

INFORMATION PACKET



IKE'S SOLDIERS PROGRAM

Made possible by The Cain Foundation and Crown Family Philanthropies

The mission of Ike's Soldiers is to honor Dwight D. Eisenhower's legacy through the compelling stories of the soldiers he led, and to share them with the world through IKEducation programs and digital media platforms. By joining this project, YOU get to play a part in preserving history and honoring the lives that fought for our freedom.



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*** The Eisenhower Foundation will not be able to accept video submissions that do not include all applicable forms.*



PROJECT DESCRIPTION

About 16 million Americans served during World War II, by 2036, there will be no more remaining veterans. We need YOUR help to capture and honor these stories, before they're gone. Become part of history by collecting and submitting oral histories to the Eisenhower Foundation's *Ike's Soldiers* database. By doing so, we honor the soldiers that led us to one of the biggest victories in world history, and provide future generations with the opportunity to hear first-hand accounts about the experience.

Before Dwight D. Eisenhower became President in 1953, he was a five-star general in the United States Army, and served as Supreme Commander of the Allied Expeditionary Forces in Europe. Despite his many medals and awards, he preferred the attention to be directed to the troops he led. The Eisenhower Foundation presents *Ike's Soldiers*, a project dedicated to honoring the stories and personal accounts of veterans of World War II.

Who

Veterans who served in the United States military during World War II are eligible to share their stories regardless of branch or rank. As contributors to this national preservation effort, volunteers from around the country to interview veterans and collect first person accounts of World War II. Any individual or organization may participate in collecting and submitting these stories. Loved ones of deceased veterans, or those unable to provide video, may submit their veteran's World War II service summary in written form.

What

Ike's Soldiers accepts veterans' stories through the biographical data form, original audio, video, and/or written formats. If available, photographs, letters, diaries, journals, military documents, two-dimensional artwork, maps and other memorabilia may be mailed to The Eisenhower Foundation.

We also hope to honor and remember the stories of deceased veterans. To do so, a friend, family member or fan must submit biographical information of the veteran and any additional service information, personal stories and experiences through the submission page on the *Ike's Soldiers* website. Pictures or artifacts may be sent in to the Eisenhower Foundation. With this, we will be able to create a complete veteran profile.

When

Begin today! By being part of this process, the veteran or the family member will give *Ike's Soldiers* permission to utilize the story in digital mediums, IKEducation programs, publicity, and/or Eisenhower Foundation programs. It excludes anything that would be sold, making *Ike's Soldiers* a safe place to preserve these accounts.

Where

Conduct video interviews in any quiet, indoor location such as a home, office or conference room. We recommend that you can set up your video interview space with soft natural light for the highest quality video.

Why

The mission of the Eisenhower Foundation is to honor and champion the relevance today of the life and leadership of Dwight D. Eisenhower through compelling programs and events that celebrate his legacy. A large part of Eisenhower's life revolved around the military. Additionally, researchers, scholars and educators rely upon these story collections as a primary source. These oral histories are a rich supplement to historical texts and a valued cultural resource. Veterans' family members treasure the memories that are permanently preserved for future generations.



THE INTERVIEW PROCESS

1. To participate in this project, the veteran you interview **must be a veteran of World War II**. They can be a friend, a family member, or a member of your community, as long as they are willing to share their experience and participate in this project. The goal of the *Ike's Soldiers* project is to collect as many World War II Veterans oral histories as possible. The Eisenhower Foundation will also accept the biographical information, photo(s), and a brief written history from veterans without a video interview. With this information, we are able to create a profile for the veteran in the *Ike's Soldiers* searchable database.
2. Once you've connected with a veteran, arrange to meet with them and provide information about the interview. Ask them to wear comfortable clothes or possibly a military jacket to showcase their service. Be sure to plan extra time to complete the required forms and setup/tear down your filming equipment, if needed.
3. Pick a location that is quiet and where you won't be interrupted. We strongly suggest you pick somewhere inside. The most important part of the video interview is sound, so we highly recommend using an additional audio recording device (This can be your phone - please see media requirements section for more information).
4. Set a meeting time and place for the interview with your veteran. Provide a written reminder to help maintain professionalism and help you both remember your appointment!
5. Print out or download all necessary forms beforehand to complete with the veteran. Be sure to test all of your equipment, clear memory cards, and charge the batteries for a seamless interview experience.
6. Begin the interview by asking the veteran to state their full legal name, current date, their service rank and the dates of their service. Please do not ask for or disclose private information such as military serial numbers or Social Security numbers.
7. Conduct your interview respectfully and curiously. Make sure to cover the required questions provided in this packet. Feel free to use the suggested interview format (listed in the [Sample Questions](#)), although it is not required. We want authentic and comfortable conversation, insure the veteran is comfortable by listening and being polite. The veteran can look towards you versus directly into the camera.
8. After the interview, thank your veteran and gather any artifacts or memorabilia they might be willing to donate. Be sure to include in your package the appropriate form so that all items are properly identified.
9. Send in the written interview, unedited video interview, and/or any other digital materials using the submission form on the website.
 - a. If you are a student, please be sure to send in an *edited* version of your interview according to the submission guidelines for our student program.



