



The American Legion Auxiliary is extending its administrative year through our 2021 National Convention due to the COVID-19 pandemic. Please save your 2019-2020 reports and add the great work you will continue to do throughout the 2020-2021 year.

2019-2021 American Legion Auxiliary Programs Action Plan National Historian

The Historian's purpose is to accurately record the accomplishments and significant events that occur on the national, department, district/county, and unit level during the course of her term.

Committee Contact Information

historian@ALAforVeterans.org



National Historian

Peggy Monroe
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Collinwood, TN 38450
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National Headquarters Staff Liaison

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Programs and Activities

It should be the responsibility of the historian to record the activities throughout the year:

1. The historian should develop a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information.
2. Include current events that impact the American Legion Auxiliary and its programs/projects in the written history of the year.
3. Collect information about famous Auxiliary members.
 - a. Include information such as members' full names, years of ALA membership, details of what they did, who they are, and why they're famous. Also include where you found the information. Examples would be the first woman to work in government (local or state) or a member who started an organization that relates to the American Legion Auxiliary's mission.
 - b. All information should be sent to the national historian as it is collected throughout the year with a deadline of June 1, 2021.
4. Participate in and promote the "Members Remember" history project and the History Patch available to Junior members in 9th – 12th grades.
 - a. Work with the Junior Activities chairman to promote the patch.
 - b. Stress the importance of collecting the ALA's history and the ease of participating in the projects through all communications.
5. 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 social media, emails, 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 ALA Historian's Facebook group, search "American Legion Auxiliary Historians".
6. Encourage units to collect and write their history. Send reminders throughout the year about the importance of writing a history.

Department Senior History Contest - It is strongly recommended that each department senior historian participate in the Department Senior History Contest. (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. (See "Rules and Score Sheet.")

Annual Reporting

An annual report is not required; however, a year-end summary and mid-year progress report are suggested as tools to gauge the direction and effectiveness of department activities. Narratives should be sent to the national historian by **January 5, 2021** for mid-year and **May 15, 2021** for year-end. Contact information is provided on the front page of this program Plan.

Department Historian's Annual Report - Each department historian is encouraged to submit a narrative report outlining the activities of the units within her department. Reports should be sent to the national historian by **January 5, 2021** for mid-year and **May 15, 2021** for year-end.

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 (5 overall awards): 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.
 - e. Certificate: Presented to each senior department historian who participates in the "Member's Remember" 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 (5 overall awards): Letter from the national president and historian presented to the department Junior historians submitting the best history in each of the five divisions.
 - c. Letter from the 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.
 - e. Certificate: Presented to each Junior department historian who helps Senior members record their Auxiliary memories for the "Member's Remember" history project.

Resources

1. *National Constitution, Bylaws, and Standing Rules* of the ALA
2. Members Remember how-to sheet (enclosed in this document)
3. Rules and Score Sheet for Department Senior and Junior History Contests (enclosed in this document)
4. Department history form for the national president's visit (enclosed in this document)
5. Junior History Patch (See Junior Activities Programs Action Plan)
6. Veterans History Project: <http://www.loc.gov/vets/kit.html>



American Legion Auxiliary National History

Contest Rules – Senior Member

The American Legion Auxiliary is extending its administrative year through our 2021 National Convention due to the COVID-19 pandemic. Therefore, the National Historian contest will follow this decision. Please continue your department history through the 2021 administrative year

The recording of the American Legion Auxiliary's history at all levels (unit, department, and national) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA National organization annually conducts a National History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage departments to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the respective national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest. The winner in the senior category is the recipient of the ALA Toomey Award. This award came at the behest of the Department of Georgia in 1924, named in honor of one of their distinguished members, Maude Lynch Toomey.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

Division _____ Department _____

Department Historian's Name _____
First Last

Department Historian's Address _____
Street

City State Zip

Department History Contest Deadline:

A department history **MUST BE RECEIVED** by the appropriate national division vice president **NO LATER than July 10, 2021** to be eligible for judging.

