

# Historian

2010-2011 National President's Theme: The Power of One  
2010-2011 Department President's Theme: It is Great to be an American!

## 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.

## Committee Contact Information:



### Department Historian

Rose Blanchard  
204 Poindexter Drive  
Pass Christian, MS 39571  
Phone: 228.313.6952  
E-mail: ro62se@hotmail.com

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## Scrapbook Committee Members

Mary Tubbs  
616 Lake Avenue  
Pascagoula, MS 39567  
228.762.6273

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# Historian

## Plan of Action: Historian

### Department Objectives:

**Objective 1:** More Unit participation in recording the activities of the Unit, in written histories and in scrapbooks.

**Action:** Remind and encourage members the importance of our history, in the Department monthly newsletters, at Area Conferences, Mid-Winter Conference and through e-mails.

**Objective 2:** Increase awareness of the Veterans History Project

**Action:** Pass the importance of this program to Units in Department newsletter articles, e-mails, and any other opportunity that arises.

### Programs and Activities

**Objective 1:** The Unit Historian should accurately record the history of the Units activities and accomplishments, throughout the year.

#### **Action Steps**

- a. The Historian should develop a system to archive Unit communications such as newsletters, hand books, guide books, brochures and program information.
- b. Have a system in place by October 1, 2010, at the latest. Remember to record this system in your mid-year and annual narrative report.
- c. Follow-up with the Unit officers, to make certain you haven't omitted anything. This should be done in January 2011.

**Objective 2:** Encourage Senior and Junior Historians to participate in the Veterans History Project.  
(<http://www.loc.gov/vets/kit.html>)

#### **Action Steps**

- 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 Department Historian's webpage.

### **Objective 3: 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.

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## Additional Activities

**Where Are They Now? Research** – There has been a growing need to find past Auxiliary members who did something exciting, new or different in America outside of their membership. Think along the lines of the first woman to work in her state government, fought on the frontlines or started an organization that's still around today. Collect information including members' full name, years of membership, and details of what they did and where you found the information. This information should be sent to the Department Historian as it is collected throughout the year, with a deadline of June 1, 2011.

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

**Unit Junior History Contest** - It is strongly recommended that each Unit Junior Historian participate in the Department Junior History Contest. (See "Rules and Score Sheet" for Unit Jr. Histories)

**Unit Historian's Annual Report**- Each Unit Historian is asked to submit a Mid-Year and End of Year narrative report to the Department Historian by December 31, 2010, and May 1, 2011, respectively, outlining the activities of the Unit.

## Historian Awards

### *Senior History Awards*

Awards for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place will be presented to the Units submitting the best Unit History. Please get your history to me by **June 1, 2011**. (Send to me at 204 Poindexter Drive, Pass Christian, MS 39571). Follow the format detailed on the Score Sheet for Senior Unit History.

**NOTE CHANGE FOR 2011:** We realize that sending your Unit history in the official binder through the mail is costly. Therefore, this year (our test year), you may send your unit history via mail WITHOUT the binder...just the pages. However, before final judging is complete, you will need to bring your binder to State Convention and insert your history into the binder to be considered for an award. I will have the histories available for pickup at the beginning of State Convention.

Certificates of Appreciation will be presented to each Unit submitting a Unit History.

### *Senior Scrapbook Awards*

Awards will be presented for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place, in each membership category.

Certificates of Appreciation will be given to each Unit submitting a scrapbook for judging.

Refer to Rules for Unit Scrapbook Contest for Juniors and Seniors when preparing scrapbooks.

Scrapbooks must be turned in by noon on Friday of State Convention. Judging will take place after the meeting is adjourned for the day.

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## *Junior History Awards*

Awards for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place will be presented for the best Junior History. Please get your History to me by **June 1, 2011**. (Send to me at 204 Poindexter Drive, Pass Christian, MS 39571)

**NOTE CHANGE FOR 2011:** We realize that sending your Unit history in the official binder through the mail is costly. Therefore, this year (our test year), you may send your unit history via mail WITHOUT the binder...just the pages. However, before final judging is complete, you will need to bring your binder to State Convention and insert the history into the binder to be considered for an award. I will have the histories available for pickup at State Convention.