Biographical Data Form (Required)

To ensure inclusion in the *Ike's Soldiers* database, this form must accompany each submission.

Please Print Clearly

Veteran's Information

Veteran's Name:

Veteran's Birth Date:

Veteran's Death Date:

Male / Female (Circle)

Veteran's Race/Ethnicity (optional):

Veteran's Current Address (Street, City State Zip):

Veteran's Telephone:

Veteran's Email:

Veteran's Place of Birth:

Veteran's State of Residence During Time of Service:



Veteran's Next of Kin

Next of Kin Name and Relationship:

Next of Kin Address:

Next of Kin Telephone Number:

Next of Kin Email:

Veteran's Military Information

Branch of Service:

Commissioned Enlisted Drafted (Circle)

Enlisted (Date):

Discharged (Date):

Was the veteran a prisoner of war? Yes No (Circle)

Did the veteran sustain combat or service-related injuries? Yes No (Circle)

Highest Rank:

Unit (Division, Battalion, Group, Ship, etc.):

Theater of Operation / Location(s) of Military Service:



Battles/Campaigns:

[Empty text box for Battles/Campaigns]

Military Honors: Medals or Service Awards:

[Empty text box for Military Honors: Medals or Service Awards]

Roles in Service:

[Empty text box for Roles in Service]

Special Duties/Highlights/Achievements:

[Empty text box for Special Duties/Highlights/Achievements]

Please Provide a Brief Biography:

[Large empty text box for Please Provide a Brief Biography]

Personal Recollections of General Eisenhower:

[Large empty text box for Personal Recollections of General Eisenhower]

Honored by:

[Empty text box for Honored by]



Interviewer's Information

Interviewer's Name:

Interviewer's Mailing Address:

Extra Information

Please list 3 - 5 Media Outlets in the Veterans Location:



Veteran's Story/Memorabilia Release Form (Required)

To be completed by any/all veterans being interviewed

I, _____, am a participant in the *Ike's Soldiers* project of the Eisenhower Foundation in Abilene, Kansas. I understand that the purpose of *Ike's Soldiers* is to collect written, audio, and video recorded oral histories of America's World War II veterans, as well as related documentary materials such as photographs and manuscripts. These oral histories and related materials serve as a record of American World War II veterans' wartime experiences and as a scholarly, historical, and educational resource for Eisenhower Foundation's IKEducation programs, and the general public.

I understand that the Eisenhower Foundation plans to retain the product of my participation in *Ike's Soldiers*, including but not limited to my interview, presentation, video, photographs, memorabilia, statements, name, images or likeness, voice, and written materials ("My Profile") as part of its permanent database.

I hereby grant the Eisenhower Foundation ownership of any physical property comprising My Profile. Additionally, I hereby grant to the Eisenhower Foundation, the perpetual, non-exclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Profile in any medium.

I hereby release the Eisenhower Foundation, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Profile, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity. Should any part of My Profile be found to include materials that the Eisenhower Foundation deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Foundation may transfer materials or return materials at the cost of the submitter.

