

Teacher guide:

Create a legacy for Ontario's veterans

The Ontario Veteran Community Archive is an online collection of stories, pictures and documents which help tell the unique experiences of Ontario's veterans. The archive will capture the stories of Ontario veterans and preserve them for future generations. Your class is invited to help populate this archive and "adopt" a veteran. The students will not only learn the powerful history of an earlier generation but will be able to participate in preserving the legacy of our veteran community forever!

How to get started: Step One

Students are invited to "adopt" a veteran from their community who is living or has passed and ensure that they are included in the archive. To "adopt" a living veteran you will need to contact local veterans or their relatives and invite them to come to your school. A great way to contact veterans is to contact the Historica-Dominion Institute's Memory Project Speakers' Bureau (www.thememoryproject.com). Through the Speakers' Bureau, teachers can send in a request to have a veteran visit their class to be interviewed. Requests should be made at least two weeks prior to the date you have planned to conduct the interviews. Other options include writing a letter to your students' parents or guardians, the local Royal Canadian Legion or to your local newspaper. You will find a few sample letters to send out to get veteran recruits to your school for interviews. If you call them, they will come!

Dear Parent or Guardian:

Our class is participating in The Ontario Veteran Community Archive. A project of the Historica-Dominion Institute, The Ontario Veteran Community Archive is an online collection of stories, pictures, and documents which help tell the unique experiences of Ontario's veterans. The archive will capture the stories of Ontario veterans and preserve them for future generations. Our class has been invited to help populate this archive and "adopt" a veteran. The students will not only learn the powerful history of an earlier generation but will be able to participate in preserving the legacy of our veteran community forever!

We need your help in locating a veteran of any conflict to come speak to our students so we may interview them and preserve their legacy forever. Do you have a family member who served? Do they live in the area, and if so, would they be interested in coming to visit our class to be interviewed? You are welcome to accompany them during their visit. If the veteran has photos, documents or other memorabilia, we are able to scan them and add the photos to the archive as well. We would love to hear the stories from the Second World War, the Korean War, Peacekeepers and Nato Missions and finally those who serve in Afghanistan.

Participation would be greatly appreciated as we want to show that we remember our veterans and this is a great way for us to show our appreciation for what they have done for us. Our goal is to honour those who fought and served by telling their stories and allowing them to live on through us, the younger generation.

For further information, please contact us at the school. (insert your address and phone number)

Yours truly, (your class)

Dear Veteran and Royal Canadian Legion Branch (insert number here),

Our class is participating in The Ontario Veteran Community Archive. A project of the Historica-Dominion Institute, The Ontario Veteran Community Archive is an online collection of stories, pictures, and documents which help tell the unique experiences of Ontario's veterans. The archive will capture the stories of Ontario veterans and preserve them for future generations. Our class has been invited to help populate this archive and "adopt" a veteran. We will not only learn the powerful history of an earlier generation but will be able to participate in preserving the legacy of our veteran community forever!

We need your help in locating a veteran of any conflict to come speak to the students at our school so we may interview them and preserve their legacy forever. Is there someone at your branch who would be willing to come to our school to be interviewed for our project and perhaps share some photos and memorabilia with us? We will use the interview and the scanned photos and artefacts and create an archive in their honour. Their story will be part of the Ontario Veteran Community Archive. We would love to hear the stories from the Second World War, the Korean War, Peacekeepers and Nato Missions and finally those who serve in Afghanistan. Do you know anyone who would be willing to be part of our mission to learn more about these extraordinary individuals and help in preserving their legacy forever?

Participation would be greatly appreciated as we want to show that we remember our veterans. This is a great way for us to show our appreciation for what they have done for us. Our goal is to honour those who fought and served by telling their stories and allowing them to live on through us, the younger generation.

For further information, please contact us at the school. (insert your address and phone number)

Yours truly, (your class)

Dear letter to the Editor:

Students seeking stories, heirlooms, artefacts from local veterans or their families

Do you have you got a wartime story to tell? Have you got a treasured heirloom in the closet, an old postcard, something that reminds you of a veteran who served during a Canadian conflict? Well, there are some excited, dedicated students who would just love to hear from you.

