

Historian Program Action Plan 2019-2020

Purpose: To accurately record the accomplishments and significant activities and events that occurs on the Unit, District and National level during the year

What is Our History Program and Why do we have it?

The center of any organization's history is in their records, items that officers, members and volunteers have produced and compiled over the years. History is important for future generations so we can look back at our History Books to see what we have done for our Veterans. This being our 100th year of the American Legion Auxiliary, let's all tell our story of what we have done and what our plans are for this year. Let's all celebrate and preserve our Past as well as our Present while "Still Serving Those Who Served".

Suggested Activities and Programs:

As the Unit or District Historian it is a privilege and honor to record the events and activities within our great organization so future Auxiliary members will know what has been accomplished by previous generations of Auxiliary members.

1. Develop a filing system to organize your articles, newsletters, pictures and other information you collect.
 - * Include volunteer work, your president's activities as well as other members in your Unit/District as they visit VA clinics, nursing homes and activities you do within the community.
 - * Include your Unit/District activities promoting our American Legion Family programs such as Poppy Days, Veteran's Day, Americanism, Children and Youth and Education.
2. Encourage Junior and Senior Historians to promote our American Legion Family and Veterans History thru Facebook, Emails, Instagram, Twitter, Face-to-Face and other social media.
3. Record American Legion Auxiliary history thru the eyes of its members with the "Members Remember" program. This is a two-person project where a video is created of a member telling their story of a special project particular highlights during their membership or perhaps their experience of starting their Unit. Step-by-step instructions are included in resources at alaforveterans.org.

1.

4. **Promote the Junior member History Patch.** The History Patch is an opportunity for Junior members in Grade 9 thru 12 to educate themselves about the history of the American Legion Auxiliary and the American Legion Family. Instructions are included in the resources at "alaforveterans.org".
5. **Collect information about famous Auxiliary members.**
 - * **Include information such as their full names, how long they've been an Auxiliary member, what they did, who they are and why they are famous. Be sure to include your source of information.**

How to Record Your History

1. **Start recording events as soon as your Unit/District President is installed. Keep a notebook with you at all times to record events while fresh in your mind. It will be much easier than trying to write your history near the deadline.**
2. **Include Department Jennie's theme "Stepping Up for 100 Years, Still Serving Those Who Served". Include your officer's names, names of your Unit/District Chairman and any member holding a Department or National office or committee.**
3. **Write about any visits from Department Officers or special guests.**
4. **Write a little each month or as each event happens.**
5. **Include Unit/District media coverage (newspaper, radio, TV) and include details.**
6. **Include pictures and names of members and what the event is about, such as Poppy Days and visits to Indiana Veterans Home and Veterans projects.**
7. **Encourage Junior members to compile their own history book.**

2.

Deadlines

- * April 15, 2010 Unit report form due to District Historian
- * April 27, 2020 District report form due to Department Historian
- * April 27, 2020 Year-end narrative report due to Department Historian
- * June 1, 2020 Winning Unit History Book from each District due to
Department Historian.
- * June 1, 2020 District History Book due to Department Historian

Junior History Books will be judged at the Junior Conference

Department Awards:

Louise Loyd Monetary Award: To the District submitting the best District History

Personal Senior Awards:

Best narrative for year-end report

Best Unit History Book: First and Second Place

Best District History Book: First and Second Place

Personal Junior Awards:

Best History submitted from a Junior member, Junior Unit and a Junior
District: 1st & 2nd Place

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Score Sheet

All Score Sheets will be the same for Junior and Senior History Books

As well as Unit and District Books

Introduction: 10 Points

1. Title Page
 - a. Name and number of your Unit/District
 - b. Name of the Unit/District Historian
 - c. Date: Current administrative year (2019-2020)
2. Forward or Dedication Page
3. Photograph of Unit or District President – optional
4. Special Prayer
5. Pledge of Allegiance to the Flag of the United States of America
6. First Verse of the Star Spangled Banner”
7. Preamble to the Constitution of the American Legion Auxiliary

Points

Historical Content: 70 Points

1. List of elected and/or appointed Unit/District officers for the current administrative year.
2. List of Unit/District Chairman or committee appointments for the current administration year.
3. This administrative year’s history. Begin with installation and end with Poppy Days in combination of written narrative and pictures.
4. Include a summary of your year-end reports.
5. The signature of the Unit/District Historian should immediately follow the final page of your history.

