



2019-2020 Program Action Plan ***HISTORY***

<p>Chairman Ruth Thacker ruththacker@sbcglobal.net</p>
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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.

Programs and Activities

It should be the responsibility of the historian to record the activities throughout the year:

1. The historian should develop a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information.
2. Include current events that impact the American Legion Auxiliary and its programs/projects in the written history of the year.
3. Collect information about famous Auxiliary members.
 - a. Include information such as members' full names, years of ALA membership, details of what they did, who they are, and why they're famous. Also include where you found the information. Examples would be the first woman to work in government (local or state) or a member who started an organization that relates to the American Legion Auxiliary's mission.
 - o Units: All information should be sent to the Department Historian throughout the year with the deadline of May 1, 2020.
4. Participate in and promote the "Members Remember" history project and the History Patch available to Junior members in 9th – 12th grades.
 - a. Work with the Junior Activities chairman to promote the patch.
 - b. Stress the importance of collecting the ALA's history and the ease of participating in the projects through all communications.



5. Senior and Junior historians 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 social media, 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 ALA Historian's Facebook group, search "American Legion Auxiliary Historians".
6. Units collect and write you unit's history.
 - o Send significant events, especially 100th celebrations, to Department Historian throughout the year, so that a History of this Department can be compiled and sent to National, by May 1, 2020

Unit and District Senior History Contest - It is strongly recommended that each Unit and District senior historian participate in the Senior History Contest. (See "Rules and Score Sheet.")

Unit and District Junior History Contest - It is strongly recommended that each department Junior historian participate in the Junior History Contest. (See "Rules and Score Sheet.")

History Reporting:

Mid-Year Reports

Please submit a narrative report by December 21, 2019 to the Department chairman.

Year-End Reports

Please submit a narrative report by May 1, 2020 to the Department chairman.

Special 100th Anniversary Program History Facts:

The History Committee was created by resolution at the 1972 National Convention. Originally named the Cavalcade of Memories Committee, it began as a curator committee of three to collect, display and care for artifacts of national interest of the American Legion Auxiliary, donated for the new Cavalcade of Memories Museum located at ALA National Headquarters. The committee name changed to reflect that the Auxiliary's history is contained not only in these artifacts, but also in its photos, books, and governing documents, which require care as well. While the committee is still committed to collecting items of national importance for the museum and archives, the main focus of the committee has evolved to assisting departments and units in the collection and care of their important histories.



American Legion Auxiliary Department History
Contest Rules – Senior Member

The recording of the American Legion Auxiliary’s history at all levels (unit, district, department, and national) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA Department conducts a Department History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage units and districts to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Unit and District histories are to be brought to Department Convention June 20, 2020 and judged by the Department Historian and other Department Officers. The Department historian determines the overall winner of the annual history contest. The winner in the senior category is the recipient of the ALA Century of Service Award for this Centennial year.

Each Unit and District are encouraged to submit an entry for the Department History Contest and should include the following information:

District _____ Unit _____

Unit or District Historian’s Name _____
First Last

Unit or District Historian’s Address _____
Street

City State Zip

History Contest Deadline:

A Unit or District history MUST BE RECEIVED by June 20, 2020 to be eligible for judging.



Unit or District History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

- I. Introduction, Inclusions** (10 scoring points) _____ points
1. Title Page
 - a. American Legion Auxiliary (Unit or District) # _____ History
 - b. ALA unit or district administrative year mo/yr to mo/yr
 - c. Name of unit or district historian
 2. Foreword or dedication
 3. A prayer
 4. Pledge of Allegiance to the Flag of the United States of America
 5. First verse of "The Star Spangled Banner"
 6. Preamble to the Constitution of the American Legion Auxiliary
- II. Unit or District Information** (10 scoring points) _____ points
1. List of elected and/or appointed Unit or District officers for the current administrative year
 2. Photograph of Unit or District president (optional, black & white or color, not to exceed 5 x 7 in.)
 3. List of Unit or District chairmen or committee appointments for current administrative year
 4. List of (Districts and Units) Department and/or (Unit) District officers and appointed committee members from your (Unit or District) for current administrative year
 5. List of Department awards received at the previous Department Convention
 6. The typed name/title and written signature (typed signature if submitting it electronically) of the unit or district historian should immediately follow the final paragraph of the history.
 7. Index (optional)
- III. Appearance - Formatting** (10 scoring points) _____ points

