



Pod—Organizational Support

- Audit Committee
- Constitution & Bylaws
- Parliamentarian (How To sheets only; no Plan of Action)
- National Finance
- Cavalcade of Memories
- Past Presidents Parley
- National Historian

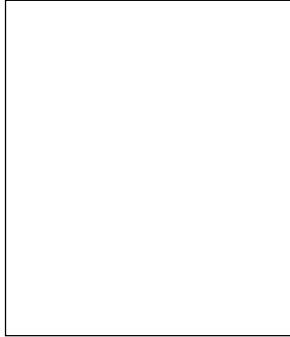
National Historian

2011-2012 American Legion Auxiliary Plan of Action

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.

Committee Contact Information

historian@ALAforVeterans.org



Note: The National Historian is elected at National Convention. Contact information and photo for this position will be posted following National Convention 2011 in Minneapolis.

National Headquarters Contact (Staff Liaison)

Tabitha Rhoda
8945 N Meridian St
Indianapolis IN 46260
Phone: (317) 569-4565
E-Mail: trhoda@ALAforVeterans.org

Programs and Activities

It should be the objective of the Historian at all levels to record the history of their activities throughout the year.

1. The Historian should develop a system to archive Department communications such as newsletters, handbooks, guidebooks, brochures and program information.
 - a. Encourage Departments to create a system by giving them suggested guidelines and a sample system no later than October 1, 2011.
 - b. Send a follow-up e-mail January 1, 2012, to all Department Historians to see if they have any questions, problems or need help with their progress.
 - c. Remind Historians to record this new system in their mid-year and annual narrative report.
2. Encourage Senior and Junior Historians to participate in the Veterans History Project. (<http://www.loc.gov/vets/kit.html>).
 - a. Work with the Junior Activities Chairman to promote the Veterans History Project through Facebook, e-mails and during meetings.
 - b. Stress the importance of collecting the history and the ease of participating in the project through all communications.
 - c. Highlight details of the project on the National Historian's webpage.
3. Collect information about famous Auxiliary members.
 - a. Include information such as members' full name, years of Auxiliary membership, details of what they did or who they are and why they're famous. Also include where you found the information.
 - b. All information should be sent to the National Historian, as it is collected throughout the year, with a deadline of June 1, 2012.

National Historian

Department Senior History Contest - It is strongly recommended that each Department senior Historian participate in the Department Senior History Contest. Send reminders of importance of writing a history and the submittal deadline quarterly. (See “Rules and Score Sheet...”)

Department Junior History Contest - It is strongly recommended that each Department Junior Historian participate in the Department Junior History Contest. Send reminders of importance of writing a history and the submittal deadline quarterly. (See “Rules and Score Sheet...”)

Department Historian’s Annual Report - Each Department Historian is encouraged to submit a Mid-Year and End of Year narrative report to the National Historian by February 1, 2012, and June 1, 2012, respectively, outlining the activities of the Units and Department.

Historian Awards

1. Senior History Awards
 - a. National Toomey Trophy: engraved plaque presented to the Department Senior Historian submitting the best Department history.
 - b. Division Certificate of Merit: presented to the Department Senior Historians who submit the best Department histories in each of the five Divisions.
 - c. Letter from National Historian for Participation: presented to each Department Senior Historian who submits a Department history for competition.
 - d. Certificate presented to each Senior Department Historian who forwards a copy of a veteran’s history using the Veterans History Project.
2. Junior History Awards
 - a. National Certificate: presented to the Department Junior Historian Division winner accumulating the highest score for her history.
 - b. Division Certificate of Merit: Letter from National President and National Historian presented to the Department Junior Historians submitting the best history in each of the five Divisions.
 - c. Letter from National Historian for Participation: presented to each Department Junior Historian who submits a Department history for competition.
 - d. Certificate presented to each Department Junior Historian who forwards a copy of a veteran’s history using the Veterans History Project.

Resources

1. National Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.
 2. Policies and Procedures of the American Legion Auxiliary.
 3. Rules and Score Sheet (Rubric) for Department Senior and Junior History Contests (See attached.).
 4. Department history form for when the National President visits (See attached).
 5. Veterans History Project: <http://www.loc.gov/vets/kit.html>
 6. Officer Guidelines for National Historian
- See program page on www.ALAforVeterans.org for additional resources.



RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Division _____ Department _____

Department Historian's Name _____
First Last

Department Historian's Address _____
Street
City State Zip

Score

I. Introduction (10 scoring points) _____ points

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) _____ points

- List of elected and/or appointed Department Officers for current administrative year
1. List of Department Chairmen or committee appointments for current administrative year
 2. List of National Officers and appointed committee members from your department for current administrative year
 3. List of Department or National Awards received at the previous National Convention
 4. 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.

5. The signature of the Department Historian should immediately follow the final paragraph of the history.
6. Index (optional)

III. Appearance (10 scoring points) _____ points

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, 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.

IV. Arrangement (10 scoring points) _____ points

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 Points _____



RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT JUNIOR HISTORY

Division _____ Department _____

Department Historian's Name _____
First Last

Department Historian's Address _____
Street
City State Zip

Score

I. Introduction (10 scoring points) _____ points

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

I. Historical Content (70 scoring points) _____ points

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)

II. Appearance (10 scoring points) _____ points

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, 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.

III. Arrangement (10 scoring points) _____ points

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

IV. 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 Points _____



National President's Visit Form

Please return this form as soon as possible after the National President has visited your department to:

National Historian's Name
address
address
address

Name of Department _____

Department Historian's name: _____

Date(s) of National President's visit: From _____ **To** _____

What events did the National President attend while visiting your department?

Did she visit a VA hospital, medical center or veterans nursing home? If yes, please provide name of facility:

Did your department donate to the National President's project? _____

Were any significant gifts presented to the National President? _____

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

Do you have other information that should be included in the 2011-2012 history? Provide details here: _____

If necessary, please use the reverse side or attach a second page in describing the National President's visit. Please submit this form to the National Historian as soon after the visit as possible. Thank you so much for participating.