



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN
2018-2019 Historian Action Plan**

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Historian Objectives

1. Record the activities, accomplishments and significant events that occur on the district, county and unit level during the course of the term.

Actions:

Unit, County, District

- Select or appoint a history committee.
- Elect historian
- Encourage all members to share information with the historian.

Members

- Report information (who, what, when, where, & why) about activities and events.
- Volunteer to be a working member of the history committee.
- Assist unit historian.

2. Participate in the Veterans History Project. (www.loc.gov/vets/kit.html).

A participant may be a veteran, an interviewer, or person donating a veteran's collection. Students in the 10th grade and above may also participate and there are special resources for educators and students.

Four Steps...

1. Print the *Veterans History Project Field Kit* (required forms: 16 pages)
2. Prepare for the interview
3. Conduct the interview
4. Send your collection to the Library of Congress (Keep a copy for yourself!)

3. Participate in the "Members Remember", a history of the ALA through the eyes of its members. Refer to the National Action Plan How to Guides for complete step by step information or go to the ALA National website: www.ALAforVeterans.org

4. Celebrate Women's History Month which corresponds with International Women's Day held on March 8th. Refer to the National Action Plan How to Guides for complete step by step information or go to the ALA National website: www.ALAforVeterans.org

5. Involve Junior Members: The 2017-2022 National Action Plan has a complete list of activities for History Patch Blue Level included for use in the Junior program. Refer to the National Action Plan How to Guides for complete step by step information or go to the NALA National website: www.alaforveterans.org

HOW TO RECORD YOUR UNIT'S HISTORY

From Department Historian Maggie Geiger

Contact Information for Questions:

geigermaggie2@gmail.com or 262-377-0329

Objective:

Write a unit history.

Step-by-Step Instructions:

It's important for every unit to have a yearly history written. Here are some tips on what to include:

- Write the history in a **third-person narrative**. Your job is that of an intermediary – someone who witnessed the events and then describes them for the reader. Do not include your thoughts or comments on the events – only the occasion, the people involved, and what occurred.
- Be sure to start recording events as soon as the unit reporting year begins.
- Department president visits to units are important, so be sure to also include examples of what she did to support veterans, military, their families and communities.
- Include all member activities as part of the unit history, not just activities of the president.
- Record special events that occur during the year. Examples:
 - Your unit gets a declaration for poppy month.
 - Your unit conducts a big fundraiser for the National Veterans Creative Arts Festival or any other veteran's program.
 - Record any current events that affect American Legion Auxiliary members and include information about the Auxiliary's response to an event. For example, if there is a weather disaster, write about how your members went above and beyond to help in the community, etc.
- Any time your unit gets media coverage (i.e., a mention on the radio or press release in the paper); include the details in your history.
- Pick out impressive statistics from unit committees. Examples:
 - Your Auxiliary Emergency Fund funds greatly increase.
 - You send more girls to ALA Badger Girls State.

Once complete, present the unit president the history for the year, and give a copy to the unit for its files. Also, enter the unit history book into competition at the District Spring Conference.

Historian Awards

Senior Books: A Department of Wisconsin Certificate of Participation will be presented to all district, county and unit historians' history books judged at the District level and submitted for Department consideration for a Certificate of Merit. Please see Rules and Score Sheet (Rubric) for the Senior History Book.

Unit, county and district history books must be received by Department Historian Maggie Geiger as soon as possible after the District Spring Conference and no later than **May 31, 2019** to be eligible for judging at the Department Convention.

History books received by Department Historian will be displayed at the 2019 Dept. Convention in July. It is the owners' responsibility to **claim the books at the end of convention** or to arrange for someone to do it for them. **No history books will be mailed back to the unit, county or district.**

Junior History Books: A Department of Wisconsin Certificate of Participation will be presented to all District and Unit Honorary Junior Historians who submit a history book for judging and win at the district level. Please see Rules and Score Sheet (Rubric) for the Junior History Book.

The winning Junior history books must be received by Department Historian Maggie Geiger as soon as possible after the District Spring Conference; no later than **May 31, 2019** to be eligible for judging.

Members Remember History Project: A Certificate of Participation will be presented to all Auxiliary members who submit a video in which a long-time member or charter member shares her memory of a special project or particular highlight of her time as a member.

Veterans' History Project: A Certificate of Participation will be presented to all American Legion Family members who submit a completed "Veterans History Project."
(www.loc.gov/vets/kit.html)

Mid-Year Narrative Report: Historians at all levels are encouraged to send a Mid-Year narrative report to Department Historian Maggie Geiger by **December 8, 2018** for inclusion in the mid-year report to National. Mail or email the report to the above address.

Year-End Narrative Report: Historians at all levels are encouraged to mail or email a Year-End narrative report to Historian Maggie Geiger by **April 22, 2019**. Contact Maggie with any questions.

