



## Department of Ohio Plan of Action

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### HISTORY

#### **HISTORIAN**

Pat Dunlevy  
13039 Elton St SW  
Navarre, Ohio 44662  
(330) 767-3522 (home)  
(440) 409-3181 (cell)  
Email – patd@sssnet.com

**REPORT DUE :**  
**April 15, 2016**

#### **CITATION OF MERIT**



#### **REQUIREMENT**

**SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION**

# Department of Ohio Plan of Action

## 2015 – 2016 Department Report Form

This form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual report.

**Please complete the following.** Be sure to give the complete name of your Unit.

District # \_\_\_\_\_ Unit # \_\_\_\_\_ Membership Goal \_\_\_\_\_

Full Official Name \_\_\_\_\_

Unit President/Chairman (circle one) Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Member ID # \_\_\_\_\_

Specific Award Name (if applicable) \_\_\_\_\_

**PROGRAM:**  
**HISTORIAN**

**Program Summation:**

*See NATIONAL POA, once National Historian has been elected.*

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent To Promote Program
			\$

**If you would like to be considered for a Department or National Award attach your narrative to this report form. Follow all criteria when composing your Unit Program Narratives. Criteria for ALL narratives are as follows:**

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)

Narrative may include photographs and news articles.

Optional-A copy of your Unit ALA Impact Form( Only necessary if it requires it based the Plan of Action Directions)

**Report Deadline: April 15, 2016**

**Narrative Deadline: April 15, 2016**

**MAIL TO DEPARTMENT HISTORIAN CHAIRMAN**

**Pat Dunlevy**  
**13039 Elton Street SW**  
**Navarre, Ohio 44662**  
**patd@sssnet.com**

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## HISTORIAN

### Programs and Activities

It should be the objective of the historian at all levels to record the history of their activities throughout the year.

1. The historian should develop a system to archive Unit communications such as newsletters, handbooks, guidebooks, brochures and program information.
  - a. Remind historians to record this new system in their mid-year and annual narrative report.
2. 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.
3. 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 June 1, 2016.

### Resources

1. National Constitution, Bylaws, and Standing Rules of the ALA.
2. Policies and Procedures of the American Legion Auxiliary.
3. Rules and Score Sheet (Rubric) for Department Senior and Junior History Contests (See attached)
4. Department history form for the national president's visit (See attached).
5. Veterans History Project: <http://www.loc.gov/vets/kit.html>
6. Officer Guidelines for National Historian

See program page on [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for additional resources. National President Sharon Conatser theme this year is "Keeping The Promise". As Historian of your Unit you will document how your unit honored her theme along with Department President's theme "Ohio Rocks For Veterans".

Reflecting on where we have been and how far we have come is crucial in charting our course for the future. The history of our organization has proven that we have always risen to the challenges of helping our veterans, children and communities.

As the Historian of your Unit, you will record all of the events within your Unit. Begin with the installation of your 2015-2016 Officers. Please list events in chronological order. It is important that you enlist the help of all the officers and chairman of your Unit in order to get the most accurate information possible. When you took your oath of office at your installation you were asked to "Be mindful that the lamp of recorded experience may do much in guiding the footsteps of those who follow". The history of your Unit will help the future leaders of our organization make even greater strides in our programs of service.

**The Veterans History Project** is a continuing and much needed program of the Library of Congress. The Project needs your help in creating a personal and vibrant legacy that honors our veterans and those who supported them.

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You may obtain more information and request an information kit through the website at [www.loc.gov/vets](http://www.loc.gov/vets). Find veterans, medical aids, USO workers from your Post, Unit, community or families and make them part of this project. Make their history part of yours. Keep a copy for your history and submit one to the Library of Congress. Along with the written record of your Unit, take pictures of your Unit Presidents, Officers and Chairmen and events. Please make sure to mark the date, names(s) and events for the future.

Make history a part of every meeting. Invite Past Presidents and Chairmen to a meeting and have them give a brief account of an important event in the history of your Unit. Borrow some old photos and have fun reminiscing about projects you accomplished. You can learn from your recorded past, but also from your most important asset, your members. Most importantly, have fun and fellowship while you create your own history.

