



Ohio Unit Plan of Action



HISTORY

HISTORIAN

Vicky Buck
5558 Orville Avenue
Columbus, Ohio 43228
(614) 596-8540 (cell)

Email – Lt248@aol.com

CITATION OF MERIT



REQUIREMENT

NARRATIVE REPORT DUE :

April 15, 2018

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 _____	Membership Total As of Report _____
Name of Person Completing Report:		Unit Chair. _____	Unit Pres. _____
Phone # _____	Email _____	Membership ID (if available) _____	
Specific Award Name(if applicable)			

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.

Program Summation:

Check your Bulk Mail for Updates with information from the National Historian.

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

Report Deadline: April 15, 2018

Narrative Deadline: April 15, 2018

MAIL TO DEPARTMENT HISTORIAN CHAIRMAN

Vicky Buck
5558 Orville Avenue
Columbus, OH 43228

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HISTORY

What is this program, and why do we have it?

The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization. History and the 2014-2019 ALA Centennial Strategic Plan: Preservation of the ALA history helps us define our core values through time (Goal 2).

Records also contribute in other ways:

- Members are able to look back and learn what efforts were successful, or unsuccessful, and why. Understanding the missteps as well as the achievements can assist in determining a future strategy.
- Exhibiting materials stimulates enthusiasm and encourages members to maintain the organization's standards and promote its future. Pride in the organization has a direct correlation to motivating the current membership to bring in new members, achieve more goals, create a sense of strength and conviction while developing leaders.
- Maintaining and preserving our records are invaluable to society by serving as informative and educational resources to a variety of potential users. In other words, an organization benefits itself and the public by preserving its records and making them available for use by everyone inside and outside the organization.

The ALA History is contained in artifacts, our documents, newspaper articles, publications, meeting minutes, photos, newsletters, written histories, etc. We do this to honor those members who have made a difference in our organization at all levels. Additionally, history allows us to build a stronger organization based upon those experiences.

What can you do?

- 1. If you currently have a History/Cavalcade committee, mirror the efforts of National Headquarters to promote your history.**

Ideas:

Member

- Share Auxiliary memorabilia with your unit/department.
- Ask longtime members or family members of deceased members if they would like to donate an item(s).
- If you enjoy history and want to learn more, volunteer to be the History/Cavalcade chairman or committee member for your unit/department.

Unit

- Appoint a History/Cavalcade Committee chairman. Invite members and units to participate.
- Post your unit history on the Legion's Centennial Celebration webpage at <http://centennial.legion.org/>
- Involve your Junior members in your activities, helping them earn the History patch.
- Participate in the Members Remember project (see Resources).
- Create displays that are attractive, interesting, and relevant.
- Highlight historical/important/interesting events in your unit/department.
- Include memorabilia of your honorary Junior presidents.

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- Use new technology to create and maintain digital images and records. Be sure to make more than one digital copy and store them in different places.
- Make an inventory of your entire collection. **This includes your organizational documents, written histories, scrapbooks, etc.** Be sure to include information such as who donated the item and when.
- Periodically, feature a historical item or write an article about an important time in the unit's/department's history for your newsletter.
- Attend local workshops to learn preservation and conservation methods.
- Partner with local museums, historical societies, public libraries, or local merchants for consulting and displaying.
- Ask members to consider donating or loaning important items they may have.

2. If you do not currently have a History/Cavalcade committee and/or a Cavalcade of Memories Museum, initiate the project.

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.

Ideas:

Members

- Look through your own collection; assist a fellow member in searching through her collection; or search throughout the post/unit home for items.
- Gather photos and document the event(s) at which they were taken as well as the people in the photos.
- Learn the history of your unit, department, and national organization. If you do not have a written unit or department history, volunteer to help put one together.
- Determine if your materials should be displayed in the unit or department Cavalcade of Memories.
- For documents and photos, digitize them, making sure to make more than one copy and that the additional copies are stored in different places.

Units

- Your history is in more places than just artifacts. It is in your meeting minutes, governing documents, newspaper articles, photos, etc. Set up a system as to how these will be kept.
- Make sure you initiate a record management program. Review the records management policy sample in the Department Operations Guide to see which records you are mandated to keep permanently.
- If you have no room to keep these items, contact a local historical society, state library, or university to see if they can keep them for you.

3. Become visible throughout your community and let them know the ALA's history and contributions to the community, state, nation, and the world.