2018-2019 SENIOR HISTORY CONTEST

RULES AND SCORE SHEET (RUBRIC)

Unit Name: _____ Unit Number: _____ District _____

Historian's Name _____ Email/Phone _____

Historian's Address _____

Street, City, State, & Zip

I. Introduction (10 scoring points) _____ points

- Title Page (Single spaced and centered in middle of page)
 - Unit, County, or District History of _____
 - Name of Historian
 - Date: Current administrative year
- Foreword or Dedication (Single spaced and centered in the middle of the page)
- Photograph of Unit, County, or District President (Optional; if used, 5x7 in black and white or color)
- Prayer (Single spaced and centered in middle of the page)
- Pledge of Allegiance to the Flag of the United States of America (Single spaced and centered in the middle of the page)
- First verse of "The Star Spangled Banner" (Single spaced and centered in the middle of the page)
- Preamble to the Constitution of the American Legion Auxiliary (Single spaced in the middle of the page)

II. Historical Content (70 scoring points) _____ points

- List of elected and/or appointed Unit, County, and District Officers for current administrative year
- List of Unit, County, and District Chairmen or committee appointments for current administrative year
- List of Department and National Officers and appointed committee members from Unit, County, or District for current administrative year.
- List of Unit, County, District awards received at the previous State and National Conventions
- The history shall be written as a factual narrative beginning with the Installation of Officers at Unit, County, or District, and ending with the summary of end-of-year reports and closing events for that administrative year.
- The signature of the Historian should immediately follow the final paragraph of the history.
- Index (optional)

III. Appearance (10 scoring points) _____ points

- Cover: soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
- Paper: Plain, white, 8½ by 11 in.
- Page setup:
 - Margins – Left and right should be 1.25 in; top and bottom margins should be 1 in.
 - 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.
- Spacing: Double-spaced with the exception of the introductory pages (i.e. Title page, Foreword or Dedication, Photograph, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and the Preamble to the Constitution of the American Legion Auxiliary) which shall be single spaced and centered in the middle of the page.
- Text: 12 point font, Times New Roman or Arial style font
- Technology: Computer preferred, however, a typewritten or handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

IV. Arrangement (10 scoring points) _____ points

- Written in third person (refer to "HOW TO RECORD YOUR UNIT'S HISTORY")
- Clear, concise language with correct spelling of names
- No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
- Be original and unique in thought and presentation

Total
points _____

V. Deadline

History books must be judged at the District Spring Conference. The winning Unit, County along with the District history books should be sent to Department Historian Maggie Geiger, 155 Green Bay Road, Cedarburg WI 53012, as soon as possible after the District Spring Conference with a deadline of **May 31, 2019** to be eligible for judging.

2018-2019 JUNIOR HISTORY CONTEST

RULES AND SCORE SHEET (RUBRIC)

Unit Name: _____ Unit Number: _____ District _____

Historian's Name _____ Email/Phone _____

Historian's Address _____

Street, City, State, & Zip

I. Introduction (10 scoring points) _____ points

- Title Page (Single spaced and centered in middle of page)
 - Unit, County, or District History of _____ Juniors
 - Name of Honorary Unit or District Junior Historian
 - Date: Current administrative year
- Foreword or Dedication (Single spaced and centered in the middle of the page)
- Photograph of Unit, County, or District Honorary Junior President (Optional; if used, 5x7 in black and white or color)
- Prayer (Single spaced and centered in the middle of the page)
- Pledge of Allegiance to the Flag of the United States of America (Single spaced and centered in the middle of the page)
- First verse of "The Star Spangled Banner" (Single spaced and centered in the middle of the page)
- Preamble to the Constitution of the American Legion Auxiliary (Single spaced in the middle of the page)

II. Historical Content (70 scoring points) _____ points

- List of elected and/or appointed Unit and District Junior Officers for current administrative year
- List of Juniors Unit and District Chairmen or committee appointments for current administrative year
- List of Honorary Junior Department and National Officers and appointed committee members for current administrative year.
- List of Unit or District Junior awards received at the previous State and National Conventions
- The history shall be written as a factual narrative beginning with the Installation of Honorary Junior Officers at Unit or District, and ending with the summary of end-of-year reports and closing events for that administrative year.
- The signature of the Junior Historian should immediately follow the final paragraph of the history.
- Index (optional)

III. Appearance (10 scoring points) _____ points

- Cover: soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder from Emblem Sales with imprinted seal.
- Paper: Plain, white, 8½ by 11 in.
- Page setup:
 - Margins – Left and right should be 1.25 in; top and bottom margins should be 1 in.
 - 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.
- Spacing: Double-spaced with the exception of the introductory pages (i.e. Title page, Foreword or Dedication, Photograph, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and the Preamble to the Constitution of the American Legion Auxiliary) which shall be single spaced and centered in the middle of the page. Paragraphs may be indented or in block form.
- Text: 12 point font, Times New Roman or Arial style font
- Technology: Computer preferred however a handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

IV. Arrangement (10 scoring points) _____ points

- Written in third person. (refer to "HOW TO RECORD YOUR UNIT'S HISTORY")
- Clear, concise language with correct spelling of names
- No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
- Be original and unique in thought and presentation

Total
points _____

V. Deadline

Junior Unit History books must be judged at the Spring Conference. The winning Unit Junior history book, along with the District Junior history book, should be sent to Department Historian Maggie Geiger, 155 Green Bay Road, Cedarburg WI 53012, as soon as possible after the District Spring Conference with a deadline of **May 31, 2019**, to be eligible for judging.