



AMERICAN LEGION AUXILIARY
Department of Ohio

2011-2012
HISTORY
PLAN OF ACTION

Department of Ohio Historian

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REPORT DUE : May 1, 2012

SEND REPORT TO : Gwenda Schroeder-Zulch
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Shining Stars
Vi Grzybowski
2011-2012 Department President

HISTORIAN

2011-2012

History is the writing of the ever-changing events of your Unit and its accomplishments. As “Shining Stars” we need to continue to preserve the memories and continue to make history for the American Legion Auxiliary.

***“THE PAST IS NOT SIMPLY THE PAST, BUT A PRISM THROUGH WHICH THE
SUBJECT FILTERS HIS OWN-CHANGING SELF IMAGE”
DORIS GOODWIN***

OBJECTIVES

1. **OBJECTIVE** – Record the history of the Unit activities throughout the year. It is important for every Unit to have a yearly history written.

Action Steps:

- a. It should be the objective of the Historian to record the history of their activities throughout the year.
- b. Seniors and Juniors are encouraged to participate in the Veterans History Project.
- c. Historians are encouraged to collect information of famous Auxiliary members.

***“AN EXPERIENCE IS AN ARCH, TO BUILD UPON”
HENRY B. ADAMS***

National President Kris Nelson encourages all American Legion Auxiliary members this year to have one external goal (WIG) and that is “through mission delivery, the American Legion Auxiliary will become so appealing to people who care about veterans that our membership will increase”. We also are “Honoring Their Service” and veterans play an important part in the “Shining Stars” of Ohio.

Historians are writers, poets, story-tellers who record the monthly events that take place in your Unit. This written record becomes a connection to the past and strength for the future.

Begin writing the history of your Unit with the 2011-2012 installation of officers. Take time each month to write a paragraph of the accomplishments and activities. Then begin to fill in details such as the lives and stories of the veterans in your post and the lives and stories of Auxiliary members. No vast knowledge is too wordy and have fun telling of your accomplishments. And one last thing remember is to involve your Juniors as they are the future of this organization.

PROGRAMS

VETERANS HISTORY PROJECT – Collect and preserve the memories and stories of wartime service. Interview a veteran and tell of his accomplishments through personal narratives, videos, and correspondence. I encourage all to become involved in this project. Veterans need to be recognized in all aspects and all branches.

Information for the Veterans History Project can be found at www.loc.gov/vets. Make this a project for your Juniors. They can collect the information from the veteran and in turn put a smile on their face.

UNIT MEMORIES & CALVACADE OF MEMORIES – Collecting information and memories of the past from Unit members can be very interesting and informative. Set up a shelf at your meeting room and let the members know what is happening during the month. Show off the “lives and stories of the veterans and their families”.

Ask your local library if you can do a display case at the library to showcase Auxiliary members each month. Show off the accomplishments of your Unit and get the word out to the public.

NEW THIS YEAR – Each Unit Historian is asked to submit to me a narrative on your oldest member in your Unit. This would be the Unit member who has the most years of service. Interview her and record her adventures and memories throughout the years and we will include this unique member in the bulk mailing. Please send the narrative to me by the 5th of each month. Certificates will be presented to those Unit members who are featured at the Department Pre-convention Meeting.

SENIOR HISTORY NARRATIVE – Each Unit Historian is asked to submit a narrative on their Unit’s events and activities for the year 2011-2012. Please send me a mid-year report by **January 15, 2012**. In addition to this, your year-end report is due by **May 1, 2012**. (Rules can be found in the Plan of Action)

SENIOR HISTORY SCRAPBOOK – Each Unit Historian is asked to submit a scrapbook with pictures, newspaper articles and programs. This is due by **May 1, 2012**. (Rules can be found in the Plan of Action)

Write your history as you would write a story – tell of the lives and accomplishments of your Unit and veterans. Be creative as the memories will be preserved forever. No detail is too small and no story is to be left untold. History is change and change is history.

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

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, 2012).

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.

RESOURCES

1. Issues of the **American Legion Auxiliary Magazine** provide information and ideas that can be used in preparing your history.
2. The 1980-1990 **American Legion Auxiliary History Book** (355.213) and the 1990-2000 **American Legion Auxiliary History Book** (355.216) are available through Legion Flag & 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 Legion Flag & Emblem Sales at the information in item #2 above or by logging onto www.ALAforVeterans.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

1. **INTRODUCTION (10 POINTS)**
 - a. 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: 2011 – 2012.
 - b. Forward or Dedication.
 - c. Picture of Unit President.
 - d. Prayer.
 - e. Pledge of Allegiance.
 - f. First verse of 'The Star Spangled Banner'.
 - g. Preamble to the Constitution.
 - h. Table of Contents.

2. HISTORICAL (60 POINTS)

- a. List of all elected officers with names.
- b. List of all appointed officers with names.
- c. List of all chairman with names.
- d. The history should be written as a factual narrative beginning May 1, 2010 or with the installation of officers. No more than 1,500 words.
- e. The signature of the Unit Historian should immediately follow the final paragraph of the history.

3. APPEARANCE (10 POINTS)

- a. Cover: binder for loose-leaf paper, red or blue, with American Legion Auxiliary Emblem centered on the cover or regulation binder with imprinted seal.
- b. Paper: plain bond 8-1/2" x 11".
- c. 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.
- d. 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.
- e. 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.

4. ARRANGEMENT (20 POINTS)

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

5. DEADLINE

- a. History must be postmarked no later than May 1, 2012.

RULES FOR SENIOR UNIT SCRAPBOOK ENTRIES

1. ENTRY

- a. Title Page:
 - A. 'Scrapbook' of Unit (Name, Number and District).
 - B. Name and Address of Unit Historian.
 - C. Date: 2011 – 2012.
- b. Chronological History:
 - A. Pictures (brief captions and dates) of Officers and Chairmen.
 - B. Newspaper Articles.
 - C. Programs.

2. FORMAT

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

3. DEADLINE

- a. 'Scrapbook' must be postmarked no later than May 1, 2012.

RULES FOR JUNIOR NARRATIVE HISTORY

1. INTRODUCTION (10 POINTS)

- a. Title Page:
 - A. History of Name and Number of Unit Junior Group and District Number.
 - B. Name of Honorary Junior Historian.
 - C. Date: 2011 – 2012.
- b. Forward or Dedication.
- c. Picture of Honorary Junior President.
- d. Prayer.
- e. Pledge of Allegiance.
- f. First verse of 'The Star Spangled Banner'.
- g. Preamble to the Constitution.
- h. Table of Contents.

2. HISTORICAL CONTENT (60 POINTS)

- a. List of Honorary Junior Officers for 2011 – 2012.
- b. List of elected or appointed Honorary Junior Unit Officers for 2011 – 2012. List of Honorary Junior Unit Chairmen/Committee appointments for 2011 – 2012. The history should be written as a factual narrative beginning with the installation of the 2011 – 2012 junior officers and ending with the close of the administrative year.
- c. The signature of the Unit Honorary Junior Historian is to immediately follow the final paragraph of the history.

3. APPEARANCE (20 POINTS)

- a. 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.
- b. Paper: Plain bond 8-1/2" x 11" .
- c. 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).
- d. 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.

- i. Margins are to be: left – 1” and right - .75”, leaving 1” at the top and bottom of the page.

4. ARRANGEMENT (10 POINTS)

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

5. DEADLINE

- a. History must be postmarked no later than April 1, 2012.

Send all narratives and scrapbooks to: Gwenda Schroeder-Zulch, PO Box 242, Jerry City, Ohio 43437-0242 (Adhere to all Deadlines as specified)