



*Department of Wisconsin*  
**Historian Plan of Action 2016-2017**

Diane Weggen, Department Historian  
 16266 361<sup>st</sup> St., Stanley, WI 54768  
**Email [dsweggen@centurytel.net](mailto:dsweggen@centurytel.net)**  
**715-644-2668**

## *History Helps Us “Soar for Our Veterans”*

The History Committee preserves, displays and shares the history of the American Legion Auxiliary. The heart of the Auxiliary is in its unique records, items that officers, members, directors, employees, and volunteers have donated, produced and compiled over the years. These records provide unique testimony to the achievements of the organization, stimulate pride and enthusiasm among members, and are invaluable to society by serving as informative and educational resources to a variety of potential users.

**Accurately recording the activities, accomplishments and significant events that occur in a district, county, unit and by Juniors throughout the year helps achieve the five Strategic Planning goals of the American Legion Auxiliary.**

<b>Enhance Membership Strength</b>	<b>Create an Internal Culture of Goodwill</b>	<b>Develop Leadership at all Levels</b>	<b>Strengthen Departments and Units</b>	<b>With the American Legion, Build Brand Loyalty</b>
------------------------------------	---	---	---	--

**The historian shall record the activities throughout the year:**

1. **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 all information: members’ full names, years of ALA membership, details of what they did, who they are, why they’re famous and where the information was found. 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 department historian, as it is collected throughout the year, with a deadline of May 5, 2017.
4. **Participate in and promote the “Members Remember”** history project and the History Patch available to Junior members in grades 9– 12.
  - 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. **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 (<https://www.facebook.com/groups/ALAHistorians/members/>).

## Historian Objectives

1. Record the activities, accomplishments and significant events that occur on the district, county and unit level during the course of the term.

### Actions:

#### Unit, County, District

- Select or appoint a history committee.
- Elect historian
- Encourage all members to share information with the historian.

#### Members

- Report information (who, what, when, where, & why) about activities and events.
- Volunteer to be a working member of the history committee.
- Assist unit historian.

2. Participate in and promote the “Members Remember” history project recording the ALA’s history through the eyes of its members.

**Background Information:** The history of the American Legion Auxiliary begins back in November 1919; it is about its membership and how it developed programs and projects to fulfill the ALA’s mission of serving veterans, service members, and their families who sacrifice much for this country. A written history can only tell so much. 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

1. This is a two-person project so find someone to assist. This is a good time to enlist the help of 9th – 12th grade Junior members as it is a required activity in earning the History Patch. If no Junior members, enlist the assistance of college students.
2. Find longtime 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 membership
  - How many generations of her family have been members and why
  - If a chartered member, her experience in starting the unit
3. Find a location where it is quiet and where there will be no interruptions.
4. Record with iPhones/Smartphones. Please keep in mind that your video file must be either a .mov; .avi; .mpeg; or a .wmv file extension.
5. Each recording should be no longer than five (5) minutes long. You may make more than one.
6. Cover one topic in each video.
7. Post the video on YouTube. An instructional video on how to upload is located at [www.youtube.com/watch?v=\\_O7iUiftbKU](http://www.youtube.com/watch?v=_O7iUiftbKU).
8. Go to YouTube at <https://www.youtube.com>
9. Give the video the following title: ALA Dept. of \_\_ (two letter abbreviation for your state) Unit \_\_\_\_ Members Remember.
10. Provide a description and tags that will help people locate the video easily.
11. Under Category, click on Nonprofits & Activism.
12. Under Privacy, click on Share your video with the world. Click to save changes

### 3. Participate in the Veterans History Project. (<http://www.loc.gov/vets/kit.html>).

A participant may be a veteran, an interviewer, or person donating a veteran's collection. Students in the 10th grade and above may also participate and there are special resources for educators and students.

#### Four Steps...

1. Print the *Veterans History Project Field Kit* (required forms: 16 pages)
2. Prepare for the interview
3. Conduct the interview
4. Send your collection to the Library of Congress (Keep a copy for yourself!)

### 4. Celebrate the special women of our organization

**Background Information:** The month of March is dedicated to the celebration of women's history. It corresponds with International Women's Day on March 8th. What could be better for a women's organization to do than celebrate their own history? Auxiliary members have accomplished a great deal all around the world. Now it's time to celebrate what makes them so special!

#### Step-by-Step Instructions

1. Learn more about Auxiliary members who made history within the unit. This could include girls sponsored to ALA Girls State who have gone on to do great things or those members who have improved their communities, state or country.
2. Celebrate the women in members' lives – mom, grandma, sister, etc.
3. Donate money to the ALA Cavalcade of Memories budget in honor of a special woman.
4. Set up a display in honor of those members who have gone above and beyond the ALA's mission.
5. Write an article for the unit newsletter about Women's History Month or about women honored.
6. Check out how women's fashion has changed over time in the Auxiliary, as well as women's hair fashion. There has been a great deal of change from 1919 to today!
7. Research and write about how former and present members make a difference in the community and share with others.
8. Put up a display at the local library, historical society, or storefront celebrating the work that the women of the ALA have done and still do every day.