Department History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

I. Introduction, Inclusions (10 scoring points) _____ **points**

1. Title Page
 - a. American Legion Auxiliary Department of _____ History
 - b. ALA department administrative year mo/yr to mo/yr
 - c. Name of department historian
2. Foreword or dedication
3. A prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of "The Star Spangled Banner"
6. Preamble to the Constitution of the American Legion Auxiliary

II. Department Information (10 scoring points) _____ **points**

1. List of elected and/or appointed department officers for the current administrative year
2. Photograph of department president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of department chairmen or committee appointments for current administrative year
4. List of national officers and appointed committee members from your department for current administrative year
5. List of department or national awards received at the previous National Convention
6. The typed name/title and written signature (typed signature if submitting it electronically) of the department historian should immediately follow the final paragraph of the history.
7. Index (optional)

III. Appearance - Formatting (10 scoring points) _____ **points**

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 1/2 x 11 in.*
2. 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.

3. 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.
4. Text: 12 point font, Times New Roman or Arial style font

**Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department’s mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.*

IV. Content (70 scoring points) _____ **points**

1. The ALA department annual 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 ALA administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be sure the department annual history truly represents a historical account of the department – what the department accomplished. A department history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the department and its collective members mission achievements.

Total Points _____



HOW TO RECORD YOUR DEPARTMENT'S HISTORY

Committee:

National Historian

Contact Information for Questions:

historian@ALAforVeterans.org or national historian (see National Historian Programs Action Plan for contact information)

Step-by-Step Instructions:

It's important for every department to have a yearly history written. Here are some tips on what to include:

- Write the history in a third-person narrative. Your job is that of an intermediary – someone who witnessed the events and then describes them for the reader. Do not include your thoughts or comments on the events – only the occasion, the people involved, and what occurred.
- Be sure to start recording events as soon as the department president is sworn in at your department convention. Include her theme for the year and how it relates to the mission of the American Legion Auxiliary.
- Department president visits to units are important, so be sure to also include examples of what she did to support veterans, military, their families and communities.
- If the national president visits your department, please include in your history how she helped your department focus on the American Legion Auxiliary's mission.
- Include all member activities as part of the department history, not just activities of the president.
- Record special events that occur during the year. Examples:
 - Your state gets a declaration for poppy month.
 - Your department conducts a big fundraiser for the National Veterans Creative Arts Festival.
 - Record any current events that affect American Legion Auxiliary members and include information about the Auxiliary's response to an event. For example, if there is a weather disaster, write about how your members went above and beyond to help in the community, etc.
- Any time your department gets media coverage (i.e., a PSA on the radio or press release in the paper); include the details in your history.
- Pick out impressive statistics from other department committees. Examples:
 - Your AEF funds greatly increase.
 - You send more girls to ALA Girls State.
- End the history with information about your department convention that ends the year.

Once complete, present the department president the history for the year, and give the department a copy for its files.



HOW TO RECORD AND POST TO “MEMBER’S REMEMBER” HISTORY PROJECT

Committee:

National Historian

Contact Information for Questions:

historian@ALAforVeterans.org or national historian (see National Historian Programs Action Plan for contact information)

Objective:

Record the American Legion Auxiliary’s history through the eyes of its members.

Background Information

The history of the American Legion Auxiliary begins in November 1919 and continues with you. The organization’s history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA’s programs and projects to fulfill our mission of serving veterans, military, and their families who sacrifice so much for this country of ours. A written history can only tell so much. However, when an organization’s history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

Step-by-Step Instructions

Here are some tips:

- This is a two-person project, so find someone to assist you. This is a good time to enlist the help of your Junior members and/or college students due to their experience with technology.
- Find long time members of the Auxiliary and ask them to share their stories in a video. These stories can be about:
 - A special project;
 - A particular highlight during her years of membership;
 - How many generations of her family have been members and why;
 - If a chartered member, her experience in starting the unit.
- Find a location where it is quiet and where there will be no interruptions.
- Record with smartphones and devices. Please keep in mind that your video file must be either a .mov, .avi, .mpeg, or a .wmv file extension.
- Each recording should be no longer than five minutes in length. You may make more than one. Cover one topic in each video.
- Post the video on YouTube. An instructional video on how to upload is located at <https://www.youtube.com/watch?v=O7iUiftbKU>.
 - Go to YouTube at <https://www.youtube.com>;
 - Give the video the following title: ALA Dept. of __ (two letter abbreviation for your state) Unit ____ Members Remember;



- Provide a description and tags that will help people locate the files easily. These will make it easier for others to locate the videos;
- Under “Category,” click on “Nonprofits & Activism”;
- Under “Privacy,” click on “Share your video with the world”;
- Click “Save Changes.”