Print Name

Signature

Date (month/day/year)

Interviewer's Release Form (Required)



To be Completed by Any/All Interviewers, Recording Operators and Photographers Present

I, _____, am a participant in the *Ike's Soldiers* project of the Eisenhower Foundation in Abilene, Kansas. I understand that the purpose of *Ike's Soldiers* is to collect audio and video recorded oral histories of America's World War II veterans, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Eisenhower Foundation. These oral histories and related materials serve as a record of American World War II veterans' wartime experiences and as a scholarly and historical resource for the IKEducation programs for Eisenhower Foundation, and the general public.

I understand that the Eisenhower Foundation plans to retain the product of my participation in *Ike's Soldiers*, including but not limited to the rights to rights to any video, audio, photographs, likeness, voice, image, etc. from the interview and written materials ("My Profile") as part of its permanent database.

I hereby grant to Eisenhower Foundation ownership of the physical property comprising My Profile. Additionally, I hereby grant to the Eisenhower Foundation, the perpetual, non-exclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Profile in any medium.

I hereby release the Eisenhower Foundation, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of "My Story," including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity. Should any part of My Profile be found to include materials that the Eisenhower Foundation deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Foundation may transfer materials or return materials at the cost of the submitter.

Accepted and Agreed:

Print Name
(Interviewer)

Printed Name Parent or Guardian
(if interviewer is a minor)

Signature

Signature

Date (month/day/year)

Date (month/day/year)



Material Identification Sheet

To be printed out and mailed with any and all physical materials.

Interviewer Info:

Name:

Address (Street, City, State, ZIP):

Telephone:

Email:

Veteran Info:

Name (first name, middle initial, last name, suffix, e.g. Jr., II, etc.):

Name of Interview Location: *(Ex: Home of veteran in Kansas City or Los Angeles Public Library)*

Telephone:

Email:

Materials Info:

Please provide an itemized list of materials in this box:



Accepted Media And Format Standards For Recorded Video or Audio Interviews

Use the highest quality recording equipment available.

The Eisenhower Foundation requires submission of unedited materials in their original format.

Record only one interview per media.

Do not write on, add labels to or copy protect any CD or DVD.

Do not modify previously created content prior to submission.

Please contact info@ikessoldiers.com to confirm acceptability before donating material in a format other than those listed.

Recordings requested to be at least 30 minutes in length. Always choose a quiet, indoor location, and test device before recording.

Eisenhower Foundation accepts the following media:

- DVD-R
- Digital Video (DV)
- MiniDV
- DVCAM
- DVCPRO
- CD-R
- Audio Cassettes
- USB (thumb/flash) drives

Use the following file extensions when creating new content:

- WAV (audio) on CD-R or a USB (thumb/flash) drive Specifications: 96 kHz, 24-bit (suggested) or 44.1 kHz, 16-bit
- MPEG-2/MPG (audio/video) on DVD-R or a USB (thumb/flash) drives.
- MPEG-4/MP4 (video) on DVD-R or a USB (thumb/flash) drive
- MOV (video) on DVD-R or a USB thumb/flash drive

Please contact info@ikessoldiers.com to confirm acceptability before donating material in a format other than those listed.

For iOS Users (iPad, iPhone, iTouch)

- Use “Camera” App for video recordings
- Use “Voice Memo” App for audio recordings
- Set default video format to MOV
- Set audio quality to at least 44.1 kHz (16-bit)
- The 96 kHz (24-bit) setting is ideal.
- Import recordings through “iTunes”
- Submit recordings to EF on either CD/DVD or USB

For Android Users:

- Use “Camera” App for video recordings
- Use “Camera” App for video recordings
- Set default video format to 3GP
- Use “Voice Recorder” App for audio recordings
- Set audio quality to at least 44.1 kHz (16-bit)
- The 96 kHz (24-bit) setting is ideal.
- Import recordings through USB Cable
- Submit recordings to EF on either CD/DVD or USB (thumb/flash) drive



Sample Letters: Setting Up Your Interview

Below you'll find some examples of letters for correspondence with your veteran. If you are sending an email, text, or handwritten note and don't know what to say, feel free to use what we've provided below, and edit as needed!

Asking to interview a veteran...

Dear _____,

I hope this note finds you well. My name is _____ and I'd love to interview you about your service as a soldier in World War II and your perspective on General Eisenhower for an Eisenhower Foundation project called *Ike's Soldiers*.