Points

Appearance: 10 Points

1. **Cover:** You may use any book or binder your choose-navy blue is preferable.
2. **Paper:** Please use white paper.
 - a. **Exceptions:** You may want to put the Pledge on a sheet that has a flag or other patriotic border. A prayer may be put on another decorative paper.
3. **Page set up:** Centered and double spaced.
 - a. **Page 1** **Title page**
 - b. **Page 2** **Forward or Dedication**
 - c. **Page 3** **Prayer**
4. **Computer, typed or handwritten is allowed.**

Points

Arrangement: 10 Points

1. **Clear, concise language with correct spelling.**
2. **You may use decorations, computer graphics, pen or ink drawings, illustrations, extra material and newspaper clippings.**
3. **You are combining a written and pictorial history into a single book.**
For each event, you must have a small narrative describing what the event was and identify individuals in the pictures. If you have newspaper articles, please include a brief narrative explaining what the event is about and the name and date of the newspaper article.

Points

Total Points

**Historian
Program Action Plan
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Junior Notes**

Hello Juniors,

The rules for the Junior History are the same as the Senior Rules. They are enclosed with the Program Action Plan. Please read and follow directions and don't forget the deadlines.

The Junior History Books will be judged at the Junior Conference next spring. I plan to be there and look forward seeing and reading what you do in your Junior meetings.

There will be a Personal Best History Award for a Junior Member, a Junior Unit and/or a District Junior winner. Be sure to pass this info to everyone so they can join the fun recording the history of those "Still Serving Those Who Served".

Take pictures to include in your history books. Be creative and make it your own. Be sure to identify the members in the pictures and what the occasion was with a written narrative.

When President Jennie attends your meeting, please send me the Department President's Visit form attached to the Program Action Plan. My address is on the form.

If you have questions, comments or concerns, please contact me.

Let's have fun this year!

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Department Historian**

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American Legion Auxiliary 2017-2022 Programs Action Plan How To Guides
History

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* 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:

*1 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.

*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.loc.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.

HOW TO INVOLVE A JUNIOR MEMBER

Committee:

History

Contact Information for Questions:

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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.

Program Action Plan

History Committee

2019-2020

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 a unique testimony to the achievements of an organization.

What can you do?

- 1. If you have a History Committee mirror the efforts of Department/National to promote your history.**
 - * Share Auxiliary memorabilia with your Unit/Department.
 - * Ask members if they would like to donate an item.
 - * Post your unit history on the Legion's Centennial Celebration webpage <http://centennial.legion.org>
 - * ALA will celebrate our 100th anniversary celebration. A Facebook group has been created and all Legion Family members are encouraged to join the group by searching "ALA Centennial" on Facebook.
 - * Involve Juniors in your activities helping them earn the History Patch.
 - * Participate in the "Members Remember" project.
 - * Create Displays that are attractive, interesting and relevant.
 - * Include memorabilia of your honorary Junior presidents.
 - * Make an inventory of your entire collections. This includes your organizational documents, written histories, scrapbooks etc. Include information on who donated the item and when.
 - * Attend local workshops to learn preservation and conservation methods.

- 2. If you do not currently have a History Committee and or a Cavalcade of Memories Museum initiate the project.**
 - * Your history is in more places than artifacts. It is in your meeting minutes,
 - * governing documents, newspaper articles, photos. Set up a system on how to keep these.
 - * If you don't have room for a case to display your history, consider a scrapbook.
 - * Learn the history of your unit and department. Determine if your materials should be displayed in the Unit or Department Cavalcade of Memories.

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

- * Talk about the history of your unit at community functions you attend.
- * Invite people to tour your Cavalcade of Memories.

Reporting

- * **December 1** **Mid year narrative Unit to District Chairman**
- * **December 15** **Mid year narrative District Chairman to Department Chairman**
- * **April 15** **Unit Annual reports to District Chairman**
- * **April 27** **District Annual Report to Department Chairman**

Personal Awards

- * **Unit Best Annual Narrative Report**
- * **District Best Annual Narrative Report**

How to Sheets:

- * **How to Record Oral Histories-The Member to Remember Project**
- * **How to Celebrate Women's History Month**
- * **How to Involve a Junior Member**

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History

HOW TO RECORD AND POST TO "MEMBERS REMEMBER"

Committee:

History

Contact information for Questions:

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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, service members, 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.
- * 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=O7iUiftbKU.
- * 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.

History

- * 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

History

HOW TO CELEBRATE WOMEN'S HISTORY MONTH

Committee:

History

Contact Information for Questions:

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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 spec!

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.