



AMERICAN LEGION
AUXILIARY

Serving veterans, their families and their communities

National Historian

National Historian ~ Marian "Pic" Webster

National Historian

Plan of Work: National Historian

Mission Statement: The Historian is committed to accurately recording annually, the accomplishments and significant events that occur on the national, division, department and unit level during the course of their term.

National Historian

Marian "Pic" Webster
Department of Michigan

National Officer Coordinator

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National Historian

National Historian – Outline

- I. ALA History
- II. Collaborative Programs and Activities
 - Veterans History Project
- III. Awards
 - a. Senior History
 - i. National - Toomey Trophy
 - ii. Division
 - iii. Certificates
 - b. Junior History
 - i. National
 - ii. Division
 - iii. Certificates
- IV. Historian Resources
- V. Mid-Year Report Form
- VI. Annual Report Form
- VII. National President's Visit Form
- VIII. Rules for Junior and Senior Department History Contest and Score Sheet

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Historian Goals

I. ALA History

A. Goal: To have 100% participation, a history received from each department.

Tactics:

1. Provide guidelines for writing the Department History in this Plan of Work.
2. Be available by email or phone to offer information, support and answers.
3. Ask for a mid-year report of historian activities within the Department to be sent to me by February 15, 2009.
4. Keep the writing of your Department history simple.

B. Goal: Provide assistance to every Department Historian.

Tactics:

1. Provide a form to Department Historians regarding National Presidents visit.
2. Provide a form to Department Historians to record significant happenings monthly for ease in reporting mid-year and final writing.
3. Utilize the History Score Sheet as a tool to give feedback to every Department historian submitting a history.

II. Collaborative Programs and Activities

A. Goal: Encourage Units to work with their Post and Auxiliary members (especially juniors) to preserve the wartime stories of veterans in their communities.

Tactics:

1. Ask all members of your Post to submit their stories.
2. Visit VA Hospitals, Medical Centers, Homes for Veterans and local nursing homes to collect stories of our veterans.
3. Contact the Veterans History Project at <http://www.loc.gov.folklife/vets> for program details.
4. Gather stories of all veterans in your community.

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III. Awards

A. Senior History Awards

- i. **National - Toomey Trophy** – The Toomey Trophy, for best Department History, will be presented at the 2009 National Pre-Convention Meeting. The entries for this award will be judged independently on the National level using the Department/Division criteria.
- ii. **Division** –
 - a. A Certificate of Merit will be awarded to the Department Historian in each of the five Divisions submitting the best Department history. History is due to the National Division Vice President, **by July 15, 2009**.
- iii. **Certificates** -
 - a. A Certificate of Merit will be presented to each Department Historian who submits a Department History for competition.
 - b. Certificate of Participation will be presented to each Department Historian forwarding a copy of a Veteran's History, using the Veterans History Project. Send forms to: Marian "Pic" Webster, 6069 Pointview Court, Newaygo, MI 49337, **by July 15, 2009**.
 - c. Certificates of Participation will be provided to Department Historians to distribute to the historians in their department who wrote a history for competition in their department.

B. Junior History Awards

- i. **National** – A plaque shall be presented at the 2009 National Junior Meeting to the Division winner accumulating the highest score for her Department Junior History. This History is due to the National (Senior) Division Vice President, **by July 15, 2009**.
- ii. **Division** –
 - a. A Certificate of Merit shall be presented to the Department Honorary Junior Historian submitting the best Junior History in each Division. History is due to the National (Senior) Division Vice President, **by July 15, 2009**.
 - b. A Certificate of Merit will be presented to one Junior member in each Division who submits the best (250 word minimum) essay of why she chose to participate in the Veteran's History Project. Cover page should include Department, signature of the Unit President, name and address of Unit and Junior. Due to: Marian "Pic" Webster, 6069 Pointview Court, Newaygo, MI 49337, **by June 2, 2009**.
- iii. **Certificates** -
 - a. A Certificate of Merit will be presented to each Department Honorary Junior Historian who submits a Department History for competition.
 - b. A Certificate of Participation will be presented to each Department Honorary Junior Historian who forwards a copy of a Veteran's History, using the Veterans History Project forms to: Marian "Pic" Webster, 6069 Pointview Court, Newaygo, MI 49337, **by July 15, 2009**.
 - c. Certificates of Participation will be provided to Department Historians to distribute to all Honorary Junior Historians who wrote a history for competition in their department.

