



*History*  
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*Department Historian*

A historian should be **Organized** whether you use a shoe box, file folder, or have a file on your computer, a good historian will develop a way to archive important documents such as minutes, newsletters, handbooks, guidebooks, brochures, and program information. This will save time and frustration when you start your writing process.

**Why we write histories;** Histories are written to preserve our past. Members will be able to look back and learn what was successful and unsuccessful. They can learn from mistakes and try new procedures to obtain a successful event.

**How we write Histories;**

- A history should begin with the Unit and or District installation of Officers.
- A Unit and/or District President theme and project should be stated and what the closest outcome of her project is.
- Special visitors and visitors from District, Department or National should also be included. State how they helped the unit understand the Missions of the American Legion Auxiliary.
- Record special events and events that involved media coverage should be included in history.
- Histories are written in the third person narrative.
- Include current events that impact the American Legion Auxiliary and its programs/projects in that year. (Example American Legion enrollment opening to more members.)

**Histories are not;**

- Detailed log of a unit and/or district presidents travels
- Recap of unit and district meetings
- One person accomplishments
- the historian's thoughts or comments on events, the people involved and what occurred.

### **Where to look;**

historians should search minutes, newsletters, Legionnaire newspaper, community newspaper articles, photos, calendars,

Remember you can use your cell phone camera to help document events by taking a photo.

### **Important dates to know;**

- **December 1, 2019** all Units should write to their District Historians and give a summary of what your Unit has done.
- **December 15, 2019** all District Histories need to read all the unit histories they receive and make a summary from the obtained information, then and write a report and send it to the Department Historian.
- **April 15<sup>th</sup>** unit reports are due to the department office
- **April 15** all trophy and award participation is due to the appropriate Department Chairman

**Special Activities;** encourage your Unit/ District to participate in activities at the Department and National level.

### Department

**100<sup>th</sup> year celebration** -As many units will be celebrating our 100<sup>th</sup> year in November you should share your past memorabilia and make a display table at your Post or ask if you can make a display in your community. You could ask long term members or families of deceased members if they would like to donate an item(s). Be sure to write about what you have done in the month of November and send it Department Historian Karla at [karotter@tds.net](mailto:karotter@tds.net)

**Women's History Project** in March is women's history month. Hold a special event for a female member, dual member, past president or oldest member.

National projects for more information please check the National Historians web site at [alaforveterans.org](http://alaforveterans.org)

**Veterans History project**

**Junior Patch Project**

**Members Remember**