

HISTORIAN GUIDE 2009-2010

Oscar Wilde stated that “Anyone can make history, but only a great (woman) can write it.” It is the responsibility of the Historian to write the history that our Auxiliary makes. Our National President, Rita Navarrete’s theme for the 2009-2010 year is “Reconnect and Energize”. This is a great theme not only for the National committees and events, but also for each Department, District and Unit.

If our Unit members strive to reconnect with each other and by so doing, energize each other and their Unit, think how much stronger our Auxiliary could be. As Historians, we will use the events that occur on all levels of our organization to assist us in reconnecting and energizing our members. We cannot only reconnect with each other, but also reconnect with the past as we record and build on the achievements of those who served before us. As we read the histories of earlier years, we can feel energized by the successes we read about –energize to go forward and make 2009-2010 a year for records, too. We, historians, will be ready and eager to write it down and record it for years to come.

The Historian is the keeper of the vision and mission of our Auxiliary. She has the responsibility of preserving and compiling the records of the Department, District and Unit. These activities and accomplishments shall be written in an accurate, chronological and concise narrative. The writing of a history is a very important assignment. The past experiences of women who served before us have guided the footsteps of those who followed. A written history is an accurate record of the achievements and significant event that occur on the Department, District and Unit levels.

It is important to record your events as they happen. Your account must be true, to the point and simple. While you are collecting information to put into your history, keep in mind our Department President Judy’s theme “Serving Veterans: Every Day’s a Holiday. Keeping a calendar of events will keep your history on track and current. When you do this the end of the year will not be overwhelming for you and you’ll be all ready to submit your history for judging in June.

Encourage your Juniors to keep their own history. Awards are available for them as well in several categories. Rules are also included in this guide. Involving your Juniors shows them the value of reporting their successes, too.

You are the record keeper and what you write down will be history for this year. It would be a shame if there were nothing to look back at and cherish for your year as Historian 2009-2010.

I’m hoping to receive a history from many of you. Happy Writing!

DEPARTMENT AWARDS

HISTORY BOOKS (Narratives)

- A. **Dorothy Goetz Citation** – to the District submitting the best District History.
- B. **Judge Paul V. Gadola Citation** – to the unit submitting the best Unit History.
- C. **Baynes-Campbell Citation** – the most outstanding coverage of the American Legion Auxiliary calendar of activities.
- D. **Marie Schrupf Citation** - for the best Junior History.

HISTORY SCRAPBOOKS

- A. **Loretta Fisher Citation** – to the District submitting the best History Scrapbook.
- B. **Dorothy Stacy Citation** – to the unit submitting the best History Scrapbook.
- C. **Kay Mishler Citation** – for the best Junior History Scrapbook.
- D. **Nora T. Wilson-Abbyss Citation** – for the best History Summary.

All books entered in competition **MUST** be to your District Historian by March 30, 2010. Each District must complete a “Green Verification Slip” for their winning entry and bring the entry and the green slip to Department Convention and deliver it to the Display area no later than 12:00 Noon on Thursday.

ANY HISTORY BOOK OR SCRAPBOOK RECEIVED AFTER NOON WILL BE DISQUALIFIED.

UNIT ANNUAL REPORTS are due to District Historian **MARCH 30, 2010.**

DISTRICT ANNUAL REPORTS are due to Department Historian by **APRIL 15, 2010.**

Mary Anne Yuncker
Department Historian
12575 Stout Ave., N.E.
Cedar Springs, MI 49319
616-696-4158

RULES FOR SENIOR AND JUNIOR HISTORY BOOKS

1. APPEARANCE (10 POINTS)

- A. Soft cover binder with the American Legion Auxiliary seal centered on the cover, OR a regulation binder with imprinted seal. Preferably Blue
- B. Paper, Plain white, 8 ½" x 11"
- C. Spacing, All text shall be double spaced with the exception of the introduction pages: i.e. Title page through the Preamble to the Constitution, which shall be single-spaced and centered in the middle of the page
- D. Typing, Black only
- E. Text 12 point font, Times New Roman or Arial Style Font
- F. Should be clear and clean
- G. Erasures are permissible
- H. Standard typewriters, word processors or computers may be used and may also be hand-written