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IV. Resources

1. **National News.** Issues of the **National News** provide information and ideas that can be used in preparing your history.
2. **American Legion Auxiliary History** volumes have been published. National has a limited amount of volumes in stock. The 1980-1990 Auxiliary History book (355.213) is available through Emblem Sales by logging onto <http://emblem.legion.org> or dialing 888-453-4466. Check your department office and/or poll your membership and see if you can get a complete set for reference.
3. **Spreadsheet.** A spreadsheet of significant items in your department's history can also be a valuable contribution.
4. **Auxiliary Alphabet of Writing Tips.** This document can be found on pages 38-40 of the **Public Relations Handbook**. The handbook can be viewed by logging onto the Auxiliary's website (www.legion-aux.org). Copies of the handbook (355.212) are also available for purchase through Emblem Sales by logging onto <http://emblem.legion.org> or dialing 888-453-4466.
5. **Library of Congress website (www.loc.gov).** Click on "American Memory" for ideas and information about history in everyday life.
6. **Veterans History Project website (www.loc.gov/vets).** Contains project information as well as submission guidelines.

V. Mid-Year Report Form

VI. Annual Report Form

VII. National President's Visit Form

VIII. Rules for Junior and Senior Department History Contest and Score Sheet

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DEPARTMENT HISTORIAN'S MID-YEAR REPORT 2008-2009

Please complete this form and return to: Marian "Pic" Webster 6069, Pointview Court, Newaygo, MI 49337 **by February 1, 2009**, so that I can include your report in the mid-year report to the National Executive Board in Washington D.C.

Department _____

Department Historian's Name _____

Please list and explain at least three (3) significant events, happenings or newsworthy activities that have taken place in your Department since National President Desiree Stoy took office.

1.

2.

3.

Thank you in advance for helping to make my job as National Historian a pleasure. Please continue to record your history daily, weekly or monthly. It will make writing the end of the year history much easier. I would "love" to have 100% reporting!!!!

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DEPARTMENT HISTORIAN'S ANNUAL REPORT FORM 2008-2009

Please return on or before **June 1, 2009** to: Marian "Pic" Webster, 6069 Pointview Court, Newaygo, MI 49337.

DEPARTMENT _____

HISTORIAN _____

ADDRESS _____

TELEPHONE _____ E-MAIL _____

1. How many Units are in your Department? _____
2. How many Unit histories were submitted for competition? _____
3. How many Junior histories were submitted for competition? _____
4. How many Units participated in the Veterans History Project? _____
5. How many Veterans' Histories were recorded by Senior members? _____
6. How many Veterans' Histories were recorded by Junior members? _____
7. Will you submit a Department Narrative History for competition in your Division for the Toomey Trophy Award? _____
(Due to your National Division Vice President, **by July 15, 2009.**)
8. How many Certificates of Participation do you need for Senior historians (all levels within your Department) who submitted a history for competition? _____
9. How many Certificates of Participation do you need for Honorary Junior Historians all levels within your Department) who submitted a history for competition? _____
10. Please outline the methods used to promote the importance of keeping a thorough and complete record of the activities and accomplishments in your department this year.

11. Do you have any ideas to make writing a Department history more enjoyable or easier?

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NATIONAL PRESIDENT'S VISIT

Please complete this form after National President Desiree Stoy has visited your Department. Return ASAP to: Marian "Pic" Webster, 6069 Pointview Court, Newaygo, MI 49337. Or email information to prwebster@thinkextreme.net.