**The Cavalcade of Memories** As in the past, the Cavalcade of Memories is a part of the Historian's responsibilities. I encourage you to start your own Cavalcade or museum center in your Unit. Put your scrapbooks, photos, newspaper clippings in a display case or on shelves for your Unit members to see. Preserve your memories!!! This display need not be huge and it can be rotated if your space is limited. This is one way to provide inspiration to your members. Memories can only last forever if they are preserved.

President Martha and the Department Officers will be traveling throughout the Department this year and we would like to include their travels in her history. Included in this Plan of Action is a Department Officer's Visit Form. Please fill this out and send it to me along with any photographs, and articles pertaining to their visit. You may mail them or send them electronically. My email is [patd@sssnet.com](mailto:patd@sssnet.com). In the subject line please use ALA History. Document and submit a narrative on your Unit's events and activities. Display your "Service Not Self" by putting together a scrapbook with photos, programs, and newspaper that you Unit can look at for years to come. Don't forget to have your Juniors write about their history, events and activities. The rules for all of these submissions are included in this Plan of Action. Please make sure you look at the deadline dates.

### Unit and Department

- Appoint a Cavalcade of Memories chairman. Invite units and members to participate.
- Create displays that are attractive, interesting and relevant.
- Highlight historical/important/interesting events in your department.
- Include memorabilia of your honorary Junior presidents.
- Frame awards, and hang them.
- Rotate and refresh your displays occasionally.
- Use new technology to create and maintain digital images and records.
- Make an inventory of your collection. Be sure to include information such as who donated the item and when.
- Periodically feature a Cavalcade item in your newsletter.
- Attend local workshops to learn preservation and conservation methods.
- Display pictures of your presidents and your annual history books.
- Display pictures of members being honored for many years of service or having performed an outstanding service or activity.
- Partner with local museums, historical societies, or public libraries for consulting and displaying.
- Ask members to look through their homes for items to be included.

### RULES FOR SENIOR UNIT SCRAPBOOK CONTEST

#### I. CONTENT

##### A. Title Page

- i. "Scrapbook of Unit (Number, Name, District)

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- ii. Name and Address of Unit Historian
- iii. Date: 2015 – 2016

## B. Chronological History

- i. Pictures (brief captions and dates) of Officers and Chairmen
- ii. Pictures (brief captions and dates) of Unit activities
- iii. Newspaper articles
- iv. Programs

## II. **FORMAT**

- A. Red or Blue notebook with paper size of 8 ½ x 11 inches or larger
- B. Typewritten, word processor or computer may be used
- C. “Scrapbook” should appear on front cover
- D. Signature of entrant

## III. **DEADLINE**

### **SCRAPBOOKS MUST BE RECEIVED NO LATER THAN APRIL 15, 2016**

Send your Scrapbook to: Pat Dunlevy  
Department Historian  
13039 Elton Street SW  
Navarre, Ohio 44662

## **RULES FOR SENIOR HISTORY NARRATIVE**

### **I. INTRODUCTION (10 POINTS)**

(This section should be single spaced and centered in the middle of the page.)

- A. Title Page
  - i. History of Unit Number \_\_\_\_\_
  - ii. District number
  - iii. Name of Unit Historian
  - iv. Date: 2015 – 2016
- B. Forward or Dedication
- C. Picture of Unit President (optional)
- D. Prayer
- E. Pledge of Allegiance
- F. First verse of “The Star Spangled Banner”
- G. Preamble to the Constitution

### **II. HISTORICAL (70 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 factual narrative beginning with the installation of officers and ending with the summary of end-of-year reports and closing events for the and administrative year
- E. The signature of the Unit Historian shall immediately follow the last paragraph
- F. Index (optional)

### **III. APPEARANCE (10 POINTS)**

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A. Cover: binder for loose-leaf paper, preferably blue, with 2 ½” gold foil American Legion Auxiliary Seal centered on the cover or a regulation binder with imprinted seal.

