

Historian

Program Action Plan - 2016-2017

Rose Ann Dzieglowicz

Purpose: To accurately record the accomplishments and significant activities and events that occur on the Unit, District and Department level during the year.

What is the program and why do we have it?

The heart of an organization's history is in its records – items that officers, members, staff and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization. Members are able to look back and learn what efforts were successful, or unsuccessful, and why. Understanding the missteps as well as the achievements can assist in determining a future strategy. It also stimulates and encourages members to maintain the organization's standards and promote its future. Pride in the organization has a direct correlation to motivating the current membership to bring in new members and achieve more goals. As President Peggy's theme states, **"Pride in Giving Service"** is what we are about.

Suggested Activities:

1. It is your opportunity as your Unit or District Historian to record the events within your organization so that future Auxiliary members will know what has been accomplished by previous generations of Auxiliary members.
 - Develop a system to organize your articles, newsletters, handbooks, guides, brochures, pictures, and all other information you collect.
 - Include volunteer work, your president's activities, as well as other members in your Unit/District as they visit VA clinics, nursing homes and all activities you do.
 - Include activities that promote our American Legion Family such as Poppy Days, Veterans' Day, school participation and Flag promotion.
2. Encourage both Junior and Senior Historians to promote our American Legion Family and Veteran's History. There are many opportunities with E-mails, face-to-face meetings, Facebook and all other types of social media. Stress the importance of collecting history. Post your Unit History on the Legion's Centennial Celebration webpage at <http://centennial.legion.org/>
3. Record the ALA's history through the eyes of its members with the "Members Remember" program. "Members Remember" is a two person project where a video is created of a member telling their story of a special project, particular highlights during their membership, or perhaps their experience starting their Unit. Step-by-step instructions are included to participate in this new initiative.
4. Promote the new Junior member History Patch. The History Patch is an opportunity for Junior members in Grade 9 through 12 to educate themselves about the history of the ALA and The American Legion Family. Full instructions are included to promote this new initiative to your Junior members.

How to Record Your History

It is very important that every Unit and District compile a History Book.

We will continue combining the narrative and pictorial History Books in one book again this year.

- Be sure to start recording events as soon as your Unit/District President is installed.
- Include the Department President's Theme – "**Pride in Giving Service**". Include your Officers' names, names of your Unit/District Chairmen and anything you can do ahead of time.
- Write about any visits from Department Officers or special guests. Mention their message and how they support veterans and their families.
- Write a little each month or as each event happens. It's very difficult to remember everything that has happened at the end of the year.
- Include Unit/District media coverage (newspaper, radio, TV) and include the details. Talk about any Legion Family Picnics, Poppy Days, special dinners or stand downs.
- Tell about your American Legion Auxiliary Hoosier Girls State Program. Did you have special fundraisers to help fund your programs or any special Veteran's Projects?
- Include pictures and make sure to have first and last names of members and what the event is about.
- Remember the Junior members. Mentor them and help them make their own History Books. Encourage them to participate in the new Junior History Patch program.

See the Score Sheet for all History Book entries on Page 3 of this Program Action Plan.

Score Sheet

**All score sheets will be the same for Junior and Senior History Books
as well as Unit and District Books.**

Introduction: 10 Points

1. Title Page
 - a. Name and number of your Unit/District
 - b. Name of the Unit/District Historian
 - c. Date: Current administrative year (2016-2017)
2. Forward or Dedication page.
3. Photograph of Unit or District President – optional
4. Special prayer
5. Pledge of Allegiance to the Flag of the United States of America
6. First verse of the “Star Spangled Banner”
7. Preamble to the Constitution of the American Legion Auxiliary

Points

Historical Content: 70 Points

1. List of elected and/or appointed Unit/District officers for the current administrative year.
2. List of Unit/District Chairmen or committee appointments for the current administrative year.
3. This administrative year’s history. Begin with installation and end with Poppy Days in a combination of written narrative and pictures.
4. Include a summary of your year-end reports.
5. The signature of the Unit/District Historian should immediately follow the final page of your history.

Points

Appearance: 10 Points

1. Cover: You may use any book or binder you choose – navy blue is preferable.
2. Paper: Please use white paper.
 - a. Exceptions: You may want to put the Pledge on a sheet that has a flag or other patriotic border. A prayer may be put on another decorative paper.
3. Page set up: Centered and double spaced.
 - a. Page 1 Title page
 - b. Page 2 Forward or Dedication
 - c. Page 3 Prayer
4. Computer, typed or handwritten is allowed.

Points

Arrangement: 10 Points

1. Clear, concise language with correct spelling.
2. You may use decorations, computer graphics, pen or ink drawings, illustrations, extra material and newspaper clippings.
3. You are combining a written and pictorial history into a single book. For each event, you must have a small narrative describing what the event was and identify individuals in the pictures. If you have newspaper articles, please include a brief narrative explaining what the event is about and the name and date of the newspaper article.

Points

Total Points

Historian Reporting

Mid-Year Reports

- December 14, 2016 - Unit mid-year narrative reports to District Historian
- December 30, 2016 - District mid-year narrative reports to Department Historian

Annual Reports

- April 15, 2017 - Unit report form due to District Historian
- May 1, 2017 - District report form due to Department Historian
- May 1, 2017 - Year-end narrative report due to Department Historian
- June 4, 2017 - Winning Unit History Book from each District due to Department Historian
- June 4, 2017 - District History Book due to Department Historian
- Junior History Books will be judged at the Junior Conference.

Department Awards

- **Louise Loyd Award:** To the District submitting the best District History.

Department Historian Personal Senior Awards

- Best narrative for mid-year report.
- Best narrative for year-end report.
- Best Unit History Book: First and Second Place
- Best District History Book: First and Second Place

Department Historian Personal Junior Awards

- Best History submitted from a Junior member, Junior Unit and a Junior District: 1st & 2nd places will be recognized

Preparing a History for your Unit/District can be fun as you record the many ALA events throughout the year. Ask members to assist you along the way as they share with you about the various events they've participated in throughout the year to make a difference in the lives of Veterans and Children from your local area. If you have any questions, be sure to contact me as I would be happy to assist you in any way I can.

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