

# 2018-2019 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 May 15, 2019.
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- b. Historical Content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>



## HOW TO RECORD AND POST TO “MEMBERS REMEMBER”

**Committee:** History

**Contact Information for Questions:** [History@ALAforVeterans.org](mailto:History@ALAforVeterans.org)

**Objective:**

Record the ALA’s history through the eyes of its members

**Background Information**

The history of the American Legion Auxiliary begins back in November 1919, and continues with you. The organization’s history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA’s programs and projects to fulfill our mission of serving the veterans, service members, and their families who sacrifice much for this country of ours.

A written history can only tell so much. However, when an organization’s history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

**Step-by-Step Instructions**

Here are some tips:

- This is a two-person project so find someone to assist. This is a good time to enlist the help of your 9<sup>th</sup>-12<sup>th</sup> grade Junior members as it is a required activity in earning the History Patch. If your unit does not have Junior members, enlist the assistance of college students.
- Find longtime members of the Auxiliary and ask them to share their stories in a video. These stories can be about:
  - A special project,
  - A particular highlight during her membership
  - How many generations of her family have been members and why
  - If a chartered member, her experience in starting the unit
- Find a location where it is quiet and where there will be no interruptions.
- Record with iPhones/Smartphones. Please keep in mind that your video file must be either a .mov; .avi; .mpeg; or a .wmv file extension.
- Each recording should be no longer than five (5) minutes long. You may make more than one. Cover one topic in each video.
- Post the video on YouTube. An instructional video on how to upload is located at [www.youtube.com/watch?v=\\_O7iUiftbKU](http://www.youtube.com/watch?v=_O7iUiftbKU).
  - Go to YouTube at <https://www.youtube.com>
  - Give the video the following title: ALA Dept. of (two letter abbreviation for your state) Unit\_\_\_Members Remember.
  - Provide a description and tags that will help people locate the video easily.
  - Under Category, click on Nonprofits & Activism.
  - Under Privacy, click on Share your video with the world.
  - Click Save Changes



## **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, 2019. 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, 2019. District winners, accompanied by a **Green Verification Slip**, must be brought to the display area by 12:00 p.m. Thursday at Department Convention.

### **VII 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, 2019. 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 (2018 – 2019)!!!**

**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, 2019.**

**District consolidated report is due by April 15, 2019.**

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



## HOW TO RECORD YOUR DEPARTMENT'S HISTORY

Committee:

National Historian

Contact Information for Questions:

historian@ALAforVeterans.org or national historian (see National Historian Programs Action Plan for contact information)

Step-by-Step Instructions:

It's important for every department to have a yearly history written. Here are some tips on what to include:

- Write the history in a third-person narrative. Your job is that of an intermediary – someone who witnessed the events and then describes them for the reader. Do not include your thoughts or comments on the events – only the occasion, the people involved, and what occurred.
- Be sure to start recording events as soon as the department president is sworn in at your department convention. Include her theme for the year and how it relates to the mission of the American Legion Auxiliary.
- Department president visits to units are important, so be sure to also include examples of what she did to support veterans, military, their families and communities.
- If the national president visits your department, please include in your history how she helped your department focus on the American Legion Auxiliary's mission.
- Include all member activities as part of the department history, not just activities of the president.
- Record special events that occur during the year. Examples:
  - Your state gets a declaration for poppy month.
  - Your department conducts a big fundraiser for the National Veterans Creative Arts Festival.
  - Record any current events that affect American Legion Auxiliary members, and include information about the Auxiliary's response to an event. For example, if there is a weather disaster, write about how your members went above and beyond to help in the community, etc.
- Any time your department gets media coverage (i.e., a PSA on the radio or press release in the paper); include the details in your history.
- Pick out impressive statistics from other department committees. Examples:
  - Your AEF funds greatly increase.
  - You send more girls to ALA Girls State.
- End the history with information about your department convention that ends the year.

Once complete, present the department president the history for the year, and give the department a copy for its files.



## American Legion Auxiliary National History

### Contest Rules – Senior Member

The recording of the American Legion Auxiliary's history at all levels (unit, department, and national) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA National organization annually conducts a National History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage departments to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the respective national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest. The winner in the senior category is the recipient of the ALA Toomey Award. This award came at the behest of the Department of Georgia in 1924, named in honor of one of their distinguished members, Maude Lynch Toomey.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

Division \_\_\_\_\_ Department \_\_\_\_\_

Department Historian's Name \_\_\_\_\_  
First Last

Department Historian's Address \_\_\_\_\_  
Street  
City State Zip

Department History Contest Deadline:

A department history **MUST BE RECEIVED** by the appropriate national division vice president **NO LATER than July 17, 2019** to be eligible for judging.

