

American Legion Auxiliary Department of Wisconsin 2023-2024 History Program Engagement Plan (PEP)



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History Objectives:

1. Record and preserve the year's history of the Wisconsin American Legion Auxiliary.
2. Document the who, what, when, where, and why of the organization.
3. Member involvement, promoting pride in accomplishments and renewed interest.
4. Reminder of the importance of contributions made.
5. Recognition of time, talents, and undertakings of Units, Counties, and Districts.

Department Categories: There is a Junior and Senior division. Scroll down to see rubrics (rules and score sheets).

Deadline: Unit and County histories should be judged at the District Spring Conference. The winner at each level will move on to Department. *The winning entries should be mailed to the above address as soon as possible after being selected.* District Historians: Present a Certificate of Participation to historians submitting an entry and a 1st Place certificate to the winning history.

Helpful Points:

1. Follow rubric.
2. Be concise: Don't use 20 words where 10 will do, insert proper punctuation, and stay in third person.
3. Write, then walk away. Return to review and edit. Avoid falling in love with your words; it deters editing.
4. Ask someone to proof for you.
5. Tell a story and write from the heart.

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1. Library of Congress Veterans History Project: www.loc.gov/vets/kit.html

This project is submitted to the Library of Congress in Washington, DC.

Veterans from all branches and ranks at any point since WWI are eligible to participate in this project. Anyone, including students 15 or older, can volunteer to record an oral history interview or gather and donate a veteran's original photos, correspondence, or other materials. See website for specifics.

- A. Prepare
- B. Participate
- C. Send
- D. Access
- E. E Inquire

2. Members Remember:

- A. Record ALA history through the eyes of its members. (This is a video and can be posted on YouTube.)
- B. Review/print information sheet: Scroll down for info.
- C. Follow step-by-step instructions.

3. Women's History Month: www.ALAforVeterans.com See website for celebration ideas.

- A. March is Women's History Month
- B. March 8th is International Women's Day.
- C. Celebrate women, past and present.

4. Juniors History Patch Blue Level 3: www.ALAforVeterans.com

- A. This program is for Juniors and S.A.L. youth members in Grades 9-12.
- B. Earn a History Patch by educating yourself about the history of The American Legion Family.
- C. Twelve possibilities are offered, three activities are required, six are participant's choice, and nine must be completed. Scroll down for form.

5. Written Remembrance of a Longtime *or* Oldest Unit Member:

- A. Interview either a longtime member *or* the oldest member in your Unit.
- B. Record questions and responses.
- C. Title page should be centered and include:
 - 1) Written Remembrance of Longtime Unit Member *or* Written Remembrance of Oldest Unit Member.
 - 2) Name of interviewer and position held (Historian, member, etc.).
 - 3) Name of member interviewed. If longtime member, include number of years of membership. If oldest Unit member, include number of years of membership and age *if agreeable to furnish*.
 - 4) Unit name and number and District number.
 - 5) Interview date.
- D. The interview should be no longer than one 8½" x 11" double-sided page.
- E. Mail or email to Department Historian by April 15, 2024, and include interviewer's contact information.

6. Scrapbooks: It is your responsibility to bring to and pick up from State Convention.

- A. Units, Counties, and Districts are encouraged to create a scrapbook.
- B. Include pictures, newsletters, newspaper clippings, flyers, etc.
- C. Use your imagination. No rules. Anything goes!
- D. Scrapbooks will be displayed at Department Convention. Participation Certificates will be presented.
- E. Notify Department Historian by April 15, 2024, if submitting a scrapbook.
 - 1) All levels: include name(s) of person(s) creating a scrapbook.
 - 2) Unit level: name and number of Unit and District number.
 - 3) County level: Name of County and District number.
 - 4) District level: District Number.

7. *President Maggie's Scrapbook: May 31, 2024 Deadline*

A scrapbook will be created for President Maggie. Your help would be appreciated by mailing and/or emailing newspaper articles, pictures, flyers, etc. (scrapbook size 12" x 12") to the Department Historian. *If emailing, send pictures as jpegs for clarity.* Please provide materials as they happen. Do not wait until May 31, 2024

Be sure to include where the information is from, Unit/County/District, and furnish contact info for person submitting, should questions arise.