B. Paper: plain 8 ½” x 11”

C. Page Setup:

i. Margins should be set as follows: left and right margins should be 1.25 in.; top and margins should both be 1”

ii. Page numbers should be centered at the bottom of the page.

D. Spacing: Double-spaced, with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Unit President, Pledge of Allegiance, “Star Spangled Banner” and Preamble ), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.

E. Text: 12 point font, Times New Roman or Arial style font. Black type only.

i. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

#### IV. ARRANGEMENT (10 POINTS)

A. Written in narrative form in the third person.

B. Clear, concise language with correct spelling

C. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, photographs, newspaper articles and/or clippings.

D. Be original and unique in thought and presentation

#### V. DEADLINE

### **HISTORIES MUST BE RECEIVED NO LATER THAN APRIL 15, 2016**

Send your History to: Pat Dunlevy, Department Historian  
13039 Elton Street SW  
Navarre, Ohio 44662

### **RULES FOR JUNIOR NARRATIVE HISTORY**

#### I. INTRODUCTION (10 POINTS)

A. Title Page

i. History of name and number of Unit Junior Group

ii. Name of Honorary Junior Historian

iii. Date: 2015 – 2016

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 of the American Legion Auxiliary

#### II. HISTORICAL CONTENT (70 POINTS)

A. List of elected or appointed Honorary Junior Officers 2015 – 2016

B. List of Honorary Junior Unit Chairman or committee appointments held by your Unit 2015 – 2016

C. The history shall be written as factual narrative, beginning with the installation of 2015 – 2016 Unit officers and ending with the summary of end-of-year reports and closing events of the administrative year.

D. The signature of the Unit Honorary Junior Historian is to immediately follow the final paragraph of the history.

E. Index (optional)

#### III. APPEARANCE (10 POINTS)

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- A. Cover: Soft cover binder with the American Legion Auxiliary seal centered on the cover or a regulation imprinted binder with imprinted seal.
- B. Paper: Plain white 8 ½" x 11".
- C. Page Setup:
  - i. Margins for left and right margins should be 1.25"; top and bottom margins should be 1".
  - ii. Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5" from the bottom
- D. Spacing: Double-spaced, with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Unit President, Pledge of Allegiance, "Star Spangled Banner" and Preamble ), which shall be centered in the middle of the page. Paragraphs may be indented or in block form
- E. Text: 12 point font, Times New Roman or Arial style font
- F. Technology:
  - i. Computer preferred, but not necessarily in the third person
  - ii. Clear, concise language with correct spelling
  - iii. No decorations, computer graphics, pen or ink drawings, illustrations, extra material or newspaper clippings
  - iv. Be original and unique in thought and presentation

#### **IV. DEADLINE**

**JUNIOR HISTORIES MUST BE RECEIVED NO LATER THAN APRIL 15, 2016.**

Send your History to: Pat Dunlevy, Department Historian  
13039 Elton Street SW  
Navarre, Ohio 44662

#### **DEPARTMENT OF OHIO AWARDS**

1. Certificate of Achievement will be awarded to the Unit submitting the best annual report.
2. Certificate of Achievement will be awarded to the Unit submitting the best History Scrapbook.
3. Certificate of Achievement will be awarded to the Junior Unit submitting the best Junior History.
4. Plaque will be awarded to the Unit with the best all-around Senior History.

**The end of year report form is due April 15, 2016**

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## Department Officer's Visit Form

Please return this form as soon as possible after a Department Officer has visited your Unit to: Pat Dunlevy, Department Historian, 13039 Elton Street SW, Navarre, Ohio 44662

Unit # \_\_\_\_\_ Unit Name \_\_\_\_\_

Unit Historian's Name: \_\_\_\_\_

Date of Officer Visit: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Briefly, what events did the officer attend while visiting your Unit?

Were junior members involved or attending function? Yes \_\_\_\_\_ No \_\_\_\_\_

Were any significant gifts presented to the officer in attendance? Yes \_\_\_No \_\_\_\_\_

Please provide any other details for the Ohio Department History for 2015-2016 below.

You may send in a picture or two with this entry, and please make a copy to keep for your Unit History. I wish you a successful year with great stories to share.