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iLead

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Your Interactive Neighborhood Training Source



WRITING YOUR NEIGHBORHOOD HISTORY

PREPARED BY



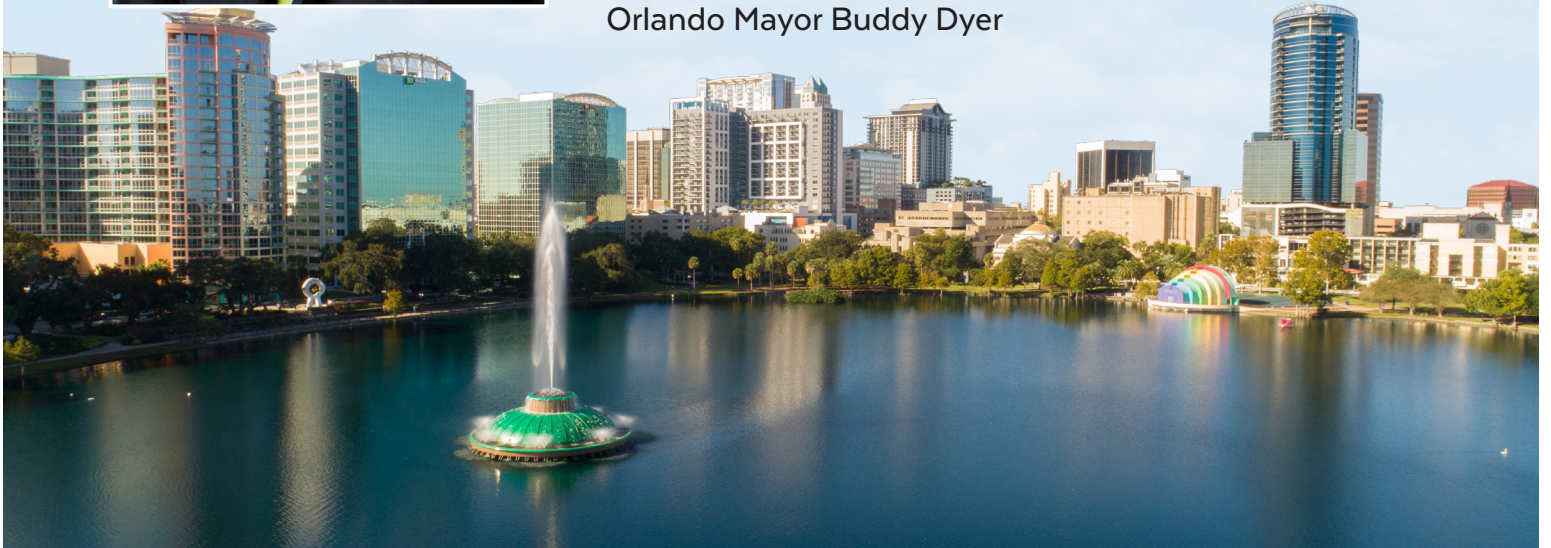
**CITY OF
ORLANDO**

COMMUNICATIONS AND
NEIGHBORHOOD RELATIONS



Our City strives to meet the needs of all residents who choose to call Orlando home. To do this, I have made it a priority for the Neighborhood Relations team to organize, support, mentor and guide residents and neighborhood organizations in their effort to keep Orlando a great place to live, work and play. In 2014, we launched iLead, a comprehensive neighborhood-training program that informs, connects and involves our neighborhood leaders through a series of interactive guides, videos, webinars and workshops. I encourage you to use the iLead program to build and sustain your successful neighborhood organization.

Orlando Mayor Buddy Dyer



iLead

Your Interactive Neighborhood Training Source

iLead is a comprehensive program that provides you with the tools to inform, connect and involve your neighbors through a series of guides, videos, webinars and workshops. These tools cover topics such as how to effectively hold meetings, how to utilize a variety of communication tools and how to engage the next generation of leaders. Whether you download a guide, view a video, participate in a webinar or attend a workshop, iLead is your one stop shop for online leadership training.

iLead offers more than 25 comprehensive guides, including:

- Board Orientation and Operations
- Communication Tools
- Effective Meetings
- Engaging the Next Generation of Leaders
- Event Planning
- Ice Breakers
- Leadership Skills
- Neighborhood Grants
- Parliamentary Procedures made Simple
- Writing Your Neighborhood History

View the full list of guides on a variety of topics relevant to neighborhood associations at orlando.gov/ilead.