Certificates of Appreciation will be presented to all Junior Units submitting a History.

## *Junior Scrapbook Awards*

Awards for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place, will be presented for best overall Junior Scrapbook.

All entries will receive Certificates of Participation.

## **DEPARTMENT PRESIDENT'S SCRAPBOOK**

A Scrapbook chronicling her year will be presented to Department President Mary Lyles during our State Convention in July 2011. Your contributions of pictures (with names, date and brief description of event), newspaper clippings, and any mementos from activities and programs, would be appreciated. These items may be sent to any member of the Scrapbook Committee, me, or to the Department Office (American Legion Auxiliary, P.O. Box 1382, Jackson, MS 39212. For names and addresses see first page of this section). Items may also be given to us at any meeting or function.

Let's work together to show President Mary, that yes, it is great to be an American and a member of our Auxiliary.

## **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 Unit Senior and Junior History Contests (See attached.).
4. Veterans History Project: <http://www.loc.gov/vets/kit.html>
5. If you have questions, feel free to contact me. Phone: 228.313.6952 or [ro62se@hotmail.com](mailto:ro62se@hotmail.com) or 204 Poindexter Drive, Pass Christian, MS 39571

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

# Historian

## **RULES FOR UNIT SCRAPBOOK CONTEST FOR JUNIORS AND SENIORS**

1. Use the official American Legion Auxiliary Scrapbook with the seal centered on the cover.
2. Title Page must include
  - a. Unit Name and Number
  - b. Date 2010-2011
  - c. Historian's Name
  - d. Category
    - (1) Category I 0-49 Members
    - (2) Category II 50-99 Members
    - (3) Category III 100-199 Members
    - (4) Category IV 200 or more Members
3. Introductory Pages (same as those from Unit History)
  - a. Dedication
  - b. Unit President's Picture (5x7 or 8x10)
  - c. Prayer
  - d. Pledge of Allegiance to the Flag
  - e. Preamble
  - f. Elected Unit Officers and Program Chairmen
  - g. Elected Department Officers and Appointed Program Chairmen from your Unit
4. The scrapbook should be arranged in **chronological** order, beginning with the Installation of Unit Officers for the 2010-2011 year.
5. Include newspaper clippings, mementos, pictures, printed programs for events and anything that you would put in a scrapbook.
6. Be neat and creative.
7. Identify events by date and name of event. **SHORT PHOTO CAPTIONS OR SUMMMARIES OF WHAT IS TAKING PLACE IS ALWAYS HELPFUL.**

Remember to **turn your scrapbook in by noon on Friday of State Convention** in July 2011. All entries will receive a certificate and awards will be given for first, second, and third place in each category.

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## SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Unit Name \_\_\_\_\_ Number \_\_\_\_\_

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

Address \_\_\_\_\_

**SCORE**

### I. INTRODUCTION (10 Points)

1. Title Page
  - A. History of Unit \_\_\_\_\_
  - B. Name of Unit Historian for 2010-2011
  - C. Date: 2010-2011
2. Forward or dedication
3. Photograph of Unit President (**optional - if used**, 5" x 7", black/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 Points)

1. List of Unit Officers
  - A. List of elected Unit Officers for 2010-2011
  - B. List of appointed Unit Officers for 2010-2011
2. List of Unit Chairmen for 2010-2011
3. List of 2010-2011 Department Officers and Committee Appointments (that are your Unit Members)
4. List of 2010 Department/National Awards received.
5. The history shall be written as a factual narrative, beginning with the installation of Unit officers in 2010 and ending with the summary of year-end reports and closing events for that administrative year.
6. The signature of the Unit Historian is to immediately follow the final paragraph of the history.
7. Index (optional)

### III. APPEARANCE (10 Points)

1. Cover: Soft cover binder for loose-leaf paper, preferably blue, with 2 ½ " gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. (These are available from Emblem Sales.)
2. Paper: Plain, white - 8 ½" X 11"
3. Page Setup:
  - a. Margins—Left and right margin should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination—Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 inch from the bottom of the page.

