



2025-2026
American Legion Auxiliary
Department of Michigan History Guide

The Historian's purpose is to accurately record significant accomplishments and events that occur at the national, department, district/county, and unit levels during their term.

Committee Chairman

Darlene Jones
5425 Pine Knob Lan
Clarkston, MI 48346
Phone: 248.460.3405
Email: darlenejones5027@yahoo.com

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.
 - b. All information should be sent to the national historian, as it is collected throughout the year, with a deadline of July 1, 2026.
5. Participate in and promote the Members Remember 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- b. Historical Content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

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 Schruppf 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

RULES FOR DISTRICT/UNIT/JUNIORS HISTORY

I INTRODUCTION (10 POINTS)

- 1. Title Page
 - a. District/Unit/Junior History of _____
 - b. Name of District/Unit/Junior Historian
 - c. Date: current administrative year (2025-2026)
- 2. Forward or Dedication
- 3. Photograph of District/Unit/Junior President (5x7 in. black & white or color)
- 4. Prayer
- 5. Pledge of Allegiance to the Flag of the United States of America
- 6. First verse of “The Star-Spangled Banner”
- 7. Preamble to the Constitution for the American Legion Auxiliary

II HISTORICAL CONTENT (70 POINTS)

- 1. List of elected and/or appointed District/Unit/Junior Officers for the current administrative year
- 2. List of District/Unit/Junior Chairpersons or committee appointments for the current administrative year
- 3. List of National and/or Department Officers and appointment committee members from your District/Unit/Junior Unit for the 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 Chairperson.)
- 7. Index (optional)

III APPEARANCE (10 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 an imprinted seal.
2. Paper: Plain, white, 8-1/2 x 11 in.
3. Page Setup:
 - a. Margins – Left and right margins 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 inches 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
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 POINTS)

1. Written in the 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, 2026. District winners, accompanied by a COMPLETED Verification slip, must be brought to the display area by 12:00 p.m. (noon) on Thursday at the 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 the 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, Chairpersons, and Committee appointments, etc. See “Historical Content” items in the 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 the 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 a 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. (Sometimes less is more. Must have pictures labeled with everyone’s name)

VI SIGNATURE

The signature of the District/Unit/Junior Historian and their 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, 2026. District winners, accompanied by a COMPLETED Verification slip, must be brought to the display area by 12:00 noon on Thursday at the Department Convention.

VII RULES FOR HISTORY SUMMARY

Summary should include a 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 that are entered into competition MUST be submitted to the District Historian by March 30, 2026. Each District must complete a Green Verification Slip for their winning entry and bring the entry with the green slip to the Department Convention, delivering it to the display area no later than 12:00 P.m. on Thursday.

All History Books or scrapbooks submitted MUST be for the current administrative year (2025-2026)!!!

All History Books or Scrapbooks received after noon on Thursday will be disqualified!!!

The unit consolidated report is due to the district by March 30, 2026. The district consolidated report is due by April 15, 2026.

Remember when putting together your scrapbook, less is more if you do not know who is in the picture then leave that picture out. All Pictures must be accurately labeled.

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

Please Note: The History Book is a written history of your Unit/District and Department

1. The ALA Unit/District and department Junior history shall be written as a factual narrative beginning with the installation of 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 the third person. Please refer to the “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. (These can be used in the **scrapbook**, however)
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 Unit/ District or Department's annual history truly represents a historical account of the Unit/District or Department, and what the department accomplished. A 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 itinerary. The content is about the Unit/District and Department and its collective members' mission achievements. Total Points _____