

**American Legion Auxiliary
Historian
Programs Action Plan
2021-2022**

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

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, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of the organization. History is important for the future generation of Auxiliary members to look back at and learn what efforts were successful, or unsuccessful, and why. Understanding the missteps as well as 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.

Suggested Programs and Activities:

It is a privilege and honor for a member to have the role of historian in her Unit or District to record the events and activities within our organization throughout the year.

1. **Develop a system to organize your articles, newsletters, handbook, brochures, pictures, and minutes.**
 - Include volunteer work, your President's activities as well as other members in your Unit / District as they volunteer at VA clinics, nursing homes, and community activities.
 - Include activities that promote our American Legion Family programs such as Poppy Days, Americanism, Education, and Children and Youth.
2. Encourage Junior and Senior Historian to promote our American Legion Family and Veteran History thru Facebook, Emails, Twitter, Instagram, Face to Face, and other social media.
3. Record American Legion Auxiliary History through the eyes of its members with "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 starting their Unit. Step-by step instructions are included in resources at legion-aux.org.

4. Promote the Junior member History Patch. The History Patch is an opportunity for Junior members in graded 9 – 12 to educate themselves about the American Legion Auxiliary and the American Legion Family. Instructions are included in the resources at legion-aux.org.
5. If you do not have a History/Cavalcade of Memories, initiate the project.
 - Create displays that are attractive, interesting, and relevant
 - Ask longtime members or family of deceased members if they would like to donate item(s).
 - Periodically, feature a historical item or write an article about an important time in the units/district's history for your newsletter.
6. Become visible throughout your community and let them know the American Legion Auxiliary's History and contributions to the community, state, nation, and the world.
 - Talk about the history of your Unit/District at other community functions you attend.
 - Invite people to see your Cavalcade of Memories, Photos, documents, etc.
 - Tell your story. Refer to the "What 's Your Story" article in Resources.

How To Record Your History

The Purpose of a History is to record how a Unit or District has accomplished the mission of The American Legion Auxiliary for the current administration. It is very important that every Unit and District compile a History Book.

We will continue combining the narrative and pictorial History Books in one book again this year.

1. Be sure to start recording your history as soon as your Unit/District President is installed. Carry a notebook with you to record. It's much easier to write events down while fresh in your mind and that is much easier than trying to write your history near the History Book deadline.
2. Your history should be written as a third person narrative, as if the Historian is witnessing an event, then describing it to others. It needs to be written in clear, concise language with correct spelling. Focus on the facts about events, the people involved and what occurred to accomplish the mission of the American Legion Auxiliary.
3. Include the Department President's Theme – "Remember Our Service to Veterans Every Day". Include your Officer's names, names of your Unit/District Chairmen and anything you can do ahead of time.

4. Write about any visits from the Department Officers or special guest. Mention their message and how they support veterans and their families.
5. Include Unit/District media coverage (newspaper, radio, TV) and include the details. Talk about any Legion Family Picnics, Poppy Days, special dinners or stand downs.
6. Write a little each month or as each event happens. It's very difficult to remember everything that happened at the end of the year.
7. Tell about your ALA Hoosier Girl State Program. Did you have any special fundraisers to help fund your programs or any special Veteran's Projects?
8. Include pictures and make sure to have names of members and what the event is about.
9. Remember the Junior members. Mentor them and help them make their own History Books. Encourage them to participate in the Junior History Patch Program.

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

- Your National History committee members (see History program page on the national website or Annual Supplement for contact information)
- March is Women's History Month
- National Archives www.archives.gov/preservation
- Gaylord Archival www.gaylord.com/resources
- See History program page at legion-aux.org for additional resources, including what's your story? The importance of sharing with others and Preservation Resources

History is more than artifacts and/or a summary of events listed in a dusty book somewhere. As we look back at our achievements, let us make history come alive!

Important Deadline Dates

April 15th, 2022 Unit Annual Report due to the District Historian

April 27th, 2022 District Annual Report due to the Department Historian

May 27th, 2022 Winning Unit History Book from each District Historian due to the Department Historian

May 27th, 2022 District History Books due to the Department Historian

Junior History Books will be judged at the Department Junior Conference

Department Awards

Louise Loyd Monetary Award – to the district submitting the best District History.

Personal Awards

Best Unit History book first and second place

Best District History book first and second place

Best History submitted from Junior member, Junior Unit and Junior District

The Unit that best shared their history throughout the year (submit a narrative to the Department Historian by May 27th, 2022 describing how your unit shared their history throughout the year)

The District that best shared their history throughout the year (submit a narrative to the Department Historian by May 27th, 2022 describing how you District shared their history throughout the year)

Tanna Shepherd
Department Historian
15283 W. 150 N. Dugger In. 47848

Cellphone: 812-243-5248

Email: shep@joink.com

Historian
Program Action Plan
2021 – 2022
Junior Notes

Hello Juniors,

The rules for the Junior History are the same as the Senior History 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 Department Junior Conference in the Spring. I look forward to seeing you and reading what you have done in your Junior Units. 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 on to everyone so they can join the fun in recording their history of "Remember Our Service to Veterans Every Day".

Please include pictures 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.

If President Rose Ann attends your meeting or event, please send me the Department President's visit form attached to the Program Action Plan. My address is on the form.

I hope everyone will work on the Junior History Patch program to learn about the American Legion Auxiliary History. It is for Junior members in 9th through 12th grades and all the instructions are included in the Program Action Plan.

If you have any questions, comments, or concerns, please feel free to contact me. I will be more than happy to help.

Have fun this year!

Tanna Shepherd, Department Historian

Cell: 812-243-5248 or Email: shep@joink.com

RULES
HISTORY BOOK
2021 – 2022

Introduction

1. Title Page
 - Name and number of your Unit/District
 - Name of the Unit/District Historian
 - Date: Current administrative year (2021 – 2022)
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 of the Constitution of the American Legion Auxiliary

Historical Content

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 the installation of officers 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.

Appearance

1. Cover: You may use any book or binder of your chose – navy blue is preferred.
2. Paper: Please use white paper.

- Exceptions: You may want to put the Pledge of Allegiance 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.
 - Page 1 Title page
 - Page 2 Forward or Dedication
 - Page 3 Prayer
 4. Computer, typed or handwritten is allowed.

Arrangement

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 signal 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.

Department President's Visit Form

Please return this form as soon as possible after the Department President has visited your District or Unit to: Tanna Shepherd
1528 W 150 N
Dugger, In. 47848

Name and Number of Unit or District: _____

Unit or District Historian's Name: _____

Date(s) of Department President's visit: From _____ To _____

What event(s) did the Department President attend while visiting: _____

Did she visit a VA hospital, medical center or veteran's nursing home? If yes, please provide the name of the facility: _____

Did your Unit or District donate to the Department President's project? _____

Were any significant gifts presented to the Department President? _____

Were Junior members involved in the Department President's visit? _____ How? _____

Do you have other information that should be included in the 2021 – 2022 history? _____

If necessary, please use the reverse side or additional pages in describing the Department President's visit. If possible, please include pictures. If you need the back, please include a stamped, self-addressed envelope with this form. Thank you for your help!