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## DEPARTMENT SENIOR HISTORY SCORE SHEET

page 2

4. All spacing shall be double-spaced, with the exception of the introductory pages (Title Page through Preamble to the Constitution, which shall be centered in the middle of the page.) Paragraphs may be indented or in block form.
5. Typing: 12 point font, Times New Roman or Arial style font
6. Technology: Computer preferred, however a typewritten history is permissible. If typewritten, the page set up should not vary from what is required of computer users.

### IV. ARRANGEMENT (10 Points) \_\_\_\_\_

1. Written in narrative form 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 unique and creative in thought and presentation

### V. DEADLINE

Unit History should be sent to the Department Historian no later than June 1, 2011. Send to Rose Blanchard, 204 Poindexter Drive, Pass Christian, MS 39571. Remember, you don't have to mail the binder, but bring it to State Convention for your history that I will bring to State Convention for pickup. Histories must be in an official ALA binder in order to be considered for an award.

### VI. AWARDS FOR UNIT HISTORY

Awards of overall First, Second, and Third will be given (no membership categories). A Certificate of Participation will be given to each Unit submitting a Unit History for competition.

**TOTAL SCORE** \_\_\_\_\_

# Historian

## SCORE SHEET (RUBRIC) FOR JUNIOR UNIT HISTORY

Unit Name \_\_\_\_\_ Number \_\_\_\_\_

Junior Historian's Name \_\_\_\_\_

Address \_\_\_\_\_

### SCORE

#### I. INTRODUCTION (10 Points)

\_\_\_\_\_

1. Title Page
  - A. History of Junior Unit \_\_\_\_\_ Number \_\_\_\_\_
  - B. Name of Junior Unit Historian 2010-2011
  - C. Date: 2010-2011
2. Foreword or Dedication
3. Photograph of Junior Unit President (optional - if used, 5x7, black/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 Points)

\_\_\_\_\_

1. List of Junior Unit Officers
  - A. List of elected officers 2010-2011
  - B. List of appointed officers 2010-2011
2. List of Junior Unit Chairmen for 2010-2011
3. List of 2010-2011 Honorary Department Junior officers and committee appointments (that are your Junior Unit members)
4. List of 2010 Department/National Junior Unit awards received.
5. The history shall be written as factual narrative, beginning with the installation of Junior Unit Officers and ending with the summary of year-end reports and closing events for the administrative year.
6. The signature of the Unit Junior Historian is to immediately follow the final paragraph of the history.
7. Index (optional)

#### III. APPEARANCE (10 Points)

\_\_\_\_\_

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. Appearance should be uniform and pleasing to the eye. (Seals and regulation binders are available from Emblem Sales.)

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## DEPARTMENT JUNIOR HISTORY SCORE SHEET

page 2

2. Paper: Plain, white, 8½” x 11”
3. Page Setup:
  - a. Margins—Left and right margin should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination—Page numbers should begin on the first page of the HISTORICAL CONTENT. They should be centered and placed 0.5 inch from the bottom of the page.
4. All spacing shall be double-spaced, with the exception of the introductory pages (Title Page through Preamble to the Constitution, which shall be centered in the middle of the page.) Paragraphs may be indented or in block form.
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  - E. Preamble
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7. Identify by date and name of event. **SHORT PHOTO CAPTIONS OR SUMMARIES OF WHAT IS TAKING PLACE IS ALWAYS GOOD PRACTICE. THINK OF THOSE WHO COME BEHIND YOU--GIVE THEM THE INFORMATION TO KNOW YOUR UNIT'S HISTORY.**

**REMEMBER to turn your scrapbook in by noon on FRIDAY at State Convention** in July 2011. All entries will receive a certificate of participation, and awards will be given for first, second, and third place in each category.