



## *American Legion Auxiliary*

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### **HISTORY**

November/December 2018

The events that occur in your unit, district or department happen often. If you don't record them, they become memories retold by members who can sometimes embellish on the truth. The worst thing is when memories are lost due to time. So take the time and write your History!

Tips for write your history:

1. History should be about the Units or Districts accomplishments.
2. All history should be written in the third person and not have personal comments made.
3. Collect your information early, take clear notes.
4. History should focus on the who, what, where, when and why in a short paragraph, for each chairmanship program. Also, include your financial information, how much was spent or donated to that American Legion Auxiliary program.
5. Be sure to have several members proof read your history. Clear concise language with correct spelling is our goal.

National Historian Linda Newsome is encouraging Departments, Districts and Units to form a 100<sup>th</sup> -Anniversary committee. Each District and Unit should look through their records (minutes and financial) and find the original officers, date that you were chartered, photos and memorabilia. For more information on what other units are doing, go to "ala centennial" on Facebook. Please let me know if you are participating in this, if so, I need to write a paragraph by May 15, to the National 100<sup>th</sup> Year Committee chairman.

#### **Important dates;**

December 1<sup>st</sup> - Midyear reports are due to the District Chairman

December 15<sup>th</sup> - District Chairman your reports are due to the Department Historian.

March is Women's history month (What is your Unit doing?)

April 15<sup>th</sup> -Unit history reports due to Department office.

Make a memory, Make history!

Karla Otterness – Department Historian