



Ohio Unit Plan of Action



HISTORY HISTORIAN

CITATION OF MERIT



REQUIREMENT

Dayna Beyer
6013 Garber Road
Bellville, Ohio 44813
(419) 566-9395 (cell)
(888) 225-3180 (fax)

Email – mrsdaynabeyer@gmail.com

REPORT DUE: April 15, 2021

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. A Unit must submit a this report form with boxes completed and answer the questions below in order to earn the Citation of Merit. Narrative- word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report. Please complete the following. Be sure to give the complete name of your Unit: _____					
District _____	Unit # _____	Unit Membership Goal _____	Unit 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:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent	Total Dollars Raised	Total Number of Patriotic/Veteran Programs/Events
			\$	\$	

The National Cover Sheet is included on the backside of this form.

Please fill out the Unit or Member Portion and send with your Narrative. Send your narrative, this report form and National Cover Sheet to your District or Department Chairman.

Report Deadline: April 15, 2021

Narrative Deadline: April 15, 2021

MAIL TO DEPARTMENT HISTORIAN

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American Legion Auxiliary National Report and Award Cover Sheet

See the Annual Supplement to the Programs Action Plan to determine where to send this form.
Please note, your report will also be viewed as an award entry if this cover sheet is attached.

Complete the following if you are applying for a member award.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

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: _____

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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.

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.

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

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:

The American Legion auxiliary is extending its administrative year through our 2021 National Convention due to the COVID-19 pandemic. Please save your 2019-2020 reports and add the great work you will continue to do throughout the 2020-2021 year.

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 (mrsdaynabeyer@gmail.com) telling what your Unit is doing to preserve our history or mail to Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813 by **December 15, 2020**.

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, 2021** to the Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813,

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

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President Kristen 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 **mrsdaynabeyer@gmail.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.

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: 2019 – 2021
- 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, 2021

Send your Scrapbook to: Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

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: 2019 – 2021
- 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

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II. HISTORICAL (70 POINTS)

- A. List of all elected officers with names
- B. List of all appointed officers with names
- C. List of all chairmen 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 administrative year.
- E. The signature of the Unit Historian shall immediately follow the last paragraph.
- F. Index (optional)

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 bottom margins should both 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. 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: **HISTORY NARRATIVE MUST BE RECEIVED BY APRIL 15, 2021**

Send your History Narrative to: Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

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: 2019 – 2021
- 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

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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

III. DEADLINE: **SCRAPBOOKS MUST BE RECEIVED BY APRIL 1, 2021**

Send your Junior Scrapbook to: Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

RULES FOR JUNIOR HISTORY NARRATIVE

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: 2019 – 2021
- 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 2019-2021
- B. List of Honorary Junior Unit Chairman or committee appointments held by your Unit 2019 – 2021
- C. The history shall be written as factual narrative, beginning with the installation of 2019 – 2021 Junior 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.

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- 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 HISTORY NARRATIVE MUST BE RECEIVED BY APRIL 1, 2021.

Send your Junior History Narrative to: Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

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, 2021



HOW TO RECORD AND POST TO "MEMBERS REMEMBER"

Committee:

History

Contact Information for Questions: History
@ALAforVeterans.org

Objective:

Record the ALA's history through the eyes of its members

Background Information

The history of the American Legion Auxiliary begins back in November 1919 and continues with you. The organization's history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA's programs and projects to fulfill our mission of serving the veterans, servicemembers, and their families who sacrifice much for this country of ours.

A written history can only tell so much. However, when an organization's history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

Step-by-Step Instructions Here are some tips:

- This is a two-person project so find someone to assist. This is a good time to enlist the help of your 9th -12th grade Junior members as it is a required activity in earning the History Patch. If your unit does not have Junior members, enlist the assistance of college students.
- Find longtime members of the Auxiliary and ask them to share their stories in a video. These stories can be about:
 - A special project,
 - A particular highlight during her membership
 - How many generations of her family have been members and why • If a chartered member, her experience in starting the unit
 - Find a location where it is quiet and where there will be no interruptions.
 - Record with iPhones/Smartphones. Please keep in mind that your video file must be either a .mov; .avi; .mpeg; or a .wmv file extension.
 - Each recording should be no longer than five (5) minutes long. You may make more than one. Cover one topic in each video.
 - Post the video on YouTube. An instructional video on how to upload is located at www.youtube.com/watch?v=_07iUiftbKU.
 - Go to YouTube at <https://www.youtube.com>
 - Give the video the following title: ALA Dept. of _ (two letter abbreviation for your state) Unit Members Remember.
 - Provide a description and tags that will help people locate the video easily, • Under Category, click on Nonprofits & Activism. • Under Privacy, _ click on Share your video with the world.
 - Click Save Changes,



HOW TO INVOLVE A JUNIOR MEMBER

Committee: History

Contact Information for Questions: History@ALAforVeterans.org

Objective: Help a Junior member (9th — 12th grades) earn the new History Patch

Background Information

In a joint effort with the National Junior Activities Committee, we have developed a History Patch for our high school (9th — 12th grades) Junior members. These young ladies have an opportunity to work with, learn from, and take ownership of the American Legion Auxiliary history. It is important for them to understand that they are a part of the Auxiliary's history. By earning this patch, they may become interested not only in the history itself, but in preserving it as well, and become a unit's or department's History/Cavalcade chairman.



