

2023-2024 American Legion Auxiliary Department of New York History

Department Chairman

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Responsibilities of an American Legion Auxiliary Historian

The recording of the American Legion Auxiliary's history at all levels (unit, district/county/council, department, and national) is important so that everyone will know who we are, what we do, and why we matter. Other responsibilities of a historian are:

- Assist in developing a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information
- Participate in and promote the "Members Remember" history project
- Work with the Junior Activities chairman to promote the History Patch available to Junior members in 9th – 12th grades.
- Encourage Senior and Junior historians to participate in the Veterans History Project

Important Dates:

- March – National Women's History Month
- May 15 – Annual reports due to the National Historian
- July 10 – Senior and Junior Department histories are to be submitted to your respective National Division Vice President

The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization.

DEPARTMENT HISTORY AWARDS

Department Award Rules

- Entries must be typed, double spaced, not to exceed 1,000 words.
- Word count in lower left corner of cover sheet unless otherwise noted under award instructions.
- Entries must be in narrative form and placed in a folder.
- Pictures, newspaper clippings and other materials and/or documents may be included.
- All entries must include a cover sheet with the name of the award entry, name of the Unit/County/District, name, and address of the Unit/County/Chairman.
- Entries must be received by the Department Chairman no later than MAY 1st unless a different date is specified.

THE SALLY A. JOHNSTON AWARD: To the County Historian submitting the best "Pictorial History Book."

Department Award - To the Unit Historian submitting the best narrative "Unit History."

Department Award - To the County Historian submitting the best narrative "County History."

Department Award - To the Junior Historian submitting the best History for an organized junior group-Unit or County.

National Historian Awards

1. Best Department Senior History
2. Best Department Junior History
3. Certificate presented to each department Senior historian who forwards a copy of a veteran's history using the Veterans History Project
4. Certificate presented to each department Senior historian who participates in the "Member's Remember" history project
5. Certificate presented to each department Junior historian who forwards a copy of veteran's history using the Veterans History Project
6. Certificate presented to each department Junior historian who helps Senior members record their Auxiliary memories for the "Member's Remember" history project

July 10 – Senior and Junior Department histories are to be submitted to your respective National Division Vice President

- 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 each department Senior historians who submit the best department histories in each of the five divisions.
- C. Letter from the National Historian for participation: Presented to each department Senior historian who submits a department history for competition.

July 10 – Senior and Junior Department histories are to be submitted to your respective National Division Vice President

Go to the National website for complete rules for the national awards

Rules for Unit, County and Junior Historians
(Be sure to follow all the directions to avoid disqualifications)

RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Division _____ Department _____

Department Historian Name _____

First Last

Department Historian Address _____

Street

City, State, Zip _____

1. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian
- c. Date: Current administrative Year

2. Forward or Dedication

3. Photograph of Department President (optional) – 5x7 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 _____

1. List of elected and or appointed Honorary Department Officers for current administrative year

2. List of Department Chairmen or committee appointments for current year

3. List of National Officers and appointed committee members from your department for current year

4. List of Department or National Awards received at the previous National Convention.

5. The History shall be written as a factual narrative beginning with the current Installation of Department Officers at department Convention and ending with the summary of year-end reports and closing events for the administrative year

6. The signature of the Department Historian should immediately follow the final paragraph of the history

7. Index (optional)

III. Appearance (10 scoring points)

Points _____

1. Auxiliary seal centered on the cover or a regular binder with imprint seal

2. Paper: plain white, 8 ½ by 11 in.

3. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold for American page setup

4. Margins: Left and right should be 1.25in.; Top and bottom margins should be 1 inch

5. Pagination: Page numbers should begin on the first page of the Historian Content. They should center and be placed 0.5in. from the bottom of the page.

6. Spacing: Double spaced with the exception of the introductory pages (i.e., Title Page, Forward or Dedication, photograph of the Department President, Prayer, and Pledge of Allegiance to the Flag of the United States of America, first verse of “Star Spangled Banner” and Preamble to the Constitution of the

American Legion Auxiliary, which should be centered in the middle of the page. Paragraphs may be indented or in block form.

