

## HISTORIAN'S BULLETIN 2019-2020

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PLEASE CALL ME ANYTIME WITH QUESTIONS; I'M HERE TO HELP YOU!

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|-------------------|--|--|
| <b>DUE DATES:</b> | <b>Sep.15, 2019 Dist. Pres. DEC report</b> | <b>Dec. 15, 2019- MID-YEAR REPORT</b>        |
|                   | <b>Mar. 1, 2020 Dist. Pres. DEC report</b> | <b>May 1, 2020 - YEAR-END REPORT</b>         |
|                   | <b>May 1, 2020- UNIT HISTORY BOOKS</b>     | <b>May 1, 2020 - PRESIDENT'S MEMORY BOOK</b> |

**"Keeping the Promise"** - Annual Theme of National ALA President Sharon Conatser

The History of each Unit here in Oregon is very important to all of our members. You work hard all year for our Active Duty, Veterans, Community and Children and Youth programs. As your Unit Historian, it is your privilege and responsibility to keep a written record of all the things your Unit does throughout the entire year; from May 1, 2019 to May 1, 2020. This is a great opportunity to show how proud you are of your Unit!

- Start right now with a yellow pad and begin noting everything your unit members do... cookies for Veterans Home? Knit caps for VA Hospital? Volunteer at a VA Clinic? Publish a news article? Distribute poppies? Organize a blood drive? Cook and serve at a veteran event? Making this simple list will help you when it's time to write your various reports throughout the year.
- Take photos - enlist the help of all your members... they all have cameras and smart phones. Label all your pictures with sticky note on back with Who, What, When, Where and Why on the note, which you will need for your history and memory books. We know that you may not be able to attend all Unit functions, so be sure to ask someone at activities to take photos for you, and attach the sticky note containing ***Who, What, When, Where and Why***, so you'll have the info you need.
- REPORTS TO DISTRICT PRESIDENT (DEC Meetings, Mid-Year and Year-End) - Write a short (or long) narrative outlining the various activities the members of your Unit have done. Doesn't have to be fancy, just give the facts and interesting data. **Reports from you are important so the District President can relay that information to Department, then on to National.** No report from you - she has nothing to say! **See above due dates to District President, and Mid-Year, Year End Reports and books to Dept. Historian.**
- MID-YEAR AND YEAR-END HISTORIAN'S REPORT - Please answer the following questions whether your unit did anything or not, and **send to your District President and a copy to Dept. Historian (me!)**:

Unit Historian: \_\_\_\_\_ Unit Name and #: \_\_\_\_\_

1. Does your Historian write a History Book for your Unit? (Yes) (No)
2. Do you send a copy in to be judged for Dept. convention? (Yes) (No)
3. Do you send in a President's Memory Book to be judged? (Yes) (No)

***Throughout the year, please MAIL or EMAIL me any information and photos you have regarding Department President Angie as she visits your Unit or at other events where she is participating. I can scan and print emailed photos. Let's make a great History for her!***

- **AWARDS -Department Awards for your Unit's History:**
  - a) A certificate to be awarded to the Unit submitting the best History that observes all rules as outlined by the Department Historian in the annual History Bulletin. (See enclosed instructions and scoring.)
  - b) All entries to be judged by the Department Historian. No late entries will be considered.
  - c) Can be in scrapbook form with everything from the Unit President's year. Can include photos, cards, newspaper items, newsletters, posters, etc. Anything your Unit and Post have done this current year that your President will want to remember of her year.
    1. Photos must have names of person or persons in the photo, date and name of event.
    11. First page of the book shall have a photo of your Unit President, her name, year, and Unit name and number.
    111. The rest is up to you.

