

# 2017-2018 American Legion Auxiliary Historian Program Action Plan

The Historian's purpose is to accurately record the accomplishments and significant events that occur on the national, department, district/county and unit level during the course of her term.

## Committee Contact Information

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## Programs and Activities

It should be the responsibility of the historian to record the activities throughout the year;

1. The historian should develop a system to archive important communications such as newsletters, handbooks, guidebooks, brochures and program information.
2. Include current events that impact the American Legion Auxiliary and its programs/projects in the written history of the year.
3. Encourage senior and junior historians to participate in the Veterans History Project. (<http://www.loc.gov/vets/kit.html>).
  - a. Work with the Junior Activities chairman to promote the Veterans History Project through Facebook, emails and during meetings.
  - b. Stress the importance of collecting the history and the ease of participating in the project through all communications.
  - c. Highlight details of the project on the national historian's webpage.
4. Collect information about famous Auxiliary members.
  - a. Include information such as members' full names, years of Auxiliary membership, details of what they did, who they are and why they're famous. Also include where you found the information. Examples would be the first woman to work in government (Local or State) or a member who started an organization that relates to the American Legion Auxiliary mission.
  - b. All information should be sent to the national historian, as it is collected throughout the year, with a deadline of July 1, 2018.
5. Participate in and promote the Members Remembers History Project.
  - a. Work with the Junior Activities chairman to promote their involvement in recording and posting these histories to the Internet.
  - b. Stress the importance of collecting the Auxiliary's history and the ease of participating in the project through all communications.

**Department History Award Contests**—We encourage both Units and Districts to participate in the Department History Award Contests. Narratives and Scrapbooks will be judged on the following:

- a. Introduction
- b. Historical Content
- c. Appearance
- d. Arrangement
- e. Deadline
- f. (See “Rules and Score Sheet”)

## Historian Awards

1. History Book Narrative Awards
  1. **Dorothy Goetz Citation**—District submitting the best District History
  2. **Judge Paul V. Gadola Citation**—Unit submitting the best Unit History
  3. **Baynes-Campbell Citation**—Most outstanding coverage of the American Legion Auxiliary Calendar of Activities
  4. **Marie Schrupf Citation**—Best Junior History
2. History Scrapbook Awards
  1. **Loretta Fisher Citation**—District submitting the best History Scrapbook
  2. **Dorothy Stacy Citation**—Unit submitting the best History Scrapbook
  3. **Kay Mishler Citation**—Best Junior History Scrapbook
  4. **Nora T. Wilson-Abbyss Citation**—Best History Summary

## Resources

1. National Constitution, Bylaws, and Standing Rules of the ALA.
2. Policies and Procedures of the American Legion Auxiliary
3. Rules for District/Unit/Junior History Contests (See attached)
4. Veterans History Project: <http://www.loc.gov/vets/kit.html>



## **RULES FOR SENIOR AND JUNIOR HISTORY BOOKS**

### **I. Introduction (10 scoring points)**

1. Title Page
  - a. District/Unit/Junior History of \_\_\_\_
  - b. Name of District/Unit/Junior Historian
  - c. Date: Current administrative year
2. Foreword or Dedication
3. Photograph of District/Unit/Junior President (5 x 7 in. black and white or color.)
4. Prayer
5. Pledge of Allegiance to the United States of America
6. First verse of "The Star-Spangled Banner"
7. Preamble to the Constitution of the American Legion Auxiliary

### **II. Historical Content (70 scoring points)**

1. List of elected and/or appointed District/Unit/Junior Officers for current administrative year
2. List of District/Unit/Junior Chairmen or committee appointments for current administrative year
3. List of National and/or Department Officers and appointed committee members from your District/Unit/Junior Units for current administrative year
4. List of Department and/or National Awards received at the previous Year's National and/or Department Convention by your District/Unit/Junior Unit.
5. The history shall be written as a factual narrative beginning with the Installation of Officers for the current administrative year, and ending with the summary of end-of-year reports and closing events for that administrative year.
6. The signature of the District/Unit/Junior Historian should immediately follow the final paragraph of the history. (Juniors must have the signature of the District/Unit Junior Activities Chairman.)
7. Index (optional)

### **III. Appearance (10 scoring points)**

1. Cover: Soft cover binder, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain, white, 8 1/2 x 11 in.
3. Page Setup:
  - a. Margins – Left and right margin should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inch from the bottom of the page.
4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the District/Unit/Junior President, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star-Spangled Banner" and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.

