

# HISTORIAN

*2009-2010 Celebrating the 90th Anniversary of the Auxiliary*

## **Plan of Action: Historian**

Purpose: To accurately record, the accomplishments and significant events that occur on the national, division, department and unit level during the course of their term

## **Contact**

Sarah Edwards, Department Chaplain  
107 Eulie Drive, Columbus, MS 39702  
662.328.4963; sarahedwards@cableone.net



## **Department Objectives**

**Objective I:** To obtain 75% participation from the Units in the submittal of Senior and Junior histories by State Convention 2010

### **Action Steps**

- a. Send a reminder of the importance of writing a history and the submittal deadline in the Department's monthly newsletter
- b. Use conferences and meetings to promote the History program to the Auxiliary attendees

**Objective II:** Serve as a resource to all Unit Historians throughout the administrative year

### **Action Steps**

- a. Provide information on proper way to write a Unit history
- b. Send a reminder of the importance of reporting on the programs/activities of the organization
- c. Promote the Historian's Web page to the membership as a resource for Unit Historians

**Objective III:** To obtain 100% participation from the Units in the submittal of year-end report by May 1, 2010

### **Action Steps**

- a. Use the Department newsletter and Web site to remind Unit Historians of all deadlines for reports and procedures for Unit Histories and Scrapbooks

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## Programs and Activities

1. **Unit Senior History Contest** - It is strongly recommended that each Unit Senior Historian participate in the Department's Senior History Contest. (See "Rules and Score Sheet...")

### Ideas for resource assistance when writing histories:

- a) Use contact at the local schools, where you already have a relationship (from working on other projects such as Poppy, Girls States) and ask teachers for assistance with your writing.
  - b) Solicit Unit members who may have an expertise in writing. Many members are teachers or have worked with public relations.
  - c) Consult with the Department Historian who is available as a resource online, by phone, or in print.
2. **Department Junior History Contest** - It is strongly recommended that each Unit Junior Historian participates in the Department's Junior History Contest. (See "Rules and Score Sheet...")
  3. **Veteran's History Project** - It is strongly recommended that members participate in the Veteran's History Project. (<http://www.loc.gov/vets/kit.html>)

The goal is to work with the Post and students to preserve the wartime stories of ordinary people and veterans in the community.

1. Communicate the importance of this project to Historians electronically and in writing.
2. Visit and explore the Veterans History Project Web site. For example, click on "How to Participate" then read "Take 5 Easy Steps."
3. The Field Kit (for interviews) and the Memoir Kit are both available online at: <http://www.loc.gov/vets/kitmenu.html> in PDF format (approximately 18 pages). You may also order a printed version by sending an email to [vohp@loc.gov](mailto:vohp@loc.gov) (please allow 6 to 8 weeks for delivery.)
4. Focus on first-hand accounts from the following wars: WWI, WWII, Korean, Vietnam, Persian Gulf, Afghanistan and Iraq conflicts and those who were actively involved in supporting war efforts (such as war industry workers, USO workers, flight instructors, medical volunteers, etc).
5. Publicize the Veterans History Project: involve libraries, schools and civic groups.
6. Host an open house at your post/unit to introduce the project and match students with veterans.
7. Setup possible sites and dates for students to interview the veterans and assist them with the process.
8. Document, make copies of and showcase information at schools, libraries and Post homes and then submit the documentation to The Library of Congress.

## COLLABORATIVE PROGRAM AND ACTIVITIES –

### 1. VETERANS HISTORY PROJECT

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2. Visit and explore the Veterans History Project Web site. For example, click on “How to Participate” then read “Take 5 Easy Steps.”
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5. Publicize the Veterans History Project: involve libraries, schools and civic groups.
6. Host an open house at your post/unit to introduce the project and match students with veterans.
7. Setup possible sites and dates for students to interview the veterans and assist them with the process.
8. Document, make copies of and showcase information at schools, libraries and Post homes and then submit the documentation to The Library of Congress.

## II. PRESERVE DEPARTMENT OF MISSISSIPPI ALA MEMORIES

All members in the Department of Mississippi are encouraged to write down memories of service and association in years past:

1. Solicit unit members and Past Department Presidents and officers to write memories of past events and associations.
2. Compile written memories, to be typed or handwritten, into a Mississippi ALA Memories album, to be kept at the Department office for prosperity.
3. Promote statewide participation.

### AWARDS - SENIORS

Awards for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place will be presented to the Unit Historians submitting the best Unit History. Histories must be received by Sarah Edwards at the above address by **JUNE 1, 2010**. See SCORE SHEET (RUBRIC) FOR UNIT SENIOR HISTORY.

A Certificate of Participation will be awarded to each Unit Historian submitting a Unit History. Histories must be received by Sarah Edwards at the above address by **JUNE 1, 2010**. See SCORE SHEET (RUBRIC) FOR UNIT SENIOR HISTORY.