7. Text: 12-point font, Times New Roman or Arial style font.

8. Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set 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 this Department Historian by May 1, to be eligible for judging.

TOTAL POINTS _____

RULES AND SCORE SHEET (RUBIC) FOR DEPARTMENT JUNIOR HISTORY

Division _____ **Department** _____

Department Historian's Name _____
First _____ **Last** _____

City, State&Zip _____

I. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian _____
- c. Date: Current Administrative Year _____

2. Forward or Dedication

3. Photograph of Department Historian Junior President (optional 5x7 in. 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 scoring points)

Points _____

1. List of elected and /or appointed Honorary Department Junior Officers for current year

2. List of Honorary Department Junior Chairman or committee appointments for current year

3. List of Honorary National Juniors Officers and appointed committee members from your department for current year

4. List of Department or National Junior Award received at the previous National Junior Convention

5. 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-year reports and closing events for the administrative year

6. The signature of the Honorary Department Junior should immediately follow the final paragraph of the history

7. 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 for American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal

2. Paper: Plain, white 8 ½ 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, Forward 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 the 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 preference, however a handwritten history is permissible. If handwritten, the page setup should not vary from what is required of computer users.

IV. 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

V. Deadline:

Junior Department Historians **Must Be Received** by this Department Historian **NO LATER THAN** May 1, to be eligible for judging.

TOTAL POINTS _____

RULES FOR PICTORIAL HISTORY BOOK

1. General Appearance

* A purchased Auxiliary photo album, with Auxiliary seal may be used or you may use a loose-leaf binder with the American Legion Auxiliary seal attached to the center of the front cover.

2. Contents

* Title page – Centered – Department of New York, District, County, Unit Name, and number of junior groups. Include the name and address of the historian submitting the document, juniors should include age.

* A picture of the Unit or County President with the name under the picture

* Group pictures of Unit, junior group, or County Officers, identified by name under the picture.

* Descriptions of activities of the past year, including pictures, programs, etc. with identifying names under each picture.

* No newspaper clippings will be allowed for this category. Books containing clippings will be disqualified.

* Counties should judge all Unit and Junior Historian submissions and submit only one (1) Junior and only one (1) Senior Unit history for judging at the Department level. County Historian should also be submitted to the Department for judging.

All History Books should be submitted to the Department Chairman no later than May 1.

**UNIT HISTORIAN REPORT FORM
2023-2024**

Reporting Dates: November 1, 2023 April 1, 2024

Unit Name & Unit # _____

County _____ District _____

Historian's Name _____

Phone _____ Email _____

_____ **Unit Does Not have a Historian**

Check the Activities / Programs that your Unit carried out:

- _____ Retain records (minutes, treasurer, and correspondence)
- _____ Document events through photos
- _____ Retain Newspaper Articles and other Publicity
- _____ Create a Picture History
- _____ Create a Written History

Will your Unit celebrate its special anniversary this year?

How do you plan to celebrate it?

Has your Unit received any special awards or recognition during this period? Please describe

**Please use the back of this form to provide
more details about projects in your Unit**

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

**Unit Historian send copy of this report to your County Historian
Keep a copy for your records**

**COUNTY HISTORIAN REPORT FORM
2023-2024**

Reporting Dates: **November 10, 2023** **April 10, 2024**

County _____ District _____

Number of Units in County _____ Number of Units Reporting _____

County Historian's Name _____

Phone # _____ Email _____

_____ **County does not have a Historian**

Check the Activities / Programs that the Units carried out:

- _____ Retain records (minutes, treasurer, and correspondence)
- _____ Document events through photos
- _____ Retain Newspaper Articles and other Publicity
- _____ Create a Picture History
- _____ Create a Written History

Did any Unit celebrate a special anniversary this year? _____

How did they celebrate it? _____

Did any Unit receive any special awards or recognition during this report period? Please describe. _____

**County Historian send a copy of this report to the Department Historian
Keep a copy for your records**

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

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