5. Text: 12-point font, Times New Roman or Arial style font
6. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

**IV. Arrangement (10 scoring points)**

1. Written in third person
2. Clear, concise language with correct spelling
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
4. Be original and unique in thought and presentation

**V. Deadline:**

District/Unit/Junior History Books must reach the District Historian by March 30, 2018. District winners, accompanied by a **Green Verification Slip**, must be brought to the display area by 12:00 p.m. Thursday at Department Convention.



## **RULES FOR DISTRICT/UNIT/JUNIORS HISTORY SCRAPBOOK**

### **I APPEARANCE (20 POINTS)**

Same as History Book, except you may use tasteful drawings or illustrations on introduction pages. Judging will include cover, paper, appearance and originality. See "Appearance" under History Book details. Scrapbook may be 8.5 inches x 11 inches or 12 inches x 12 inches as most scrapbooks.

### **II INTRODUCTION: SINGLE SPACED AND CENTERED (10 POINTS)**

Same as "Introduction" pages under History Book. (Title page, Dedication, President's Picture, Prayer, Pledge, National Anthem, Preamble, and Table of Contents.

### **III LISTS: DOUBLE SPACED (10 POINTS)**

List of Officers, Chairmen, and Committee appointments, etc. See "Historical Content" items in History Book rules.

### **IV NARRATIVE: DOUBLE SPACED (20 POINTS)**

History is not to exceed 2000 words. Judging will be on originality, correct spelling, punctuation and correct spacing. See "Appearance" in History Book rules.

### **V SCRAPBOOK ITEMS (40 POINTS)**

Pictures (labeled), newspaper clippings, mementos, etc. These will be judged on the attractiveness of the content and the material that is included. These items should pertain to the District/Unit/Junior Unit members and functions only. Neatness, the labeling of items, originality and the number of American Legion Auxiliary programs covered will be considered. If photos or articles are from a function that is not directly related to an Auxiliary function PLEASE indicate the Auxiliary's role. Example: photos and newspaper article of a Memorial Day parade that was put on by the American Legion. Please indicate that the Auxiliary placed wreaths and supplied dinner.

### **VI SIGNATURE**

The signature District/Unit/Junior Historian and her District/Unit president or Unit Junior Activities Chairman should be on the last page.

### **VII DEADLINE**

History Scrapbook entries must reach the District Historian by March 30, 2018. District winners, accompanied by a **Green Verification Slip**, must be brought to the display area by 12:00 p.m. Thursday at Department Convention.



### **RULES FOR HISTORY SUMMARY**

Summary should include: Title Page "The Summary History of \_\_\_\_\_" and the date submitted. The history of the founding of the Post and its names. The history of the founding of the Unit. Highlights of year by year and list any past presidents. Last page: A list of Historians and members who worked on the summary.

### **PLEASE REMEMBER**

All books which are entered into competition **MUST** be to District Historian by March 30, 2018. Each District must complete a **Green Verification Slip** for their winning entry and bring the entry with the green slip to Department convention and deliver it to the display area no later than **12:00 Noon on Thursday**.

**All History Books or scrapbooks submitted MUST be for the current administrative year (2017 – 2018)!!!**

**All History Books or Scrapbooks received after 12:00 p.m. on Thursday will be disqualified!!!**

**Unit consolidated report is due to district by March 30, 2018.**

**District consolidated report is due by April 15, 2018.**

The above dates are subject to change based on the release of the National Historian Guide. Use the above dates unless otherwise notified.