The students of (insert your school) are participating in The Ontario Veteran Community Archive. A project of the Historica-Dominion Institute, the Ontario Veteran Community Archive, is an online collection of stories pictures, and documents which help tell the unique experiences of Ontario's veterans. The archive will capture the stories of Ontario veterans and preserve them for future generations. Our class has been invited to help populate this archive and "adopt" a veteran. Our students will not only learn the powerful history of an earlier generation but will be able to participate in preserving the legacy of our veteran community forever!

To make this archive truly worthwhile, the students need to hear from the members of our community who were either directly involved in a war or those who have relatives with stories, memorabilia or artefacts that they are willing to share with us. The students will then assemble and create online profiles of veterans from the area. They will scan, record and photograph the treasures and place them on The Ontario Veteran Community Archive.

The exchange between students and veteran or veteran's relative is a win-win situation for both sides. The students get a firsthand look at a personal experience of war. And the veteran or his relative can rest assured the personal story is being read and saved for future generations to ponder once the story is uploaded on The Ontario Veteran Community Archive. It truly is a way to guarantee students will never forget. Our pride in our heritage is revitalized through such actions so please help us find stories from our community so we can always remember them.

For more information, please feel free to contact me (insert contact information)

How to get started: Step Two

Preparing the Archive

At this point you have two options. You may have heard from a veteran or a relative and are ready for the live interview or you may wish to research a veteran from your community who is deceased. Please refer to the PDF of the Finding Your Ontario Veteran to continue online with your students. You will need to book time in the cross curricular room or library to complete the research. To find the names of deceased veterans, all you need to do is find a local cenotaph, Royal Canadian Legion or local church to collect names to help in your research. You may wish to input a name into the Canadian Virtual Memorial. If the veteran has an Ontario connection (lived in Ontario, served in Ontario etc.) have your students follow the links and collect information and pictures to help build their own story of a veteran.

To research a deceased veteran use the Ontario research report for a deceased veteran PDF

Step 3 : How to put together an event for receiving Local veterans

For interviewing a living veteran or a family member book your library or host the event in your classroom. Make sure you have scanners to make copies of artefacts, a camera and a camcorder to record the event.

Things you may consider when hosting your veteran

- Contact your local press to cover the event as this will help promote the project and garner interest from other veterans and their families.
- Have coffee/tea and snacks to celebrate the arrival of your veterans. Students can research and make recipes from the era the veteran served.
- Download how to interview a veteran .pdf from this website to help you create questions for your interview
- Download the Audio and Video Recording Pdf to help your students create a mp3 file to upload. Remember keep the audio less than twenty minutes!
- Download the Ontario Veteran Community Archive Digitization Guide Pdf
- Download the "Before you Start" Checklist .pdf
- Download the Student worksheets

Step Four: Preparing the story you are going to upload on the Ontario Veteran Community Archive

Have the students use the worksheets to guide them through the interview process. Once they have finished the interview and gathered all the artefact data, have the students work on a draft biography of the veteran. If they have produced a video, the student should be working on editing it for the archive.

Once the students have completed the work, you are ready to upload the contents onto the Ontario Veteran Archive Site.

Before you Start Checklist:

- Identify images you would like to include with your submission.
- Scan photographs or documents and save as a .jpeg file. Try to save a high resolution file up to 5MB.
- Take digital photographs of artefacts save as a .jpeg file. Try to save a high resolution file up to 5MB.
- Record the veteran telling his/her own story of service. Save as an .mp3 file if audio and create a link to YouTube if a video file.

For information on how to create a YouTube link, please click [here](#), or see details in our

Digitization Guide.

Hyperlink:

<http://www.google.com/support/youtube/bin/answer.py?hl=en&answer=57924>

- See our Tips and How to section for more detail on collecting these items.
- Try to gather all necessary files into one folder and save to your desktop for easy access.
- It is important to have your materials ready before you start to create your profile as there is a set amount of time for the uploading process.

Now you are ready to upload onto the website.