Department: _____

Department Historian's Name: _____

Date of President's visit _____ to _____

What events did she attend? _____

Did she visit a VA Hospital or Medical Center, Veterans Home, or any other Veterans facility? If so, please name _____

Did she visit veterans at a local nursing home? If so name _____

Did your Department donate to the President's project? _____

Were there any significant gifts presented to the President? _____

Were there Junior members involved in the President's visit? _____

Is there anything that was not mentioned above that may be included in the 2008-2009 history? _____

Thank you for your participation.

Be sure to record everything exciting happening in your Department to be included in your mid-year report and in your completed history of 2008-2009.

Remember President Desiree's theme: HOPE-"Honoring Our Promise Everyday"

As historians, we will honor our promise everyday to accurately record our Department's history.

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- I. Introduction (10 scoring points) **Score: _____**
1. Title Page
 - a. Department History of _____
 - b. Name of Department Historian
 - c. Date: Current administrative year
 2. Foreword or Dedication
 3. Photograph of Department President (optional)
(If used, 5 x 7 in. black and white or color.)
 4. 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
- II. Historical Content (70 scoring points) **Score: _____**
- a. List of elected and/or appointed Department Officers for current administrative year
 2. List of Department Chairmen or committee appointments for current administrative year
 3. List of National Officers and appointed committee members from your department for current administrative year
 4. List of Department or National Awards received at the previous National Convention
 5. The History shall be written as a factual narrative beginning with the Installation of Department Officers at Department Convention, and ending with the summary of end-of-year reports and closing events for that administrative year.
 6. The signature of the Department Historian should immediately follow the final paragraph of the history.
 7. Index (optional)
- III. Appearance (10 scoring points) **Score: _____**
1. 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.
 2. Paper: Plain, white bond, 8 1/2 by 11 in.
 3. Page Setup:
 - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.
 - b. 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.
 4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the Department President, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 5. Text: 12 point font, Times New Roman or Arial style font
 6. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

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- IV. Arrangement (10 scoring points) **Score: _____**
1. Written in third person
 2. Clear, concise language with correct spelling
 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: Department Histories **MUST BE RECEIVED** by the appropriate Division National Vice President **NO LATER** than July 10 to be eligible for judging.

Total:_____

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RULES FOR JUNIOR DEPARTMENT HISTORY CONTEST

- I. Introduction (10 scoring points) **Score: _____**
 1. Title Page
 - a. Department History of _____ Juniors
 - b. Name of Honorary Department Junior Historian
 - c. Date: Current administrative year
 2. Foreword or Dedication
 3. Photograph of Department Honorary Junior President (optional)
(If used, 5 x 7 in. black and white or color.)
 4. 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
- II. Historical Content (70 scoring points) **Score: _____**
 1. List of elected and/or appointed Honorary Department Junior Officers for current administrative year
 2. List of Honorary Department Junior Chairmen or committee appointments for current administrative year
 3. List of Honorary National Junior Officers and appointed committee members from your department for current administrative year
 4. List of Department or National Junior Awards received at the previous National Junior Convention
 5. The History shall be written as a factual narrative beginning with the Installation of Department Junior Officers at Department Junior Convention, and ending with the summary of end-of-year reports and closing events for that administrative year.
 6. The signature of the Honorary Department Junior Historian should immediately follow the final paragraph of the history.
 7. Index (optional)
- III. Appearance (10 scoring points) **Score: _____**
 1. 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.
 2. Paper: Plain, white bond, 8 1/2 by 11 in.
 3. Page Setup:
 - a. Margins - Left and right margins should be 1.25 in.; top and bottom margins should be 1 in.
 - b. 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.
 4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of Honorary Department Junior Historian, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 5. Text: 12 point font, Times New Roman or Arial style font
 6. Technology: Computer preferred however a handwritten history is permissible. If handwritten, the page set up should not vary from what is required of computer users.

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- IV. Arrangement (10 scoring points) **Score: _____**
1. Written in narrative form, but not necessarily in third person
 2. Clear, concise language with correct spelling
 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: Junior Department Histories **MUST BE RECEIVED** by the appropriate Division National Vice President **NO LATER** than July 10 to be eligible for judging.

Total: _____