**SUGGESTIONS ON HOW TO PREPARE YOUR UNIT HISTORY:**

- **Before beginning your written History, read the enclosed rules and scoring carefully to understand what the requirements are. Please call me any time with any questions.**
- In your written report you must start with the installation of officers. (Yes, this puts your history out of chronological order, but after you complete the information on your installation, start your next paragraph with what you did beginning May 1, 2015, and go from there.)
- This is a story about your Unit, not minutes taken each month. Keep a diary of all the events, things your members participate in, visits of Department officers, anything your Unit does. Minutes are good reference.
- Use the simple rule of writing using the **5 W's: Who, What, When, Where and Why.** At the close of each month put your information into a file or envelope marked with that month's name, including photos. Good organization will make your history report easy to prepare.
- Label photos with sticky note on back with the 5 W's. This information is required to receive maximum scores using photos. In **your written History, you can use photos only, NOT cards, newspaper clippings or any other material.**
- Accuracy is crucial in your history report. Spelling, grammar, and following directions are all important. Proof read again and again, as "spell check" on your computer may not alert you to an incorrect word that is spelled correctly.

Enclosed with this Bulletin are **Rules and Scoring** for both the Unit History and President's Memory Book. Please read each Section thoroughly and carefully. Use this form as a check off tool while writing your History and preparing your Memory Book. Remember, too, deadlines are firm, so entries MUST be in my hands by the required due date found at the top of this Bulletin to avoid disqualification.

You must do the best you can to get the best score... BUT, **remember to HAVE FUN and make these books a good written record of the great things your Unit does!**

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**DUE DATES: SEE TOP OF PAGE 1 OF THIS BULLETIN**

PLEASE ALSO SEND ME A QUICK EMAIL OF YOUR HISTORIAN ACTIVITIES FOR DEPT. CHR. COORDINATOR KAROL SATTERFIELD ON: **SEPT. 5 DEC. 5 FEB. 10 APR 25**

**JUST THE FACTS, MA'AM!**

**(Reports enter you in Dutch Bros. contest)**

**GIVE A COPY OF THIS BULLETIN TO YOUR UNIT HISTORIAN AND FILE A COPY IN CASE THE OTHER IS MISPLACED. ALL BULLETINS SHOULD BE GIVEN TO ALL YOUR CHAIRMEN IMMEDIATELY SO THEY CAN BEGIN PLANNING THEIR COMMITTEE ACTIVITIES.**



## RULES, INSTRUCTIONS AND SCORING FOR SENIOR HISTORY 2019-2020

Creating a Unit History Book is an exercise in FOLLOWING DIRECTIONS. Don't be discouraged by all the rules, but challenge yourself to see just how perfect and how interesting your History Book can be.

**SECTION 1. INTRODUCTIONS: (10 points)** Pages must be single spaced, centered and a new page for each of the below numbers and in the following order in your book.

1. Title Page must have:
  - a) Name and number of Unit and District
  - b) Name of Unit Historian
  - c) Date - ALA year (2019-2020)
2. Forward or Dedication
3. 5 X 7" photo of your Unit President, either black and white or color. Must have name centered below photo (original or written by another person)
4. The Pledge of Allegiance
5. The first verse of the Star Spangled Banner (Copy the version used by Congress in 1941)
6. Preamble of the American Legion Auxiliary (Copy from The National ALA site)

### SECTION 2. HISTORICAL CONTENT: (70 points)

Items 1-5, double spaced, centered on the page, new pages for each number.

1. List of Unit Officers for 2019-2020
2. List of Unit Chairman for 2019-2020
3. List of Department Officers and Chairman for 2019-2020 (Some Units don't have this page.)
4. List of any National Officers and Chairman for 2019-2020 (Some Units don't have this page.)
5. List all awards your Unit received from 2020 Dept. or National Convention. (Some Units don't have this page.)
6. The written History for 2019-2020 (single spaced)  
The History is written as a factual narrative, beginning with the installation of the unit officers. Then go back to May 1, 2020 and then forward ending April 30, 2020. The Unit Historian's signature must appear immediately below the final paragraph of the written History.