## Department History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

### **I. Introduction, Inclusions** (10 scoring points) \_\_\_\_\_points

1. Title Page
  - a. American Legion Auxiliary Department of \_\_\_\_\_History
  - b. ALA department administrative year mo/yr to mo/yr
  - c. Name of department historian
2. Foreword or dedication
3. A prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of "The Star Spangled Banner"
6. Preamble to the Constitution of the American Legion Auxiliary

### **II. Department Information** (10 scoring points) \_\_\_\_\_points

1. List of elected and/or appointed department officers for the current administrative year
2. Photograph of department president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of department chairmen or committee appointments for current administrative year
4. List of national officers and appointed committee members from your department for current administrative year
5. List of department or national awards received at the previous National Convention
6. The typed name/title and written signature (typed signature if submitting it electronically) of the department historian should immediately follow the final paragraph of the history.
7. Index (optional)

### **III. Appearance - Formatting** (10 scoring points) \_\_\_\_\_points

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 1/2 x 11 in.\*
2. Page Setup:
  - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.
  - b. Pagination – Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 in. from the bottom of the page.

3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the department 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.
4. Text: 12 point font, Times New Roman or Arial style font

*\*Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department’s mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.*

**IV. Content** (70 scoring points) \_\_\_\_\_ **points**

1. The ALA department annual history shall be written as a factual narrative beginning with the installation of department officers at department convention, and ending with the summary of end-of-year reports and closing events for that ALA administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be sure the department annual history truly represents a historical account of the department – what the department accomplished. A department history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the department and its collective members mission achievements.

Total Points \_\_\_\_\_



## American Legion Auxiliary National History Contest Rules – Junior Members

The recording of the American Legion Auxiliary’s history at all levels (unit, department, and national) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA National organization annually conducts a National History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage departments to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the respective national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

Division \_\_\_\_\_ Department \_\_\_\_\_

Department Junior Historian’s Name \_\_\_\_\_  
First Last

Department Junior Historian’s Address \_\_\_\_\_  
Street  
City State Zip

Department History Contest Deadline:

A department history **MUST BE RECEIVED** by the appropriate national division vice president **NO LATER than July 17, 2019** to be eligible for judging.

## Department History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

### **I. Introduction, Inclusions** (10 scoring points) \_\_\_\_\_points

1. Title Page
  - a. American Legion Auxiliary Department of \_\_\_\_\_ Junior History
  - b. ALA department administrative year mo/yr to mo/yr
  - c. Name of honorary department Junior historian
2. Foreword or dedication
3. A prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of "The Star Spangled Banner"
6. Preamble to the Constitution of the American Legion Auxiliary

### **II. Department Information** (10 scoring points) \_\_\_\_\_points

1. List of elected and/or appointed honorary department Junior officers for the current administrative year
2. Photograph of honorary department Junior president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of the five (5) honorary national Junior division vice presidents for the current administrative year
4. List of department or national Junior awards received during the year
5. The typed name/title and written signature (typed signature if submitting it electronically) of the honorary department Junior historian should immediately follow the final paragraph of the history.
6. Index (optional)

### **III. Appearance** (10 scoring points) \_\_\_\_\_points

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use the letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11 in.\*
2. Page Setup:
  - a. Margins - Left and right margins should be 1.25 in.; top and bottom margins should be 1 in.
  - b. Pagination – Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 in. from the bottom of the page.

3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the honorary department Junior historian, 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.
4. Text: 12 point font, Times New Roman or Arial style font

*\*Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department’s mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.*

**IV. Content (70 scoring points) \_\_\_\_\_points**

1. The ALA department Junior history shall be written as a factual narrative beginning with the installation of department Junior officers and ending with the summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan for guidance.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation
7. Be sure the department annual history truly represents a historical account of the department – what the department accomplished. A department Junior history lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the department and its collective members mission achievements.

Total Points \_\_\_\_\_



## ALA National President's Visit Form

Please return this form as soon as possible after the national president has visited your department to:

Brenda Collins, National Historian  
5 Clingstone Drive  
Taylors, SC 29687-2820  
Or via email to: [brendacollins@charter.net](mailto:brendacollins@charter.net)

Name of department \_\_\_\_\_

Department historian's name \_\_\_\_\_

Contact information (phone and/or email) \_\_\_\_\_

Date(s) of national president's visit: From \_\_\_\_\_ To \_\_\_\_\_

What events did the national president attend while visiting your department? \_\_\_\_\_

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Did she visit a VA hospital, medical center, or veteran's nursing home? If yes, please provide name of facility & details: \_\_\_\_\_

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Did your department donate to the national president's project? --  
If so, how much? \_\_\_\_\_

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Were any significant gifts presented to the national president?  
If, so what were they? \_\_\_\_\_

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How were Junior members involved in the national president's visit? \_\_\_\_\_

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Do you have other information that should be included in the 2018-2019 history? Provide details here.

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If necessary, please use the reverse side or attach a second page in describing the national president's visit. Please submit this form to the National Historian as soon after the visit as possible. Thank you so much for participating!