



Department Historian Plan of Action 2011-2012

Laura Calteux, Dept. of Wisconsin
7012 W. Squire Ave., Greenfield, WI 53220
Cell: 414-379-2943
Email: calteuxx2@sbcglobal.net



Purpose:

To accurately record the accomplishments and significant events that occur on the Unit, County, District and Department levels during the 2011-2012 Department of Wisconsin American Legion Auxiliary Year.

Unit, District, and Department Level Objectives:

1. **Objective:** Encourage all historians to record their history and activities throughout the year.

Action Steps:

- a. Have available at the Fall Forum a Historian worksheet to help keep Monthly Notes, a Historian Mid-Year/Annual narrative report form, a Department President's Visit Form, and the contests and awards for this year including the Rules and Score sheets. Brochures will also be available on "Basic tips for Preparing and Writing a History" and "The Veterans History Project".
 - b. Include in Unit Mailings and at the Fall Forum tips on keeping track of our History, and how important to our organization that all Unit, County, and District program activities are reported to Department Chairmen, using Mid-Year report forms and the Consolidated Annual report form.
 - c. Historians at all levels in the Department are asked to send a Mid-year narrative report due January 15, 2012 and an Annual narrative report due May 1, 2012 which should include their archive systems development, Veterans History Project and History Book information.
2. **Objective:** Historians at all levels should develop a system to archive communications such as newsletters, handbooks, guidebooks, brochures and program information.

Action Steps:

- a. Through the Fall Forum Workshop and the Monthly Unit Mailings offer suggestions and a guideline to develop a system to archive communications.
 - b. Send a reminder in the January or February 2012 Unit Mailings to include Historian Award deadlines, and reinforce the archiving/retaining of Unit or District communications.
 - c. Historians at all levels should include their archive system development in their Mid-year narrative report due January 15, 2012 and your Annual narrative report due May 1, 2012.
3. **Objective:** Encourage participation from all Senior and Junior members in the Veterans History Project, (<http://www.loc.gov/vets/kit.html>).

Action Steps:

- a. Through the Fall Forum Workshop and the Monthly Unit Mailings encourage member participation in the Veterans History Project.
 - b. Remind Historians to submit their Veterans History projects on or before May 1, 2012.
 - c. Include Veterans History Project in your Mid-year narrative and your Annual narrative.
4. **Objective:** Encourage historians to collect information about famous Auxiliary members

Action Steps:

- a. Through the Fall Forum Workshop and the Monthly Unit Mailings encourage member participation, to include all information needed to participate.
- b. Historians should send all information to the Department Historian, as it is collected throughout the year and by the May 1, 2012 deadline.