Ike's Soldiers is an initiative to collect and keep stories from the heroes of World War II. We recognize the sacrifice you made to protect our country and we'd like to honor that by video recording your stories and keeping it as part of the Ike's Soldiers Library Collection & Video Database.

If you agree to be part of this project, you'll receive a copy of the interview for you and your family to keep. In addition, you have the option to donate any original photographs, letters, journals, etc..

It would be an honor to hear and capture your story for this project.

If you would like to move forward with this interview or have any questions, you can reach me at: (YOUR CONTACT INFORMATION) .

Thank you for your time. I look forward to hearing from you soon,

(YOUR NAME)

Reminder & Information for interview...

Dear _____,

This is a reminder that our *Ike's Soldiers* interview is scheduled for (TIME) (DATE) (LOCATION). Please be sure to bring any old photographs, or memorabilia you may have, and wear something comfortable.

I look forward to seeing you! Let me know if you have any other questions.

(YOUR NAME & CONTACT INFORMATION)



Sample Thank You Letter...

Dear _____,

Thank you again for taking the time to share your story with me! I have submitted the interview to *Ike's Soldiers*. The Eisenhower Foundation will send you a postcard once everything has been processed and made available to view.

It was a pleasure meeting you and spending time with you,

(YOUR NAME & CONTACT INFORMATION)



REQUESTED QUESTIONS

What makes this collection of interviews unique is that we have captured these stories in relationship to General Eisenhower's leadership, giving an interesting perspective on history. So in addition to getting each veteran's World War II experiences, **please make sure you ask the veteran* at least one of the following questions at some point in the interview:**

1. Did you ever have any interactions with General or President Eisenhower?
 - a. If so, what do you remember? Please get as much detail as possible.
 - b. How did he make you feel?
 - c. What did he say or do that impressed you?

2. Was there anything significant you remember about being under Eisenhower's command?
 - a. What was his leadership style?
 - b. What kind of an impression did he make on you?
 - c. How did it impact your life?

** Not applicable if veteran served in the Pacific Theater.*

SAMPLE INTERVIEW STRUCTURE

1. Introduction / Biographical information
2. Early Service
3. Wartime Service
4. End of Service
5. Eisenhower Qs
6. Reflection
7. Conclusion
8. Wrap up & thank your veteran for taking the time to share their recollections of their military service.



SAMPLE INTERVIEW QUESTIONS

It is the interviewer's job to be a good listener and to make the interviewee feel comfortable. Each interview session will be unique. The following is an outline (not a script) to help the interviewer guide the veteran through the conversation. Tailor the questions as you and the veteran see fit, and focus on asking thoughtful follow-up questions on topics of conversation that might be of interest to historians and researchers. Please have at least 10 Questions, including the Questions about Eisenhower's leadership prepped before you start.

Biographical Details

1. Where were you born?
2. Who are/were your parents and what are/were their occupations?
3. Who are/were your siblings? Names and genders? Which, if any, serve/served in the military?
4. What were your parents' or siblings' feelings about you joining the service?
5. What primary and secondary schools or college did you attend?
6. Did you hold any jobs before entering the service? After? [details welcome] Any of these jobs due to your service and/or training received while serving?

Early Days of Service

1. Can you tell us about when you went into the military? Were you drafted, or did you enlist?
2. (If enlisted) Why did you join?
3. What or who did you leave behind (family, child, pet) when you left to serve? How did you feel? What were your biggest fears ...and expectations?
4. In which branch did you enter?
5. (If enlisted) Why did you choose that branch?
6. How did you get to your initial point of entry?
7. What type of training or schooling did you have? (Advance Course Warrant Officer Basic, Warrant Officer Advance, Warrant Officer Senior Course, "Bootstrap" Command and General Staff College or equivalent, War College or equivalent (getting a degree-either Bachelors, Masters or PhD).
8. What is your most vivid memory of your time training or in school? What was the best part? What was the worst part?
9. Does any particular instructor stand out in your mind? If yes, why?
10. What was your first assignment after basic training?
11. Did you receive any specialized training? If so, what?
12. Do you recall your instructors? If so, what were they like?
13. Did you qualify with equipment (vehicles, aircraft, radios, weapons, etc.)? If yes, what was training with that equipment like?
14. What was the hardest part of training?
15. Did you receive any promotions? Could you tell me about them?



