



American Legion Auxiliary  
Department of Wisconsin 2009-2010

**Department Historian Plan of Action 2009-2010**  
**Joyce E. Endres, Department Historian**

**Purpose:**

The purpose of writing a history is to accurately record the accomplishments and significant events that occur on the unit, county, district, and department levels during the 2009-2010 Department of Wisconsin American Legion Auxiliary term of office.

**Unit, District, and Department Level Objectives:**

1. Objective: To encourage increased unit and district participation and submittal of Senior and Junior Histories to the Department Historian by June 1, 2010

Action Steps:

- a. Send a reminder of the importance of writing a history in a Department unit mailing and at the Fall Forum Historian Workshop, October 17, 2009
  - b. Send a reminder of submittal deadlines in at least two Department unit mailings
  - c. Publish the Historian Plan of Action on WI American Legion Auxiliary web site and present the action plan at the Fall Forum Historian Workshop, October 17, 2009
  - d. Submit the Department of Wisconsin History to National by the July 15, 2010 deadline
2. Objective: Serve as a resource to Districts, Counties, and Unit Historians throughout the administrative year

Action Steps:

- a. Send the brochure "Basic Tips for Preparing and Writing a History" with "Reconnect and Energize" as the theme in the Fall 2009 Department unit mailing.
  - b. Remind historians of the importance of reporting on unit, county, or district programs and activities and not just those of the Department President in a Fall Department unit mailing and at the Fall Forum Historian Workshop, October 17, 2009
  - c. Remind Historians the Department Historian is available to assist Historians all year, as needed
3. Objective: Increase participation from Units and Districts in the submittal of mid-year and annual reports to Department for timely submittal to National by February 1, 2010 and June 1, 2010 respectively.

Action Steps:

- a. Send the mid-year report form in October 2009 Department Unit Mailing
  - b. Remind historians to submit their completed mid-year report to the State Historian no later than January 8, 2010
  - c. Remind historians to submit their completed annual report to the State Historian no later than May 1, 2010
  - d. Remind historians to submit their History Book to the State Historian no later than May 1, 2010
4. Objective: Encourage participation from Units and Districts in the "Milestones Over the Years" and "Veteran's History" Projects for submittal no later than June 1, 2010.

Action Steps:

- a. Send information about special history projects in the Fall Department Unit Mailing
- b. Remind Historians to submit their completed special project reports to the State Historian no later than May 1, 2010.