Unit and District histories should be submitted by mail, at Department convention or electronically according to the following specifications:

1. For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 1/2 x 11 in.*



2. Page Setup:
 - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.
 - b. Pagination – Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 in. from the bottom of the page.
3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the department president, prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of “The Star Spangled Banner” and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
4. Text: 12 point font, Times New Roman or Arial style font

**Note: The Department prefers electronic submissions. A history may be submitted via postal mail only if the Unit or District historian has discussed this form of entry submission with the Department historian at least 30 days prior to the deadline. If a unit or district history is submitted for the contest via postal mail, that entry will not be mailed back to the unit or district unless the unit or district has included a pre-paid return mailing label and return packing material along with the unit’s or district’s mailed entry.*

IV. Content (70 scoring points) _____ points

1. The ALA unit or district annual history shall be written as a factual narrative beginning with the installation of unit or district officers at unit, district or department convention, and ending with the summary of end-of-year reports and closing events for that ALA administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be sure the unit or district annual history truly represents a historical account of the unit or district – what the unit or district accomplished. A unit or district history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the unit or district and its collective members mission achievements.

Total Points _____



American Legion Auxiliary Department History
Contest Rules – Junior Members

The recording of the American Legion Auxiliary’s history at all levels (unit, district, department, and national) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA Department conducts a Department History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage units and districts to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Junior Unit and District histories are to be brought to Department Convention June 20, 2020 and judged by the Department Historian and other Department Officers. The Department historian determines the overall winner of the annual history contest. The winner in the junior category is the recipient of the ALA Century of Service Award for this Centennial year.

Each Junior Unit and District are encouraged to submit an entry for the Department History Contest and should include the following information:

District _____ Unit _____

Unit or District Junior Historian’s Name _____
First Last

Unit or District Junior Historian’s Address _____
Street

City State Zip

History Contest Deadline:

A Unit or District history MUST BE RECEIVED by June 20, 2020 to be eligible for judging.



Junior Unit or District History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

- Score:**
_____ **points**
- I. Introduction, Inclusions** (10 scoring points) _____ **points**
1. Title Page
 - a. American Legion Auxiliary (Unit or District) # _____ Junior History
 - b. ALA unit or district administrative year mo/yr to mo/yr
 - c. Name of honorary unit or district Junior historian
 2. Foreword or dedication
 3. A prayer
 4. Pledge of Allegiance to the Flag of the United States of America
 5. First verse of "The Star Spangled Banner"
 6. Preamble to the Constitution of the American Legion Auxiliary
- II. Unit or District Information** (10 scoring points) _____ **points**
1. List of elected and/or appointed honorary Unit or District Junior officers for the current administrative year
 2. Photograph of honorary Unit or District Junior president (optional, black & white or color, not to exceed 5 x 7 in.)
 3. List of honorary (8) District Junior chairmen for current administrative year
 4. List of Department Junior awards received at the previous Department Convention
 5. The typed name/title and written signature (typed signature if submitting it electronically) of the unit or district Junior historian should immediately follow the final paragraph of the history.
 6. Index (optional)
- III. Appearance** (10 scoring points) _____ **points**

Unit and District histories should be submitted by mail, at Department convention or electronically according to the following specifications:

1. For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 1/2 x 11 in.*
2. Page Setup:
 - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.



- b. Pagination – Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 in. from the bottom of the page.
3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the department president, prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of “The Star Spangled Banner” and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
4. Text: 12 point font, Times New Roman or Arial style font

**Note: The Department prefers electronic submissions. A history may be submitted via postal mail only if the Unit or District historian has discussed this form of entry submission with the Department historian at least 30 days prior to the deadline. If a unit or district history is submitted for the contest via postal mail, that entry will not be mailed back to the unit or district unless the unit or district has included a pre-paid return mailing label and return packing material along with the unit's or district's mailed entry.*

IV. Content (70 scoring points) _____ points

1. The ALA unit or district annual Junior history shall be written as a factual narrative beginning with the installation of unit or district junior officers at unit, district or department convention, and ending with the summary of end-of-year reports and closing events for that ALA administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation
7. Be sure the unit or district annual Junior history truly represents a historical account – what the unit or district accomplished. A unit or district Junior history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the unit or district and its collective members mission achievements.

Total Points _____