



AMERICAN LEGION AUXILIARY
Department of Ohio

2009-2010
HISTORY
PLAN OF ACTION

Department of Ohio Historian

CHAIRMAN : Anne Michel
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REPORT DUE : May 1, 2010

SEND REPORT TO : Anne Michel
15300 South River Road
Pemberville, Ohio 43450



Communication Is Key
Martha Lee Thatcher
2009-2010 Department President

HISTORIAN

2009-2010

History by definition is the written record of important events and their causes. It is a story of real events and the historian is the writer of that history.

OBJECTIVES

1. **OBJECTIVE** – To promote the importance of Department and Unit History by accurate record keeping through participation in the history narrative and scrapbook projects.

Action Steps:

- a. Complete a Unit Scrapbook.
 - b. Write the Unit's History in the Senior History Narrative.
 - c. Complete End of Year Green Reports recording the Unit's Events throughout the year.
2. **OBJECTIVE** – To Preserve History by participating in the Veterans History Project and the Cavalcade of Memories Museum Project.

Action Steps:

- a. Involve Junior Members in projects.
- b. Encourage Units members to cut out clippings, take photos and record your Unit's Projects.

"There is a history in all men's lives."

William Shakespeare, 1564-1616

The American Legion Auxiliary is celebrating its 90th anniversary this year. It is time to reconnect and energize our organization. National President Rita Navarrete encourages all to "Reconnect with our heritage to strengthen our future". What will our legacy be? Now is the right time to record the historical milestones of our achievements.

The Historian is asked to record the monthly events that take place in the Unit, District, and Department. This written record now becomes our connection to the past and strength for the future.

Start your story with the installation of your 2009-2010 officers. Write a paragraph each month of your Unit's activities. Next, get to know your American Legion Family better by finding out about their war time experiences. Thru the Veterans History Project great stories of the past can be preserved. See below to find out how.

Veterans History Project: This project was started in 2000 and the primary focus is on first-hand accounts of U.S. Veterans from WW I, WW II, Korean War, Vietnam War, Persian Gulf War and Afghanistan and Iraq conflicts. The project is made possible by the generous support of the United States Congress.

The project relies on the American Legion Auxiliary volunteers to collect and preserve stories of wartime service. These stories can be told through (1) Personal Narratives, written or video-

taped, (2) Correspondence of postcards, letters or personal diaries or (3) Visual Materials such as photographs, drawings or scrapbooks.

One can learn so much more about the project by visiting www.loc.gov/vets. Should you not have access to a computer, ask one of your working members to print you a copy. It is truly worth the effort to get a copy and being a part of telling the history of our veterans.

Some helpful suggestions:

1. Ask all members of your Post to submit their stories.
2. Visit VA Hospitals, Medical Centers, Homes for Veterans and local nursing homes to collect stories of our veterans.
3. Visit the Veterans History Project at <http://www.loc.gov/folklife/vets> for program details.
4. Gather stories from the veterans in your community.

Unit Memories: The recording of memories is a part of the Unit Historian's responsibilities. A display case, shelf or easel with photographs, newspaper clippings and scrapbooks can be used to let your Unit Members know what **IS** happening or **GOING** to happen each month. This does not take up a lot of space and your entire Legion Family can be inspired by your 'memorabilia' with changing it regularly to encourage conversation and information about our programs.

Your local library has a section that ensures the preservation of the American Legion Auxiliary's history. They accept donations of newspaper clippings, magazine articles, photographs, medals and ribbons which all tells the story of a past leader and member of a Unit or Department. You only need to give them your precious items, along with your histories for their safe keeping.

Senior History Narrative: Each Unit Historian is asked to submit a narrative on their Unit's events and activities for 2009-2010. Just follow the rules for this and send along with your year end report by May 1, 2010.

Senior Scrapbook Contest: Each Unit Historian is asked to submit a scrapbook with pictures, newspaper articles and programs. Just follow the rules for this and send by May 1, 2010.

HISTORY AWARDS

CERTIFICATE OF ACHIEVEMENT will be awarded to the Unit submitting the best annual green report form. (The Annual (green) Report Form is due by May 1, 2010).

CERTIFICATE OF ACHIEVEMENT will be awarded to the Unit submitting the best History Scrapbook.

CERTIFICATE OF ACHIEVEMENT will be awarded to the 2nd and 3rd place Best All-Around History based on the narrative.

A **PLAQUE** will be awarded to the Unit with the Best All-Around History based on the narrative.

HISTORY RESOURCES

1. Issues of the **National News** and **HomeFront** Magazine provides information and ideas that can be used in preparing your history.
2. The 1980-1990 **American Legion Auxiliary History Book** (355.213) is available through Emblem Sales by logging onto <http://emblem.legion.org> or dialing 888-453-4466. Your membership can get a complete set for reference.
3. The **Auxiliary Alphabet of Writing Tips** can be found on pages 38-40 of the **Public Relations Handbook**. The handbook (355.212) can be purchased through Emblem Sales at the information in item #2 above or by logging onto www.legion-aux.org.
4. Click on 'American Memory' at the **Library of Congress website** – www.loc.gov - for ideas and information about history in everyday life.
5. Visit the **Veterans History Project website** – www.loc.gov/vets - for project information as well as submission guidelines.