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Ideas:

Members

- Talk about the history of your unit/department at other community functions you attend.
- Invite people to tour your Cavalcade of Memories, photos, documents, etc.
- Tell your story. Refer to the “What’s Your Story” article in Resources.

Units

- Partner with local museums, historical societies, public libraries, or university archives for consulting, displaying, and preservation advice. If there is no space available for your collection, determine if one of the above organizations may be interested in sharing some of their space for your collection.
- Invite the community and members to tour the area, familiarizing themselves with the organization’s history and accomplishments.

History Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity to see what we are doing to promote and compile our history. Please submit and email telling what you Unit is doing to preserve our history to Lt248@aol.com by **January 1, 2018**.

Year-End Reports

Annual reports reflect the program work of units in the department, and may result in a national award for participants if award requirements are met. Each Unit History chairman is required to submit a narrative report by **April 15, 2018** to the Department History Chairman, Vicky Buck.

How To Sheets

- How to Record Oral Histories – The Members Remember Project
- How to Celebrate Women’s History Month
- How to Involve a Junior Member

Additional Resources You Can Use

- March is Women’s History Month
- National Archives www.archives.gov/preservation
- Gaylord Archival www.gaylord.com/resources
- See History program page at www.ALAforVeterans.org for additional resources, including “*What’s Your Story*”? *The Importance of Sharing with Others* and Preservation Resources

President Shirley 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 Lt248@aol.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 articles that your 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 Ohio Unit Plan of Action. Please make sure you look at the deadline dates.

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RULES FOR SENIOR UNIT SCRAPBOOK CONTEST

I. CONTENT

A. Title Page

- i. "Scrapbook of Unit (Number, Name, District)
- ii. Name and Address of Unit Historian
- iii. Date: 2017 – 2018

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 BY APRIL 15, 2018**

Send your Scrapbook to: Vicky Buck
Department Historian
5558 Orville Avenue
Columbus, OH 43228

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: 2017 – 2018

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)

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III. APPEARANCE (10 POINTS)

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”; 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 BY APRIL 15, 2018

Send your History to: Vicky Buck
Department Historian
5558 Orville Avenue
Columbus, OH 43228

RULES FOR JUNIOR SCRAPBOOK CONTEST

I. CONTENT

A. Title Page

i. “Scrapbook of (Junior Name, Unit Number and District)”

ii. Name and Address of Junior

iii. Date: 2017 – 2018

B. Chronological History

i. Pictures (brief captions and dates) of Officers and Chairmen (can be Department, District and/or Unit

ii. Pictures (brief captions and dates) of activities Junior was involved in.

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. “Junior Scrapbook” should appear on front cover

D. Signature of entrant

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III. **DEADLINE: SCRAPBOOKS MUST BE RECEIVED BY APRIL 15, 2018**

Send your Scrapbook to: Vicky Buck
Department Historian
5558 Orville Avenue
Columbus, OH 43228

RULES FOR JUNIOR NARRATIVE HISTORY

I. INTRODUCTION (10 POINTS)

- A. Title Page
 - i. History of Junior name and number of Unit Junior Group
 - ii. Name and address of Junior
 - iii. Date: 2017 – 2018
- B. Forward or Dedication
- C. Picture of Honorary Junior President (Department, District and/or Unit)
- 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 2017-2018
- B. List of Honorary Junior Unit Chairman or committee appointments held by your Unit 2017 – 2018
- C. The history shall be written as factual narrative, beginning with the installation of 2017 – 2018 Unit officers and ending with the summary of end-of-year reports and closing events of the administrative year.
- D. The signature of the Junior is to immediately follow the final paragraph of the history.
- E. Index (optional)

III. APPEARANCE (10 POINTS)

- A. Cover: binder for loose-leaf paper, preferably blue or red, with 2 ½” gold foil American Legion Auxiliary Seal centered on the cover or a regulation 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 Honorary Junior President (Department, District and/or Unit), 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.

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IV. DEADLINE: JUNIOR HISTORIES MUST BE RECEIVED BY APRIL 15, 2018.

Send your History to: Vicky Buck
Department Historian
5558 Orville Avenue
Columbus, OH 43228

DEPARTMENT OF OHIO AWARDS

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

The end of year report form is due April 15, 2018

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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: Vicky Buck,
Department Historian, 5558 Orville Avenue, Columbus, OH 43228

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 2017 - 2018 below.

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

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American Legion Auxiliary National Report and Award Cover Sheet

PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.

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American Legion Auxiliary National Report and Award Cover Sheet

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.