A Certificate of Participation will be awarded to each Unit forwarding a copy of a veteran's history, written by a senior member, using the Veterans History Project. Send forms to Sarah Edwards at the above address by **MAY 1, 2010**.

**SCRAPBOOK AWARDS:** Awards will be given for first, second, and third place in each membership category (Cat I 10-49 members; Cat II, 50-99 members; Cat III, 100-199 members; Cat IV; 200 or more members). All entries will receive a Certificate of Participation. See RULES FOR UNIT SCRAPBOOK CONTEST FOR JUNIORS AND SENIORS

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## AWARDS – JUNIORS

An award will be presented to the Junior member who submits the best (250 word minimum) essay of why she chose to participate in the Veterans History Project. The cover page should include the signature of the Unit president, name and address of the Unit and the junior participant's name. Essays are due to Sarah Edwards at the above address by **May 1, 2010**.

A Certificate of Participation will be presented to each Unit Junior Historian who forwards a copy of a Veterans History, using the Veterans History Project forms to: Sarah Edwards at the above address by **MAY 1, 2010**.

Awards of overall First, Second, and Third places will be given for the best Junior History. Histories must be received by Sarah Edwards at the above address by **JUNE 1, 2010**.

A Certificate of Participation will be presented to each Unit Junior Historian who submits a history to be judged in the Competition. Histories must be received by Sarah Edwards at the above address by **JUNE 1, 2010**.

**SCRAPBOOK AWARDS:** Awards will be given for first, second, and third place. All entries will receive a "Certificate of Participation." See RULES FOR UNIT SCRAPBOOK CONTEST FOR JUNIORS AND SENIORS.

## Resources

1. **National magazine:** Issues of the **national magazine** 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.
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 web site ([www.legion-aux.org](http://www.legion-aux.org)). Copies of the handbook (355.212) are also available for purchase through Emblem Sales by logging on to: <http://emblem.legion.org> or dialing 888-453-4466.
5. **The American Legion Web site ([www.legion.org](http://www.legion.org))** Open the site then click on "Useful Links" located in the left-side panel. Once in the "Useful Links" section, click on "Scholarship Information" to spotlight the Oratorical Contest.
6. **The Library of Congress Web site ([www.loc.gov](http://www.loc.gov)).** Click on "American Memory" for ideas and information about history in everyday life.
7. **Veterans History Project Web site ([www.loc.gov/vets](http://www.loc.gov/vets)).** Contains project information as well as submission guidelines.

See program page on [www.legion-aux.org](http://www.legion-aux.org) for additional resources

# HISTORIAN

## UNIT HISTORIAN'S MID-YEAR REPORT 2009-2010

Please complete this form and return by January 5, 2010, to:

Sarah Edwards, Department Chaplain  
107 Eulie Drive, Columbus, MS 39702  
or you may email your report to:  
sarahedwards@cableone.net

Please return by January 5, 2010, so that I can include your report in the mid-year report to the National Historian.

Unit Name and No. \_\_\_\_\_

Unit Historian's Name \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Please list and explain at least three (3) significant events, happenings or newsworthy activities that have taken place in your Unit since Department President Angela Kilcrease took office in July, 2010.

1.

2.

3.

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## UNIT HISTORIAN'S ANNUAL REPORT FORM 2009-2010

Please complete this form and return by May 1, 2010, to:

Sarah Edwards, Department Chaplain  
107 Eulie Drive, Columbus, MS 39702  
or you may email your report to:  
sarahedwards@cableone.net

Unit Name and No. \_\_\_\_\_

Unit Historian's Name \_\_\_\_\_

Address/Telephone \_\_\_\_\_

1. How many members are in your Unit? \_\_\_\_\_
2. How many members participated in the Veterans History Project? \_\_\_\_\_
3. How many Veterans' Histories were recorded by Senior Members? \_\_\_\_\_
4. How many Veterans' Histories were recorded by Junior Members? \_\_\_\_\_
5. Will you submit a Senior Unit Narrative History for competition? \_\_\_\_\_  
(Due to the Department Historian by June 1, 2010.)
6. Will your Junior Historian submit a Junior Unit Narrative History for competition? \_\_\_\_\_  
(Due to the Department Historian by June 1, 2010.)
7. Will you submit a Unit Scrapbook for competition at State Convention? \_\_\_\_\_  
(Due to the Department Historian at State Convention 2010)
8. Will your Junior Historian submit a Junior Scrapbook for competition? \_\_\_\_\_  
(Due to the Department Historian at State Convention 2010)
9. Please outline the methods used to promote the importance of keeping a thorough and complete record of the activities and accomplishments in your Unit this year.

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Use Reverse Side if Necessary