RULES FOR SENIOR HISTORY NARRATIVE

I. INTRODUCTION (10 POINTS)

1. Title Page – Single-spaced and centered in middle of the page:
 - a. History of Unit Name and Number, District Number.
 - b. Name and Address of Unit Historian.
 - c. Date: 2009 – 2010.
2. Forward or Dedication.
3. Picture of Unit President.
4. Prayer.
5. Pledge of Allegiance.
6. First verse of ‘The Star Spangled Banner’.
7. Preamble to the Constitution.
8. Table of Contents.

II. HISTORICAL (60 POINTS)

1. List of all elected officers with names.
2. List of all appointed officers with names.
3. List of all chairman with names.
4. The history should be written as a factual narrative beginning May 1, 2009 or with the installation of officers. No more than 1,500 words.
5. The signature of the Unit Historian should immediately follow the final paragraph of the history.

III. APPEARANCE (10 POINTS)

1. Cover: binder for loose-leaf paper, red or blue, with American Legion Auxiliary Emblem centered on the cover or regulation binder with imprinted seal.
2. Paper: plain bond 8-1/2” x 11”.
3. Margins: left – 1”, right - .75” with leaving 1” from the top and bottom of each page. Page numbers are to be centered at the bottom of each page.
4. Spacing: All spacing is to be double-spaced, with the exception of the introductory pages (title page and picture of Unit President), which shall be centered in the middle of each page.
5. Black type only:
 - a. Should be clear and clean.
 - b. Erasures are permissible.
 - c. Standard typewriters, word processors or computers may be used. Clear handwritten histories are acceptable and welcomed so there may be a history of each Unit.

IV. ARRANGEMENT (20 POINTS)

1. Written in narrative form but not necessarily in the third person with complete sentences and correct spelling, no more than 1,500 words.
2. Newspaper articles and/or clippings.
3. Programs.
4. Pictures (with brief captions and dates).

V. DEADLINE

1. History must be postmarked no later than May 1, 2010.

RULES FOR SENIOR UNIT SCRAPBOOK ENTRIES

I. ENTRY

1. Title Page:
 - a. 'Scrapbook' of Unit (Name, Number and District).
 - b. Name and Address of Unit Historian.
 - c. Date: 2009 – 2010.
2. Chronological History:
 - a. Pictures (brief captions and dates) of Officers and Chairmen.
 - b. Newspaper Articles.
 - c. Programs.

II. FORMAT

1. Red or Blue notebook with paper size: 8-1/2" x 11" or larger.
2. Typewritten, word processor or computer may be used.
3. 'Scrapbook' is to appear on the front cover.
4. Signature of entrant.

III. DEADLINE

1. 'Scrapbook' must be postmarked no later than May 1, 2010.

Throughout the year, please feel free to send pictures to this Chairman, so that President Martha Lee has memories of her visits with you and be included in her history.

Thank you!

RULES FOR JUNIOR NARRATIVE HISTORY

VI. INTRODUCTION (10 POINTS)

1. Title Page:
 - a. History of Name and Number of Unit Junior Group and District Number.
 - b. Name of Honorary Junior Historian.
 - c. Date: 2009 – 2010.
2. Forward or Dedication.
3. Picture of Honorary Junior President.
4. Prayer.
5. Pledge of Allegiance.
6. First verse of 'The Star Spangled Banner'.
7. Preamble to the Constitution.
8. Table of Contents.

VII. HISTORICAL CONTENT (60 POINTS)

1. List of Honorary Junior Officers for 2009 – 2010.
2. List of elected or appointed Honorary Junior Unit Officers for 2009 – 2010.
3. List of Honorary Junior Unit Chairmen/Committee appointments for 2009 – 2010.
4. The history should be written as a factual narrative beginning with the installation of the 2009 – 2010 junior officers and ending with the close of the administrative year.
5. The signature of the Unit Honorary Junior Historian is to immediately follow the final paragraph of the history.

VIII. APPEARANCE (20 POINTS)

1. Cover: Soft binder for loose-leaf paper, red or blue, with American Legion Auxiliary Emblem centered on the cover or regulation binder with imprinted seal.
2. Paper: Plain bond 8-1/2" x 11" .
3. Spacing: All spacing is to be double-spaced, with the exception of the introductory pages (title page through preamble, which shall be centered in the middle of each page).
4. Black type only:
 - a. Should be clear and clean.
 - b. Erasures are permissible.
 - c. Standard typewriters, word processors or computers may be used. Clear handwritten histories are acceptable and welcomed so there may be a history of each Unit.
 - d. Margins are to be: left – 1" and right - .75", leaving 1" at the top and bottom of the page.

IX. ARRANGEMENT (10 POINTS)

1. Written in narrative form but not necessarily in the third person with clear, concise sentences and correct spelling.
2. Do not include decorations or special effects with typewriter, word processor or computer. No pen or ink drawings or illustrations.
3. Do not include newspaper clippings or copies of clippings.
4. Be original and unique in thought and presentation.

X. DEADLINE

1. History must be postmarked no later than April 1, 2010.

Send all narratives and scrapbooks to: (Adhere to all Deadlines as specified)

Anne Michel
15300 South River Rd.
Pemberville, Ohio 43450