

**DEPARTMENT HISTORIAN – SETHA ZIMBELMAN**

Department President Donna Hatfield has a theme that should keep us “Rolling Forward”. As we Roll Forward we must record the past. Please help to record and share the history of the American Legion Auxiliary so we can continue to honor those members who have made significant sacrifices for our organization built on their experiences.

It should be the objective of the Historian at all levels to record the history of their activities throughout the year. The Historian is committed to accurately recording annually, the accomplishments and significant events that occur on the Unit level during the course of their term.

Your history begins with the installation of the officers. Events are to be recorded in chronological order. Enlist the cooperation of all officers and committee members. Please record all the activities of your Unit and make it interesting to read.

Again this year they are still working on the Veterans History Project. If you have not participated please consider doing it. (<http://www.loc.gov/vets/kit.html>).

One of the Department Historians duties each year is to compile data for the Bound History Book. Your Unit needs to submit its History to be included in the bound History book that is kept on file in the archives at the Department Headquarters.

Deadline to submit your narrative history is July 1, 2012.

Mail to the Department Historian – Setha Zimbelman

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The following rules apply to the unit History Book for the 2010-2011 year, to be submitted for District competition in the spring of 2012. (District Presidents will choose judges and inform you on where to send your History Book entry.)

**2010-2011 UNIT SENIOR HISTORY BOOK RULES**

Scoring Points

- |     |   |    |
|-----|---|----|
| I.  | INTRODUCTION .....  | 10 |
|     | 1. Title page should include the following –<br>Need not be numbered  |    |
|     | a. History of _____ Unit No. _____<br>Located at _____ (name of town)<br>District No. _____                                 |    |
|     | b. Name of Unit Historian   |    |
|     | c. Year (2010-2011)   |    |
|     | 2. Foreword or Dedication   |    |
|     | 3. Picture of Unit president (5 x 7 black and white or color). (Optional)<br>Name of President centered underneath picture. |    |
|     | 4. A Prayer   |    |
|     | 5. Pledge of Allegiance   |    |
|     | 6. First verse of “The Star Spangled Banner”  |    |
|     | 7. Preamble to the Constitution of the American Legion Auxiliary  |    |
| II. | Historical Content.....   | 50 |
|     | 1. List of Unit Officers  |    |
|     | a. Elected Unit Officers for 2010-2011  |    |
|     | b. Appointed Unit Officers for 2010-2011  |    |
|     | 2. List of Unit Chairmen for 2010-2011  |    |
|     | 3. List of unit members holding National office or committee appointment 2010-2011  |    |
|     | 4. List of unit members holding Department office or committee appointment 2010-2011  |    |
|     | 5. List of unit members holding District or County office or committee appointment 2010-2011                                |    |

6. List of National, Department, and District awards received by your Unit in 2010-2011 administrative year
7. The history shall be written as factual narrative, beginning with the installation of Unit officers and ending with the close of the administrative year.
8. The signature of the Unit Historian must immediately follow the final paragraph of the history.

III. APPEARANCE..... 20

1. Cover: Binder for loose-leaf paper, preferably blue, with 2 ½” gold foil emblem American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. (These are available for Emblem Sales.)
2. Paper: Plain white 8 ½” x 11”
3. Page Setup:
  - a. Margins – Left and right margin should be 1.25 inch; 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. Spacing: Double-spaced with the exception of the introductory pages (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.
5. Text: 12 point font, Times New Roman or Arial style font.
6. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

V. ARRANGEMENT..... 20

1. Written in narrative form but not necessarily in the third person.
2. Clear, concise and 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.

7. JUDGING:

1. The winning Unit History Book from each District competition is to be submitted to the Department Historian by May 1, 2012, for judging in the Department contest. NOTE: Corrections may be made in the Unit History Book prior to submitting it for Department Competition.

The Wagenknecht-Snyder Traveling Plaque will be awarded at the 2012 Department Convention to the Unit determined to have the winning History Book for the 2010-2011 year. District Presidents will notify Units of the deadline date for entries and where those entries are to be delivered or mailed.

CITATION POINTS – 15 points assigned

- 5 pts...Unit History Book for 2010-2011 entered in District Contest
- 5 pts...Unit Narrative History sent to Department Historian by July 1, 2012
- 5 pts...Unit Historian had program to share earlier events with member

**CAVALCADE OF MEMORIES – SETHA ZIMBELMAN**

It is time for each Unit to find your hidden treasures and put them on display. If you don't have places to display them make a record of the items you have in storage, the replicas of days past.

An award will be given at Department Convention for the best narratives from Units taking the first steps in creating their Cavalcade of Memories or for Units who have a Cavalcade of Memories already and submit narratives about the changes or additions they made this year. History is made every day of our lives. Begin this year to preserve your Unit's History.

CITATION POINTS – 5 points assigned

- 5...Unit has a Cavalcade of Memories or displays items in the Post