\*Remember – these activities can be shared with Junior members. Honoring ALA members provides them with role models. Sharing history with Junior members allows them to know that they, too, are valuable members of this great organization. Hopefully, they will begin to own this history and remain members throughout their lifetimes.



## HOW TO RECORD YOUR UNIT'S HISTORY

From Department Historian

Diane Weggen

**Contact Information for Questions:**

[dsweggen@centurytel.net](mailto:dsweggen@centurytel.net) or 715-644-2668

**Objective:**

Write a unit history.

**Step-by-Step Instructions:**

It's important for every unit 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 unit reporting year begins.
- 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.
- Include all member activities as part of the unit history, not just activities of the president.
- Record special events that occur during the year. Examples:
  - Your unit gets a declaration for poppy month.
  - Your unit conducts a big fundraiser for the National Veterans Creative Arts Festival or any other veteran's program.
  - 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 unit gets media coverage (i.e., a mention on the radio or press release in the paper); include the details in your history.
- Pick out impressive statistics from unit committees. Examples:
  - Your Auxiliary Emergency Fund funds greatly increase.
  - You send more girls to ALA Badger Girls State.

Once complete, present the unit president the history for the year, and give a copy to the unit for its files. Also, enter the unit history book into competition at the District Spring Conference.

## Historian Awards

**Senior Books:** A Department of Wisconsin Certificate of Participation will be presented to all district, county and unit historians' history books judged at the District level and submitted for Department consideration for a Certificate of Merit. Please see Rules and Score Sheet (Rubric) for the Senior History Book.

Unit, county and district history books must be received by Department Historian Diane Weggen as soon as possible after the District Spring Conference and no later than **June 9, 2017** to be eligible for judging at the Department Convention.

History books received by Department Historian will be displayed at the 2017 Dept. Convention in July. It is the owners' responsibility to **claim the books at the end of convention** or to arrange for someone to do it for them. **No history books will be mailed back to the unit, county or district.**

**Junior History Books:** A Department of Wisconsin Certificate of Participation will be presented to all District and Unit Honorary Junior Historians who submit a history book for judging and win at the district level. Please see Rules and Score Sheet (Rubric) for the Junior History Book.

The winning Junior history books must be received by Department Historian Diane Weggen as soon as possible after the District Spring Conference; no later than **June 9, 2017** to be eligible for judging.

**Members Remember History Project:** A Certificate of Participation will be presented to all Auxiliary members who submit a video in which a long-time member or charter member shares her memory of a special project or particular highlight of her time as a member.

**Veterans' History Project:** A Certificate of Participation will be presented to all American Legion Family members who submit a completed "Veterans History Project."  
(<http://www.loc.gov/vets/kit.html>)

**Mid-Year Narrative Report:** Historians at all levels are encouraged to send a Mid-Year narrative report to Department Historian Diane Weggen by **December 9, 2016** for inclusion in the mid-year report to National. Mail or email the report to the above address.

**Year-End Narrative Report:** Historians at all levels are encouraged to mail or email a Year-End narrative report to Historian Diane Weggen by **May 5, 2017**. Contact Diane with any questions.

# 2016-2017 SENIOR HISTORY CONTEST

## RULES AND SCORE SHEET (RUBRIC)

Unit Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_ District \_\_\_\_\_

Historian's Name \_\_\_\_\_ Email/Phone \_\_\_\_\_

Historian's Address \_\_\_\_\_

*Street, City, State, & Zip*

### I. Introduction (10 scoring points) \_\_\_\_\_ points

- Title Page (Single spaced and centered in middle of page)
  - Unit, County, or District History of \_\_\_\_\_
  - Name of Historian
  - Date: Current administrative year
- Foreword or Dedication (Single spaced and centered in the middle of the page)
- Photograph of Unit, County, or District President (Optional; if used, 5x7 in black and white or color)
- Prayer (Single spaced and centered in middle of the page)
- Pledge of Allegiance to the Flag of the United States of America (Single spaced and centered in the middle of the page)
- First verse of "The Star Spangled Banner" (Single spaced and centered in the middle of the page)
- Preamble to the Constitution of the American Legion Auxiliary (Single spaced in the middle of the page)