### SECTION 3. APPEARANCE: (10 points)

1. Soft covered binders for loose-leaf paper. Gold foil American Legion Auxiliary seal, centered on the cover or regulation binder with imprinted seal.
2. Paper can be plain white or a plain light colored 8½ x 11. Print color preferably blue or black ink. The report can be handwritten (if legible), typed or computer printed (use 12 font, Times New Roman or Arial style font.) must be clear and clean.
3. Set your Margins at 1.25 inch left and 1 inch right and top and 1.5 inch bottom. (Extra on left allows for binding.) Page numbers are to be centered on the page and within .75 to 1.25 inch from the bottom.

**SECTION 4 - ARRANGEMENT: (10 points)**

1. Text is to be written as a narrative story about what your Unit did during the 2019-2020 year.  
**Judged on content of your story.**
2. Clear, concise with correct spelling, punctuation, sentence structure and word usage.
3. No extraneous (irrelevant or unrelated) decorations or materials or news clippings. (Save this for your scrapbook)
4. **Optional** - You may add a second section that contains photos - be sure to names of people, date, place and event in the photos. This section also must have correct spelling, punctuation, grammar and word usage. (Maximum points for this section are not dependent on adding an optional photo section.)

**SECTION 5 ERRORS:** Errors in spelling, punctuation, sentence structure and correct word usage will cause point deductions. For appearance, there are no set points to be deducted. This is a judgment call on each judge's opinion. In case of a tie, appearance shall be used as a factor in selecting the winning History Book.

## 2019-2020 PRESIDENT'S MEMORY BOOK INSTRUCTIONS AND SCORING

The Memory Book is a record of your Unit's year in pictures, news clippings, cards/letters and any other thing you think should be included. Make it FUN, in a scrapbook form and get all your members involved. Just make it a Unit fun project. You may use colored paper, pens, glitter, stickers, and any other materials you wish. Your book cover can be decorated. Again, if you wish to share your book, send it in for judging. Should you not wish to have it judged, just let us know that you did create one. **Just make it a Unit fun project.**

There are only three requirements, which are:

1. **PAGE 1: (10 points)** Photo of your Unit President with her name, Unit name and Number. This page can be decorated.
2. **SUBSEQUENT PAGES: (90 points)** All pictures must have the names of the person(s), name of event, and date. Pages can include photos, cards, newspaper items, newsletters, posters and any other mementos to remind your President of her year of service. This portion of your book shall be judged for overall looks and appeal.
3. **STYLE:** Your memory book can be any style, either an 8 ½ x 11 or larger, such as a regular scrap book. Be sure to take pictures at all your events, like dinners, meetings, special events, presentations and more.
4. **BONUS POINTS:** Include a copy of your History in your Memory Book and get **five (5) bonus points**. You can place this anywhere within your book, at the beginning or to start each month. Don't be afraid to be creative!

### **IN CONCLUSION:**

Please remember, judging your errors within both your History and Memory Books allows us a means of finding the best book. Using a point system makes all the Unit books graded equally. The only "opinion" given is on the **APPEARANCE** of your book. This means keeping everything uniform or consistent; like all centered, not one at the top of the page and another page centered. Yes, **you must dot all your "i's" and cross all your "t's" and you must follow all the rules.**

Learn to use your spell and grammar checks, but also remember computers are only as good as the information we place in them (GIGO). Have other members proof read your books more than once. Another great tool to use is your Thesaurus for finding different uses for words you repeat over and over. The rules for locating the page numbers have been relaxed. Spend more time on your content than fighting the computer. Also check your fonts during your writing, to be sure the computer has not reverted back to another default font. If you start the book in Times New Roman, that font should be used all the way through your book. Also, make sure your font size remains the same all the way through.

Use your minutes or calendars as a guideline, but write your History in story form. The story can be written in 2<sup>nd</sup> or 3<sup>rd</sup> person, but be consistent. Because of problems with margins, settings have been relaxed; however, you will still be graded down if these are not followed. **Remember, both the History Book and the President's Memory book are submitted as part of a contest and there can be only one winner.**

**BOTH THE HISTORY AND MEMORY BOOK MUST BE RECEIVED BY ME BY MONDAY, MAY 1,  
2020, OR THEY MUST BE DISQUALIFIED. My address appears on page 1 of Historian's Bulletin.**