Do you know the history of your neighborhood? Neighborhoods in the City of Orlando possess many **UNIQUE QUALITIES** that should be preserved in order to ensure that great deeds are not forgotten – knowing the history of neighborhoods helps us understand **WHO WE ARE AS A CITY** and contributes to molding Orlando’s future.



HOW DO YOU BEGIN?

STEP 1: DOES A NEIGHBORHOOD HISTORY ALREADY EXIST?

The first thing you may want to find out is if one already exists. Check with your neighborhood organization, longtime neighbors, the City of Orlando Office of Communications & Neighborhood Relations, the Orange County Regional History Center or the Orlando Public Library to see if a history of your neighborhood exists. Ask as many residents as possible about the history of the neighborhood, especially long-time residents. You can also do a quick internet search. Many neighborhoods throughout the City may have already created a neighborhood history.

STEP 2: RESEARCH AVAILABLE FACTS ABOUT THE NEIGHBORHOOD

If a neighborhood history has not already been written or isn’t readily available, your next steps are:

- Let your neighbors know that you and the neighborhood organization are writing a neighborhood history and are looking for interesting facts, history, pictures and other information that defines your neighborhood.
- Ask neighbors to host a coffee or dessert function and invite neighbors they know have lived in the neighborhood for a while. Ask neighbors, especially elderly neighbors about what makes the neighborhood special, what some of their fondest memories are of living there, etc. This is a great opportunity to gather some history and tidbits about your neighborhood.
- Consider recruiting neighbors or volunteers from

WHY DOCUMENT YOUR NEIGHBORHOOD HISTORY?



Knowing your neighborhood’s history builds a sense of pride in the community, celebrates its roots and promotes the uniqueness of the neighborhood. It’s a great way to learn fun and interesting facts about how the neighborhood came in to existence.

- Did the neighborhood participate in any historical events that may have helped shape the City’s history?
- Did anyone famous live in the neighborhood?

the Orange County Regional History Center or local colleges to help with the research, writing and editing of the neighborhood history. These types of projects may quickly become overwhelming with all the information you have to go through to pull specific facts and information about your neighborhood. Having help will make the project easier and more enjoyable.

- Determine how far back you want or can go in recording your neighborhood history.



STEP 3: DETERMINE THE OVERALL SCOPE AND FORMAT THE NEIGHBORHOOD HISTORY PROJECT

What types of information are you interested in collecting? Here is some of the basic information your neighborhood history should contain:

- Neighborhood name – how did the neighborhood get its name?
- Date the neighborhood was established
- Boundaries and location of the neighborhood
- Brief description of the neighborhood (brick roads, close to downtown)
- Number of homes
- Styles of architecture
- Population and demographics
- Places to see
- What makes your neighborhood special
- Historic homes, events
- Famous or notable residents
- Types of land use (residential, commercial, industrial)
- Parks, churches, schools and other notable destinations
- Annual events in the neighborhood
- Is there a neighborhood organization; if so, what is the name, website, etc.
- What other information and points of interest do you want to include?

STEP 4: SET UP GENERAL DEADLINES

Determine specific deadlines you want to meet in researching and writing your neighborhood history. This will help you stay on track, especially if you have other neighbors or volunteers helping with the research and writing.

STEP 5: FUNDING

Based on your expectations and the type of expenses you think you may have, your association may want to consider applying for a Mayor's Matching Grant. Contact the City of Orlando's Office of Community Affairs about the Mayor's Matching Grant by calling 407.246.2500 or visiting orlando.gov/grants.

STEP 6: START COMPILING THE INFORMATION

Once you decide what information you want to research, there are many resources available to you. As mentioned, residents are a wonderful resource, both long time residents and folks that grew up in the neighborhood that may have moved away. Some of the information that residents can provide include what significant changes the neighborhood has seen (redevelopment, socio-economic changes, etc.), what businesses and churches used to be located nearby, what the oldest homes are and any other early history that they can recall.

STEP 7: SHOW SOURCES

As your neighborhood history is coming together, be sure to note the source for your information with footnotes or citations for sources of information. This will show your association and neighbors that the neighborhood history was actually based on established fact. It also allows neighbors to do their own research.

STEP 8: ADD PHOTOGRAPHS

Using photographs makes your project more relevant and interesting. Gathering the pictures may not be so easy. Having the originals, if possible, makes the best scanned or reprint quality. It is best to scan and store your photos on DVDs. Store the original photos in acid-free sleeves, tucked away securely in a notebook or file.



Writing a neighborhood history can be a **VERY REWARDING PROJECT**, giving you opportunities to **MEET NEIGHBORS, MAKE NEW FRIENDS AND DEVELOP A DEEPER APPRECIATION** of the area you're from or where you've chosen to live.