National Historian: Donna Thurman
(Department of Kentucky)
donnathurman113@yahoo.com ♦ Cell: 270-268-3296
220 Dale Place
Oldsmar FL 34677

**2023-2024 Junior History Contest
Rules & Score Sheet (Rubric)**

Unit Name: _____ Unit Number: _____ District: _____

*Historian's Name: _____

*Email: _____ Phone: _____

*Historian's Complete Address: _____

For County History, list County & District: _____

For District, list District number: _____ **For County or District, fill in lines 2, 3, and 4 above.*

- I. Introduction (10 Points)** _____ Points
1. Title Page: This page and all points under Introduction are single-spaced and centered on page.
 - a. Unit, County, or District Junior History
 - b. Name of Unit, County, or District Junior Historian
 2. Foreword or Dedication
 3. Picture of Unit, County, or District Junior President – *Optional, but if used, 5"x 7" in color or black and white
 4. Prayer
 5. Pledge of Allegiance to the Flag of the United States of America
 6. First verse of "The Star-Spangled Banner"
- II. Historical Content (70 Points)** _____ Points
1. List of elected and/or appointed Unit, County, or District Officers for current year.
 2. List of Junior Unit, County, or District Chairmen or Committee Appointments for current year.
 3. List of Junior Department and National Officers and Appointed Committee Member(s) for current year.
 4. List of Unit, County, or District Junior awards received at the 2022-2023 State and National Conventions.
 5. The history shall be written as a factual narrative beginning with the installation of Junior Officers at the Unit, County or District level and ending with the summary of year-end reports.
 6. The signature of the Junior Historian should immediately follow the final paragraph of the history.
 7. Index – *Optional
- III. Appearance (10 Points)** _____ Points
1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5" gold foil American Legion Auxiliary seal, centered on the cover *or* a regulation binder from Emblem Sales with imprinted seal.
 2. Paper: Plain, white, 8½" x 11"
 3. Page set up:
 - a. Margins – Left, right, top, and bottom should be 1".
 - b. Pagination – Page numbers should begin on the first page of the Historical Content and should be centered and placed ½" from the bottom of the page.
 4. Spacing: Historical content is double-spaced, unlike items in the introduction. Paragraphs: indented or block form
 5. Text: 12-point font in Times New Roman or Arial
 6. Computer-processed is preferred, but neatly handwritten is acceptable. The latter follows rules 1-4 under Appearance.
- IV. Arrangement (10 Points)** _____ Points
1. Written in third person.
 2. Clear, concise language with proper spellings.
 3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings.
 4. Be original and unique in thought and presentation.
- V. Deadline: May 31, 2024 – Late entries will not be judged. Place this form inside the cover of your entry.** Junior Unit History books should be judged at the Spring Conference. The winning histories and the District History are to be sent to the Department Historian, as noted on the first page. It is your responsibility to pick up your history or to make arrangements with your District President to do so. Those left behind will remain at the site.

**2023-2024 Senior History Contest
Rules & Score Sheet (Rubric)**

Unit Name: _____ Unit Number: _____ District: _____

*Historian's Name: _____

*Email: _____ Phone: _____

*Historian's Complete Address: _____

For County History, list County & District: _____

For District, list District number: _____ **For County or District, fill in lines 2, 3, and 4 above.*

I. Introduction (10 Points) _____ Points

1. Title Page: This page and all points under Introduction are single-spaced and centered on page.
- a. Unit, County, or District History
- b. Name of Unit, County, or District Historian
2. Foreword or Dedication
3. Picture of Unit, County, or District President – *Optional, but if used, 5"x 7" in color or black and white
4. Prayer
5. Pledge of Allegiance to the Flag of the United States of America
6. First verse of "The Star-Spangled Banner"

II. Historical Content (70 Points) _____ Points

1. List of elected and any appointed Unit, County, District or National Officers for current year.
2. List of Unit, County, or District Chairmen and any Committee Appointments at all levels for current year.
3. List of Department and National Officers, Chairmen, and Appointed Committee Members for current year.
4. List of Unit, County, or District awards received at the 2022-2023 State and National Conventions.
5. The history shall be written as a factual narrative beginning with the installation of Officers at Unit, County, or District level and ending with the summary of year-end reports.
6. The signature of the Historian should immediately follow the final paragraph of the history.
7. Index – *Optional

III. Appearance (10 Points) _____ Points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5" gold foil American Legion Auxiliary seal, centered on the cover *or* a regulation binder from Emblem Sales with imprinted seal.
2. Paper: Plain, white, 8½" x 11"
3. Page set up:
 - a. Margins – Left, right, top, and bottom should be 1".
 - b. Pagination – Page numbers should begin on the first page of the Historical Content, and should be centered and placed ½" from the bottom of the page.
4. Spacing: Historical content is double-spaced, unlike items in the introduction. Paragraphs: indented or block form
5. Text: 12-point font in Times New Roman or Arial
6. Computer-processed is preferred, but neatly handwritten is acceptable. The latter follows rules 1-4 under Appearance.

IV. Arrangement (10 Points) _____ Points

1. Written in third person.
2. Clear, concise language with proper spellings.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings.
4. Be original and unique in thought and presentation.