Step-by-Step Instructions

What can we do?

- Contact the department Junior Activities chairman and ask her to help promote this new patch. Make joint announcements at your fall/winter/spring meetings , division/district meetings, etc.
- Write an article about the patch for the department newsletter.
- Make a poster to promote the patch for meetings. Include the patch and activities list (see below).
- Encourage the unit History/Cavalcade chairmen to promote this patch and work with their unit Junior Activities committee chairman.
- Find a high school aged Junior member and be a mentor to her as she works the activities to earn the patch.

HISTORY PATCH BLUE LEVEL 3 (Grade 9th-12th)

Educate yourself about the history of the ALA and The American Legion Family Level 3: Twelve (12) possibilities; Three* (3) activities are required; Six (6) are your choice. A total of Nine (9) activities must be completed from the Twelve (12) choices.

No.:	Activity:	Date:	Adult Signature:
*I	Interview at least two ALA members for the Members Remember project. Post your video interviews on YouTube.com. Information can be found on the National History Committee page of the Members Only section at www.ALAforVeterans.org .		

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2	Learn about the Veterans History Project. Interview at least two veterans and preserve their stories. Send your project to the Library of Congress www.10c.gov/vets .		
3	Contribute to your unit's ALA Senior History Book. Focus on who we are, what we do and why it matters.		
*4	Contribute to your unit's ALA Junior History Book.		
5	Contribute to and/or start a unit history museum to capture the impact the ALA has had on your community.		
*6	Research and do a presentation on the history of your unit. Present it to your Junior unit, or at a unit or post meeting,		
7	Research current, former or deceased members of your Legion Family (unit, post or squadron) who made a significant contribution to your community.		
8	Organize a Veterans in Community Schools presentation. Work with a veteran in your post, and find a school or classroom in which to make a presentation.		
9	Organize a library of past issues of Auxiliary magazine for your unit. Make special notation of issues with articles relevant to your unit or department.		
10	Start a Blue Star/Gold Star Mothers and Families database for your unit.		
11	Start an ALA Girls State database for your unit: who your unit sponsored, what offices the girls held, and if anyone went on to ALA Girls Nation.		
12	Start a Poppy Program History: Keep track of your unit's Poppy Poster Contest, Miss Poppy, and Little Miss Poppy winners. Make special notation of those who also went on to win at the department or national level.		

Name of Junior Member: _____

Grade: _____ Unit #: _____

Department: _____



HOW TO CELEBRATE WOMEN'S HISTORY MONTH

Committee:

History

Contact Information for Questions: History@ALAforVeterans.org

Objective:

Celebrate the special women of our organization

Background Information

The month of March is dedicated to the celebration of women's history. It corresponds with International Women's Day on March 8th. What could be better for a women's organization to do than celebrate their own history? Our Auxiliary members have accomplished a great deal all around the world. Now it's time to celebrate what makes them so special!

Step-by-Step Instructions

What can we do?

- Learn more about Auxiliary members who made history within your department or unit. This could include girls sponsored to ALA Girls State who have gone on to do great things or those members who have improved their communities, state or country.
- Celebrate the women in your life — mom, grandma, even your sister.
- Donate money to the ALA Cavalcade of Memories budget at the unit, department, or national level in honor of a special woman.
- Set up a display in honor of those members who have gone above and beyond the ALA's mission.
- Write an article for your unit/department newsletter about Women 's History Month or about the woman you are honoring.
- Check out how women's fashion has changed over time in the Auxiliary, as well as women's hair fashion. There has been a great deal of change from 1919 to today!
- Research and write about how the former and present members make a difference in the community and share with others.
- Put up a display at your local library , historical society, or storefront, celebrating the work that the women of the ALA have done and still do every day.

Remember — these activities can be shared with the Junior members. Honoring our members provides them with a role model, sharing our history with our Junior members allows them to know that they, too, are valuable members of this great organization. Hopefully, they will begin to own this history and remain members throughout their lifetimes.

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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:
Department Historian, Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

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 2019 - 2021 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.