2019-2021 DEPARTMENT HISTORIAN MID-YEAR REPORT

Please complete and return on or before January 5, 2021 to:

Peggy Monroe
National Historian
102 Poplar Drive
Collinwood, TN 38450
Or via email to: peggymonroe39@gmail.com

Department: _____ Department historian's name: _____

Please list and explain at least three significant events, happenings, or newsworthy activities that have taken place in your department since National Convention in August 2019.

1)

2)

3)

Thank you for providing a mid-year report! Please continue recording the activities within your department so that our history is maintained for future generations!



2019-2021 DEPARTMENT HISTORIAN ANNUAL REPORT

Please complete and return on or before May 15, 2021 to:

Peggy Monroe
National Historian
102 Poplar Drive
Collinwood, TN 38450
Or via email to: peggymonroe39@gmail.com

Department: _____ Department historian's name: _____

- 1) How many units are in your department? _____
- 2) How many senior unit histories were submitted for competition? _____
- 3) How many Junior unit histories were submitted for competition? _____
- 4) How many units participated in the Veteran's History Project? _____
- 5) How many veteran histories did senior members record? _____
- 6) How many veteran histories did Junior members record? _____
- 7) How many histories were recorded for the "Member's Remember" History project?

- 8) 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 10, 2021)
- 9) Please outline the methods you used to promote the importance of keeping a thorough and complete record of activities and accomplishments in your department this year:

- 10) Do you have any ideas or suggestions on to make writing a department history more enjoyable or easier?

Thank you for your participation and assistance in recording this history of the ALA!



ALA National President's Visit Form

Please return this form as soon as possible after the national president has visited your department to:

Peggy Monroe
National Historian
102 Poplar Drive
Collinwood, TN 38450
Or via email to: peggymonroe39@gmail.com

Name of department _____

Department historian's name _____

Contact information (phone and/or email) _____

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 veteran's nursing home? If yes, please provide name of facility & details: _____

Did your department donate to the national president's project? _____
If so, how much? _____

Were any significant gifts presented to the national president? _____
If, so what were they? _____

How were Junior members involved in the national president's visit? _____

Do you have other information that should be included in the 2019-2021 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!



American Legion Auxiliary National History

Contest Rules – Junior Members

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Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the respective national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

Division _____ Department _____

Department Junior Historian's Name _____
First Last

Department Junior Historian's Address _____
Street

City State Zip

Department History Contest Deadline:

A department history **MUST BE RECEIVED** by the appropriate national division vice president **NO LATER than July 10, 2021** to be eligible for judging.

Department History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

I. Introduction, Inclusions (10 scoring points) _____ **points**

1. Title Page
 - a. American Legion Auxiliary Department of _____
Junior History
 - b. ALA department administrative year mo/yr to mo/yr
 - c. Name of honorary department Junior historian
2. Foreword or dedication
3. A prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of "The Star Spangled Banner"
6. Preamble to the Constitution of the American Legion Auxiliary

II. Department Information (10 scoring points) _____ **points**

1. List of elected and/or appointed honorary department Junior officers for the current administrative year
2. Photograph of honorary department Junior president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of the five (5) honorary national Junior division vice presidents for the current administrative year
4. List of department or national Junior awards received during the year
5. The typed name/title and written signature (typed signature if submitting it electronically) of the honorary department Junior historian should immediately follow the final paragraph of the history.
6. Index (optional)

III. Appearance (10 scoring points) _____ **points**

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use the letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11 in.*
2. 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.

3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the 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.
4. Text: 12 point font, Times New Roman or Arial style font

**Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department’s mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.*

IV. Content (70 scoring points) _____ points

1. The ALA department Junior history shall be written as a factual narrative beginning with the installation of department Junior officers and ending with the summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan for guidance.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation
7. Be sure the department annual history truly represents a historical account of the department – what the department accomplished. A department Junior history lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the department and its collective members mission achievements.

Total Points _____