2. INTRODUCTION Single spaced and centered (10 points)

- A. Title Page
 - 1. History of District/Unit/Junior Unit of _____
 - 2. Name of District/Unit/Junior Unit Historian _____
 - 3. Date: Includes the current year 2009-2010
- B. Forward or Dedication
- C. District/Unit/Junior Unit President's picture (5x7 color or black and white)
- D. Prayer
- E. Pledge of Allegiance
- F. First verse of "The Star Spangled Banner"
- G. Preamble to the Constitution of the American Legion Auxiliary

3. HISTORICAL CONTENTS: Double spaced (70 points)

- A. List of District/Unit/ Junior Unit Officers
- B. List of District/Unit/Junior Unit Chairman 2009-2010
- C. List of National or Department Officers and Committee Appointments held by members of your District/Unit/Junior Unit for 2009-2010
- D. List of National or Department awards received at the 2009 National and Department Conventions by your District/Unit/Junior Unit
- E. The History should be written as a factual narrative, beginning with the installation of officers for 2009-2010 and ending with the close of the administrative year. (Not to exceed 1500 words)
- F. The signature of the District/Unit/Junior Unit Historian must immediately follow the final paragraph of the History. (Juniors must also have the signature of the Unit Junior Activities Chairman)
- G. Index Optional

4. ARRANGEMENT (10 Points)

- A. Written in narrative form, but not necessarily in the third person
- B. Use clear concise sentences and correct spelling
- C. No decorations or special effects with typewriter, word processor or computer
- D. No special pen and ink drawing or illustrations
- E. Do not use newspaper clippings or copies of them
- F. Be unique and original

5. DEADLINE

Entries MUST reach your District Historian by March 20, 2010. District winners, accompanied by the "Green Verification Slips" MUST be sent to the Department Historian by April 15, 2010.

RULES FOR DISTRICT/UNIT/JUNIOR HISTORY SCRAPBOOKS

- 1. APPEARANCE:** (20 points)
Same as History Book, except you may add tasteful illustrations or drawings to the Introduction pages. Judging will include cover, paper, appearance and originality. See "Appearance" under History books for details. Scrapbooks may be either 8 1/2x11 or 12x12 books as most scrapbooks are now 12x12.
- 2. INTRODUCTION:** *Single spaced and centered* (10 points)
Same "Introduction" pages as History Books. (Title page, Dedication, President's picture, Prayer, Pledge, National Anthem, Preamble and Table of Contents).
- 3. LISTS:** *Double-spaced* (10 points)
Lists of officers, chairmen, committee appointments, etc. See "Historian Content" items A-D of History Book Rules.
- 4. NARRATIVE:** *Double-spaced* (20 points)
Concise history not to exceed 1500 words. Judged on originality, correct spelling, punctuation, correct spacing with black ink.
- 5. SCRAPBOOK ITEMS:**(40 points)
Pictures (labeled), newspaper clippings, mementos, etc. These will be judged on the attractiveness of the contents; materials. These materials should pertain to the District/Unit/Junior Unit Members and functions only. Neatness, the labeling of items, originality and the number of Auxiliary programs covered will be considered.
- 6. SIGNATURE:** The signature of the District/Unit/Junior Historian and her District/Unit President or Unit Junior Activities Chairman should be on the last page.
- 7. DEADLINE:** History Scrapbook entries must reach the District Historian by **March 30, 2010**. District winners, accompanied by the "Green Verification Slips" MUST be brought to the Display area by Thursday noon at Department Convention.
- 8. RULES FOR HISTORY SUMMARY**
Summary should include Title Page "The Summary History of _____" and date submitted. History of the founding of the Post and its name. History of the founding of the Unit. Year by year highlights and a list of past presidents. Last page: A list of historians and members who worked on the summary. Additional materials may be added as befits your group.