

2019-2021 American Legion Auxiliary Program Action Plan

Department Historian

The Historian's purpose is to accurately record the accomplishments and significant events that occur throughout the year on all levels of the American Legion Auxiliary Department of Texas. This is accomplished by compiling a "Book of Reports" for the State of Texas each and every year. The accuracy of this book depends on the detail and correctness from those who are assigned to provide the narratives.

Department of Texas Historian

Angie Soliz
6900 East CR 405
Alvarado, Texas 76009
asoliz1@sbcglobal.net
713-419-3760

Some people may see history as insignificant. However, let's face it; unless we record the current events as they are happening this information is eventually lost forever. Just take a minute to reflect back on the history of this organization. Just think, if there was no history written about all of the great works performed by members prior to us, all of that information would be lost.

The way to ensure our history is not lost forever is by reporting, reporting and reporting! Units report to their District President, District President's report to their Division President and Division President's reports to the Department Historian.

Annual Reporting:

Two reports are to be submitted to the Department Historian yearly by the following persons:

Department of Texas:

President
Vice President
Chaplain
Sergeant at Arms
NEC
Parliamentarian
Personal Page

Committee Chairperson:

Americanism
AEF
Cavalcade of Memories
Cancer Research
Centennial Strategic Planning
Children and Youth
Community Service
Constitution and Bylaws
Distinguished Guest
Education
Finance
Girls State
Junior Activities
Leadership
Legislative
Membership
National Security
Past President Parlay
Poppy
Public Relations
VA&R

Division Presidents

District Presidents

Reports are to be submitted as follows:

- Word format
- Narrative (written account of events telling who, what, where, when, why and how)
- Written in 3rd person (writing from the third-person point of view or outsider looking in)

Both narratives should be sent to the Department of Texas Historian by **January 15, 2021 for mid-year and April 15, 2021 for year-end**. Contact information is provided on the front page of this program plan.

Programs and Activities recommended to aid in accomplishing a history which will contribute to this organization success

1. Immediately after the Unit president is sworn in the historian should develop a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information.
2. Include current events that impact the American Legion Auxiliary and its programs/projects in the written history of the year.
3. Collect information about famous Auxiliary members.
 - a. Include information such as members' full names, years of ALA membership, details of what they did, who they are, and why they're famous. Also include where you found the information.
4. Senior and junior historians participate in the Veterans History Project. (<http://www.loc.gov/vets/kit.html>)
 - a. Work with the Junior Activities chairman to promote the Veterans History Project through social media, emails, and during meetings.
 - b. Stress the importance of collecting the history and the ease of participating in the project through all communications.
 - c. Highlight details of the project on the ALA Historian's Facebook group, search "American Legion Auxiliary Historians".
5. Encourage units to collect and write their history. Send reminders throughout the year about the importance of writing a history.
6. Participate in and promote the "Members Remember" History Project and the Juniors Patch Program.
7. Each unit is encouraged to collect and write their history. Be sure to give plenty of praise where praise is due.
8. Any time your Unit gets media coverage be sure to include the details in your history.

HOW TO RECORD AND POST TO “MEMBER’S REMEMBER” HISTORY PROJECT

Committee:

National Historian

Contact Information for Questions:

historian@ALAforVeterans.org or national historian (see National Historian Programs Action Plan for contact information)

Objective:

Record the American Legion Auxiliary’s history through the eyes of its members.

Background Information

The history of the American Legion Auxiliary begins in November 1919 and continues with you. The organization’s history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA’s programs and projects to fulfill our mission of serving veterans, military, and their families who sacrifice so much for this country of ours.

A written history can only tell so much. However, when an organization’s history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

Step-by-Step Instructions

Here are some tips:

- This is a two-person project, so find someone to assist you. This is a good time to enlist the help of your Junior members and/or college students due to their experience with technology.
- Find long time members of the Auxiliary and ask them to share their stories in a video. These stories can be about:
 - o A special project;
 - o A particular highlight during her years of membership;
 - o How many generations of her family have been members and why;
 - o If a chartered member, her experience in starting the unit.
- Find a location where it is quiet and where there will be no interruptions.
- Record with smartphones and devices. Please keep in mind that your video file must be either a .mov, .avi, .mpeg, or a .wmv file extension.
- Each recording should be no longer than five minutes in length. You may make more than one. Cover one topic in each video.
- Post the video on YouTube. An instructional video on how to upload is located at https://www.youtube.com/watch?v=_O7iUiftbKU.
 - o Go to YouTube at <https://www.youtube.com>;
 - o Give the video the following title: ALA Dept. of ____ (two letter abbreviation for your state) Unit ____ Members Remember;

AMERICAN LEGION AUXILIARY 2019-2021 PROGRAMS ACTION PLAN HOW TO GUIDES

National Historian

- o Provide a description and tags that will help people locate the files easily. These will make it easier for others to locate the videos;
- o Under "Category," click on "Nonprofits & Activism";
- o Under "Privacy," click on "Share your video with the world";
- o Click "Save Changes."

HELP US RECORD A GREAT HISTORY