STEP 9: REVIEWING AND EDITING YOUR DRAFT

Be sure to take time to let your association leadership, neighbors involved in providing information and others directly involved in creating your neighborhood's written history to review the draft for grammar, style and accuracy. If there is more than one person doing the writing, make sure someone reviews the whole document for tone and consistency so your document flows. Consider using a conversational tone which may make it more fun to read.

STEP 10: NEIGHBORHOOD HISTORY IS WRITTEN, NOW WHAT?

Once your neighborhood history is written, what do you do with it?

- Celebrate. Unveil your history document at an association meeting or function.
- Thank everyone involved in producing the document.

Save your history on discs and give to:

- Your neighborhood organization; provide a copy to the association secretary to include in official records of the association, and to your association webmaster for posting on the organization's website. If your association doesn't have a website, we recommend that all board members keep a copy in their board notebooks. Consider including it in a Welcome Packet for new members and neighbors.
- The Orange County Regional History Center
- The City of Orlando's Office of Communications and Neighborhood Relations
- Work with the association to determine how to keep your neighborhood history updated. When should the document be reviewed and updated? Who should be responsible for updating the history? What information and facts should be added each year? By updating your neighborhood history at least annually, you are ensuring the legacy of your neighborhood for generations.



RESOURCES

CITY OF ORLANDO

Historic Preservation Office, 407.246.3350

The Historic Preservation Office may know if a neighborhood has changed names over the years and where additional information might be located. The Historic Preservation Office may also have some historical information on your neighborhood if it is located in a local historic district or a national register district.

Planning Division, Community Planning Studio, 407.246.2269

The Community Planning Studio staff may have history and background on your neighborhood.

ORANGE COUNTY REGIONAL HISTORY CENTER

Joseph L. Brechner Research Center, 65 E. Central Blvd., 407.246.8541, thehistorycenter.org

Reach out to the History Center for help. They have a ton of resources outlining Orlando's history. The center has books, newspaper clippings and photographs, biographical materials on prominent Orlando residents, old city directories, maps, phone books, building permits and Horizon 2000 audio recordings of Orlando citizens talking about neighborhoods.

ORLANDO PUBLIC LIBRARY

Genealogy Department At The Main Branch Located At 101 E. Central Blvd. In Downtown Orlando (407.835.7323) ocls.info/Locations/Mainlibrary/Dri/Genealogy

The library has books, City directories and phone books. They also have an online database of the Orlando Sentinel newspaper from 1985 to the present, which can be used to look for articles (some historical) on neighborhoods, individuals and other related subjects. You can search from home if you have a library card and pin number with the Orange County Library System. Make sure to check with the City's genealogical societies/church archives and publications to see what they may have.

FLORIDA HISTORICAL SOCIETY

myfloridahistory.org

ORANGE COUNTY PUBLIC SCHOOL SYSTEM

407.317.3200, ocps.net

A great start to learn about the history about schools in your neighborhood. The best way to get historical information from the school system is to email your request to its records department at records@ocps.net. You may also want to visit the schools in your neighborhood to find out about the school history and its connections in the neighborhood.

WELLS' BUILT MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE

511 W. South Street, 407.245.7535, wellsbuiltmuseum.org

Opened in 2009, this museum houses memorabilia of Orlando's African American community and contains displays on the Civil Rights movement in Orlando, along with some African art on loan from local collections.

UNIVERSITY OF CENTRAL FLORIDA'S LIBRARY

Florida History Resources, library.ucf.edu/govdocs/flahistory.php

CENTRAL FLORIDA MEMORY PROJECT

cfmemory.org

Central Florida Memory is a cooperative project that began in 2002 by three institutions: the University of Central Florida Library, the Orange County Regional History Center and the Orange County Library System. The long-term intent of the project is to provide an online platform and focal point for gathering, preserving and disseminating the documents, artifacts and stories of the history of Central Florida. Their interest is in much more than just providing access to or heightening awareness of this history. This project provides educational resources and tools to enhance the delivery of instruction of history at all levels, especially fourth grade students and teachers learning Florida history.

FLORIDA MEMORY PROJECT

floridamemory.com

The Florida Memory Project website presents a selection of digitized historical records that illustrate significant moments in Florida history from select collections housed in the State Library and Archives of Florida.

STAY INFORMED, CONNECTED AND INVOLVED

NEIGHBORHOOD NEWS

Events, information and helpful resources to share with your neighborhood straight to your inbox! Subscribe at orlando.gov/neighborhoodnews

NEIGHBORHOOD RELATIONS FACEBOOK

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