V. Deadline: May 31, 2024 – Late entries will not be judged. Place this form inside the cover of your entry.

Unit and County History books should be judged at the Spring Conference. The winning Unit and County histories and the District History are to be sent to the Department Historian. It is your responsibility to pick up your history or to make arrangements with your District President to do so. Those left behind will remain at the site.



**American Legion Auxiliary
Department of Wisconsin
2023-2024 Award Cover Sheet for Units**

Send completed form to:

Mary Petrie, Department Chairman
808 E Cady Street, Watertown WI 53094
920-261-8161
mmrtpetrie@charter.net

Committee sponsoring award: **HISTORIAN**

Please fill out the information as completely and accurately as possible. Unit award certificates will be completed using the information given on this sheet, so please print legibly. **Due April 1, 2024.**

Provide the following, including the complete name of your unit, if you are applying for a Unit award at the Department and/or National level:

Unit # _____ District # _____ City Location: _____

Full official unit name: _____

Unit president/chairman (circle one) name: _____

Phone number: _____ ALA member ID#: _____

Email address: _____



How to Record and Post to “Members Remember”

Committee:

History

Contact Information for Questions:

History@ALAforVeterans.org

Objective:

Record the ALA’s history through the eyes of its members

Background Information

The history of the American Legion Auxiliary begins back in November 1919, and continues with you. The organization’s history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA’s programs and projects to fulfill our mission of serving the veterans, servicemembers, and their families who sacrifice much for this country of ours.

A written history can only tell so much. However, when an organization’s history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

Step-by-Step Instructions

Here are some tips:

- This is a two-person project, so find someone to assist. This is a good time to enlist the help of your 9th-12th grade Junior members as it is a required activity in earning the History Patch. If you Unit does not have Junior members, enlist the assistance of college students.
- Find longtime members of the Auxiliary and ask them to share their stories in a video. These stories can be about:
 - A special project
 - A particular highlight during her membership
 - How many generations of her family have been members and why
 - If a chartered member, her experience in starting the Unit
- Find a location where it is quiet and where there will be no interruptions.
- Record with iPhones/Smartphones. Please keep in mind that your video file must be either a .mov; .avi; .mpeg; or a .wmv file extension.
- Each recording should be no longer than five (5) minutes long. You may make more than one. Cover one topic in each video.
- Post the video on YouTube. An instructional video on how to upload is located at www.youtube.com/watch?v=_O7iUifbKU.
 - Go to YouTube at <https://www.youtube.com>
 - Give the video the following title: ALA Dept. of ____ (two letter abbreviation for your state) Unit ____ Members Remember.
- Provide a description and tags that will help people locate the video easily.
- Under Category, click on Nonprofits & Activism.
- Under Privacy, click on Share your video with the world.
- Click Save Changes.



HISTORY PATCH BLUE LEVEL 3

(Grade 9th - 12th)

Educate yourself about the history of the American Legion Auxiliary and The American Legion Family

Level 3: Twelve (12) possibilities; **Three* (3) activities are required;** Six (6) are your choice. A total of Nine (9) activities must be completed from the Twelve (12) choices.

No.:	Activity:	Date:	Adult Signature:
*1	Interview at least two Auxiliary or SAL members. Post your video interviews on social media and share with your unit or squadron.		
2	Learn about the Veterans History Project. Interview at least two veterans and preserve their stories. Send your project to the Library of Congress www.loc.gov/vets .		
3	Contribute to your unit or squadron's History Book. Focus on who we are, what we do and why it matters.		
*4	Contribute to your unit or squadron's Junior or Youth History Book.		
5	Contribute to and/or start a unit or squadron history museum to capture the impact the ALA has had on your community.		
*6	Research and do a presentation on the history of your unit or squadron. Present it to your Junior unit, or at a unit, squadron, or post meeting.		
7	Research current, former or deceased members of your Legion Family (unit, post, or squadron) who made a significant contribution to your community.		
8	Organize a <i>Veterans in Community Schools</i> presentation. Work with a veteran in your post and find a school or classroom in which to make a presentation.		
9	Organize a library of past issues of <i>Auxiliary</i> magazine for your unit. Make special notation of issues with articles relevant to your unit or department.		
10	Start a Blue Star/Gold Star Mothers and Families database for your unit or squadron.		
11	Start an ALA Girls State or Boys State database for your unit or post: who was sponsored, what offices were held, and if anyone went on to ALA Girls Nation or Boys Nation.		
12	Start a Poppy Program History: Keep track of your unit's Poppy Poster Contest, Miss Poppy, and Little Miss Poppy winners. Make special notation of those who also went on to win at the department or national level.		

Name of Junior/SAL Member: _____

Grade: _____ Unit/Squadron # _____

Department _____