### II. Historical Content (70 scoring points) \_\_\_\_\_ points

- List of elected and/or appointed Unit, County, and District Officers for current administrative year
- List of Unit, County, and District Chairmen or committee appointments for current administrative year
- List of Department and National Officers and appointed committee members from Unit, County, or District for current administrative year.
- List of Unit, County, District awards received at the previous State and National Conventions
- The history shall be written as a factual narrative beginning with the Installation of Officers at Unit, County, or District, and ending with the summary of end-of-year reports and closing events for that administrative year.
- The signature of the Historian should immediately follow the final paragraph of the history.
- Index (optional)

### III. Appearance (10 scoring points) \_\_\_\_\_ points

- 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.
- Paper: Plain, white, 8½ by 11 in.
- Page setup:
  - Margins – Left and right should be 1.25 in; top and bottom margins should be 1 in.
  - 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.
- Spacing: Double-spaced with the exception of the introductory pages (i.e. Title page, Foreword or Dedication, Photograph, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and the Preamble to the Constitution of the American Legion Auxiliary) which shall be single spaced and centered in the middle of the page.
- Text: 12 point font, Times New Roman or Arial style font
- Technology: Computer preferred, however, a typewritten or handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

### IV. Arrangement (10 scoring points) \_\_\_\_\_ points

- Written in third person (refer to "HOW TO RECORD YOUR UNIT'S HISTORY")
- Clear, concise language with correct spelling of names
- No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
- Be original and unique in thought and presentation

Total points \_\_\_\_\_

### V. Deadline

**History books must be judged at the District Spring Conference.** The winning Unit, County along with the District history books should be sent to Department Historian Diane Weggen, 16266 361<sup>st</sup> St., Stanley, WI 54768, as soon as possible after the District Spring Conference with a deadline of **June 9, 2017** to be eligible for judging.

# 2016-2017 JUNIOR HISTORY CONTEST

## RULES AND SCORE SHEET (RUBRIC)

Unit Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_ District \_\_\_\_\_

Historian's Name \_\_\_\_\_ Email/Phone \_\_\_\_\_

Historian's Address \_\_\_\_\_  
*Street, City, State, & Zip*

### I. Introduction (10 scoring points) \_\_\_\_\_ points

- Title Page (Single spaced and centered in middle of page)
  - Unit, County, or District History of \_\_\_\_\_ Juniors
  - Name of Honorary Unit or District Junior Historian
  - Date: Current administrative year
- Foreword or Dedication (Single spaced and centered in the middle of the page)
- Photograph of Unit, County, or District Honorary Junior President (Optional; if used, 5x7 in black and white or color)
- Prayer (Single spaced and centered in the middle of the page)
- Pledge of Allegiance to the Flag of the United States of America (Single spaced and centered in the middle of the page)
- First verse of "The Star Spangled Banner" (Single spaced and centered in the middle of the page)
- Preamble to the Constitution of the American Legion Auxiliary (Single spaced in the middle of the page)

### II. Historical Content (70 scoring points) \_\_\_\_\_ points

- List of elected and/or appointed Unit and District Junior Officers for current administrative year
- List of Juniors Unit and District Chairmen or committee appointments for current administrative year
- List of Honorary Junior Department and National Officers and appointed committee members for current administrative year.
- List of Unit or District Junior awards received at the previous State and National Conventions
- The history shall be written as a factual narrative beginning with the Installation of Honorary Junior Officers at Unit or District, and ending with the summary of end-of-year reports and closing events for that administrative year.
- The signature of the Junior Historian should immediately follow the final paragraph of the history.
- Index (optional)

### III. Appearance (10 scoring points) \_\_\_\_\_ points

- 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 from Emblem Sales with imprinted seal.
- Paper: Plain, white, 8½ by 11 in.
- Page setup:
  - Margins – Left and right should be 1.25 in; top and bottom margins should be 1 in.
  - 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.
- Spacing: Double-spaced with the exception of the introductory pages (i.e. Title page, Foreword or Dedication, Photograph, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and the Preamble to the Constitution of the American Legion Auxiliary) which shall be single spaced and centered in the middle of the page. Paragraphs may be indented or in block form.
- Text: 12 point font, Times New Roman or Arial style font
- Technology: Computer preferred however a handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

### IV. Arrangement (10 scoring points) \_\_\_\_\_ points

- Written in third person. (refer to "HOW TO RECORD YOUR UNIT'S HISTORY")
- Clear, concise language with correct spelling of names
- No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
- Be original and unique in thought and presentation

Total points \_\_\_\_\_

### V. Deadline

Junior Unit History books must be judged at the Spring Conference. The winning Unit Junior history book, along with the District Junior history book, should be sent to Department Historian Diane Weggen, 16266 361<sup>st</sup> St., Stanley, WI 54768, as soon as possible after the District Spring Conference with a deadline of **June 9, 2017** to be eligible for judging.