documentation*
   - Tax Credit Documents: *Tax Credit language, guidelines, procedure, and templates**

5. **Publishing Materials**
   - Publishing Training Materials: *updated annually after Publishing Training**
   - Shared Book Files: *theme items, letters, conflict intros, art, military ranks & units, resources**
   - Book Layout Organization Spreadsheet*
   - Essay Layout Tracker*
   - Host an Editing Day Instructions*
   - Starter Template*
   - Publishing Specifications*

6. **Scholarship Materials:** *updated annually*

7. **Reception Packet**
   - Theme Items: *Place Cards, Name Plates, Book Bag Labels, etc.*
   - Organizational Video: *for use at the reception to give an overview of VHP*
   - Program Template (InDesign): *for personalization by chapter*
   - Program Template (Publisher): *for personalization by chapter*
   - Save the Date & Invitation Template (Publisher): *for personalization by chapter*
   - Script & Power Point: *templates and required script elements (updated annually)*
   - VHP General Info Printable: *"About VHP" printable for guests*
   - Contributing Chapter Book Checkout Policy & Spreadsheet*
   - Reception Planning Spreadsheet Template
   - Reception Planning Timeline*
   - Task List Planning Document*
   - Volunteer Email Example & Template

8. **Possible Interview Lists:** *updated annually with both a master list and theme-oriented list*