



America250 in Idaho

Oral History Initiative Guidelines

May 22, 2025

1. Introduction, Mission, and Vision

The America250 in Idaho Oral History Initiative is a legacy project that will advance the mission and vision of the America250 in Idaho commemoration.

America250 in Idaho Mission:

To advance the ideals of the American Revolution - equality, liberty, and justice – through meaningful community engagement and recognize, appreciate, and commemorate Idaho's journey in America's legacy.

2. Eligible Entities

The following participants are eligible to apply:

- Individuals;
- Idaho non-profit organizations, including political and advocacy organizations (not limited to 501(c)(3) classifications);
- Tribal governments and tribal affiliates in Idaho;
- Federal, state, and local government entities with physical offices in Idaho;
- Universities, Professors, Faculty, K-12 schools, and educators in Idaho;
- For-profit businesses in Idaho;
- America250 in Idaho Task Force member affiliated entities, including non-profit partners.

3. Purpose and Participation

This initiative provides "user" access to ISHS's subscription to oral history software called TheirStory™. [TheirStory](#) streamlines the process of managing, recording, transcribing, and editing oral histories. The software offers remote and in-person audio and video recording capability and produces an auto-generated transcript and index for each interview. This initiative does not provide funding.

Through TheirStory™, users may:



1. New Interviews: Record, transcribe, index, and edit unlimited new interviews.¹
2. Existing Interviews: Transcribe, index, and edit previously recorded and accessioned interviews in their collections.²

4. Project Criteria and Application Guidelines

To apply for this initiative, applicants must complete this [online form](https://america250.idaho.gov/) (also linked on <https://america250.idaho.gov/>). Applicants should address the following criteria.

Project Scope, Timeline, and Project Team:

1. **New Interviews:** The application should describe the oral history project. Specifically, applications should include:
 - a. The purpose or goal(s) of the oral history project.
 - b. The types of questions/content you hope to capture via the planned interviews (i.e., what will the interviews cover?).
 - c. A list of who will conduct the interviews (individual(s) asking the questions).
 - d. A list of narrators you hope to interview (individual(s) sharing their experiences).
 - e. A general timeline outlining when you will prepare for the interviews (background research and questionnaire preparation), conduct the interviews, and edit/review the transcripts and metadata.
 - f. Whether you intend to maintain ownership and copyright of the interviews or if you wish to donate them to the Idaho State Archives.
2. **Existing Interviews:** The application should describe the types of interviews you intend to transcribe and index via TheirStory. Specifically, applications should include:
 - a. General description of interviews/oral history projects to be transcribed.
 - b. How do you envision using the content in the future (e.g., for exhibitions, programs, or research accessibility)?

Experience and Methodology:

1. **New Interviews:** The application should explain the interviewer's experience doing oral history. If the applicant does not have experience, the Idaho State Historical Society may be able to provide training as a contingency for participation in the initiative. Still, this request must be noted in the application.

¹ Applicants may keep the copyright and ownership of newly created interviews using TheirStory's software. Alternatively, applicants may select to donate interviews (and copyright of interviews) to the Idaho State Historical Society (ISHS). ISHS reserves the right to make any donated interviews created via this initiative available via ISHS's account on <https://www.aviaryplatform.com/> and/or through other channels.

² Applicants retain the copyright and ownership of existing interviews transcribed via TheirStory's software.



2. **Existing Interviews:** The application should confirm that the existing oral histories to be transcribed, indexed, and/or edited have the proper legal release paperwork documenting ownership of the interviews.

5. Review, Selection, and On-Boarding

Staff at the ISHS will evaluate and select participants based on the criteria listed above on a rolling basis through 2026. Selected participants will be notified via email and onboarded on a rolling basis. Selected projects are eligible for promotion and marketing under the America250 in Idaho brand.

Onboarding Process

Upon selection, applicants will receive:

1. A welcome email from ISHS, complete with instructions for accessing your user account with TheirStory, links to legal release and biographical intake form templates, and tutorial/training materials from TheirStory.
2. An invitation to an onboarding group calendar invite.
3. An invitation to the monthly participant cohort check-in and support calls.