16. What was the hardest part of the military lifestyle for you to adapt to? Tell us more why.?
17. What was the easiest part of the military lifestyle for you to adapt to? Why?

Wartime Service

Recommend using Wartime Service Questions as natural follow ups when individual starts describing wartime service.

1. Where did you serve?
2. What are your recollections of that experience?
3. Were you in a combat, combat support, or combat service support role? Or did the war zone make that designation irrelevant?
4. (If combat/ wartime) How did your combat (wartime) experience change you?
5. What kinds of friendships and camaraderie did you form while serving, and with whom?
6. How did you stay in touch with family and friends?
7. What did you do for recreation or when you were off duty?
8. Do you recall any particularly humorous or unusual events?
9. Was there something you did for "good luck"?
10. What was the best part of your service experience?

End of Service

1. Do you recall the day service ended? Where were you when your service ended?
2. Did you return home? Where were you?
3. How were you received by your family and community?
4. How did you re-adjust to civilian life? Did you work or go back to school?
5. Did the G.I. Bill support your education?
6. How did service change you?
7. Did you continue any friendships after service? For how long?
8. How did service affect the way you relate to others?
9. Did you join a veteran organization?
10. Do you attend reunions?

Reflections

1. How did your military service experiences affect your life?
2. What are some life lessons you learned from your military service?
3. How has your military service impacted your feelings about war and the military in general?
4. What message would you like to leave for future generations who will view/hear this interview?



Conclusion

1. Is there anything you would like to add that we have not covered in this interview?
2. Is there anything you've always wanted to share about your service or veteran experience that you never have?
3. What would you like people to know or remember from your story?
4. Is there anything else we should talk about that we haven't covered?
5. What do you wish more people knew about veterans?
6. What is the biggest, most important lesson that the service taught you?



DO'S & DON'TS

DO	DON'T
Send original photos, writings, unedited video (Unless you are a student participating in our student program)	Send photocopies or scans, edited video (Unless you are a student participating in our student program)
Conduct interviews in a quiet, indoor location	Conduct interviews outside or in noisy areas
Set up the recording equipment in advance	Adjust equipment/zoom during recording
Interview U.S. military veterans from World War II	Interview non-U.S. military veterans or Veterans from other wars (You can send those to VHP)
Record veterans' firsthand experiences	Record or disclose private information or serial numbers
Send photographs, original written materials and 2-D art, uniforms, dog tags or other artifacts <i>*optional</i>	Collect items and submit without permission or without giving copies to the vet.
Place CDs, DVDs or thumb/flash drives in labeled cases or envelopes	Label or write directly on CDs, DVDs or thumb/flash drives
Ensure CDs, DVDs or thumb/flash drives are playable before sending	Copy protect CDs, DVDs or thumb/flash drives
Submit all required forms for each veteran	Submit materials without required forms
Use a shipping service that offers tracking	Ship package without tracking
Submit one veteran's interview per media	Submit group/multiple interviews on one media



SUBMISSION PROCESS

After the interview, thank your veteran. Be sure to take a portrait image and/or collect a photo of them in their uniform to submit digitally (scans preferred). If they have any artifacts that they would allow you to take a picture of, these can be valuable for telling their story. The veteran also has the option to donate these items to Eisenhower Foundation, you can send to the address below.

Send in your unedited interview and any other digital materials using the submission form on the website.

If you are a student, please be sure to send in an edited version of your interview according to the submission guidelines for students (See [Student Info Packet](#)).

After filling out all of the appropriate paperwork, the submission process for your interview and artifacts is fairly simple. You can enter a majority of the information on www.ikessoldiers.com, General Submission Page, and include digital files (scans, images, etc.) in the “Attachments” section as well.

For all materials that are unable to be submitted digitally, you can ship directly to Eisenhower Foundation. Be sure to include the Material Submission Form so that we can easily identify the veteran, the materials and the story behind them. We highly recommend that you include tracking on your package. Mailing address for physical materials is:

**Eisenhower Foundation
Attn: Ike’s Soldiers
P.O. Box 295
Abilene, KS 67410**

