

**American Legion Auxiliary
Department Of Virginia
2018-2019**

**Program Action Plan
History**

“Make History Your Victory”

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Programs and Activities

It is the responsibility of the historian to record the activities throughout the year:

1. 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. Examples would be the first woman to work in government (local or state) or a member who started an organization that relates to the American Legion Auxiliary's mission.
 - b. Information and pictures should be sent to the Department historian as they are collected throughout the year.
4. Participate in and promote the "Members Remember" history project and the History Patch available to Junior members in 9th – 12th grades.
 - a. Work with the Junior Activities chairman to promote the patch.
 - b. Help Juniors understand importance of collecting the ALA's history.
5. Encourage senior and Junior historians to participate in the Veterans History Project. (<http://www.loc.gov/vets/kit.html>)
 - a. Work with your Junior members to promote the Veterans History Project through social media, emails, and during meetings.
 - b. Remember the importance of collecting the history participating in the project.
6. Collect and write Your Unit's history.

Annual reporting is not required to meet the Citation Requirements; however, year-end and mid-year report forms are provided to gauge the effectiveness of our Department's program and to make sure we report all the great work our Units are doing.

From The National Historian – 2018-2019 Programs Action Plan How To Guides:

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:
 - A special project;
 - A particular highlight during her years of membership;
 - How many generations of her family have been members and why;
 - 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.
 - Go to YouTube at <https://www.youtube.com>;
 - Give the video the following title: ALA Dept. of __ (two letter abbreviation for your state) Unit ____ Members Remember;

- 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."

Veterans History Project: (<http://www.loc.gov/vets/kit.html>)

The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress. VHP collects, preserves and makes accessible the firsthand remembrances of U.S. military veterans from World War I through the more recent conflicts.

Anyone, including students ages 15 or older, can volunteer to participate. It's that easy to make history! Download a how-to Field Kit at loc.gov/vets and get started right away.

Request a Field Kit Download and print a Field Kit at loc.gov/vets.

If you do not have Internet access, please mail or fax this form to make a request, or call the toll-free information line at 888-371-5848. Supplies are limited.

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

Please send ____ Field Kit(s).

Mail To:

Veterans History Project
The Library of Congress
101 Independence Ave, SE
Washington, DC 20540-4615
Fax: 202-252-2046
No cover sheet is necessary

2018-2019 DEPARTMENT HISTORIAN MID-YEAR REPORT

Please Complete And Send On Or Before December 15, 2018 To:

Ann Moran
Department Historian
18198 Sands Rd.
Purcellville, Va. 20132

Or Via Email To: historian@vaauxiliary.org

Unit # ____ Unit Name: _____ District: _____ Zone: _____

Unit Historian's Name: _____ Unit Historian's E-mail: _____

Please list and explain at least three significant events, happenings, or newsworthy activities that have taken place in your Unit since June 2018.

1)

2)

3)

Thank You For Providing A Mid-Year Report!

Please Continue Recording Activities Within Your Unit So Your History

Is Maintained For Future Generations!

History Year-End Report 2018-2019

Please send this report to Ann Moran 18198 Sands Rd. Purcellville, Va. 20132 or by email to historian@vaauxiliary.org Due Date: **April 15, 2019**

Please do not mail to Department Headquarters.

Unit Name: _____

Unit Number: _____ District: _____ Zone: _____

Historian Name: _____ E-mail: _____

Historian Address: _____ City: _____ Zip Code: _____

1. Did your Unit submit a History report? ___ Yes ___ No

2. Did your Juniors submit a History Report? ___ Yes ___ No

3. How many Juniors earned the special History Project Patch? _____

4. Did your Unit participate in the Veterans History project? ___ Yes ___ No

If yes, how many Veterans histories were recorded by Seniors? _____ Juniors? _____

5. Did your Unit participate in the Department President's Project? ___ Yes ___ No

If yes, what was the total donation by the Unit and/or members? \$ _____

6. How many histories were recorded for the "Members Remember" History Project? _____

7. Total (*all program activities*) amount donated by your Unit and/or members \$ _____

8. Total number of hours (*all program activities*) served by your members? _____

9. Did your Unit participate in Women's History Month (March 2019)? ___ Yes ___ No

If yes, how? _____

Please attach a narrative (1000 words or less) about your activities this year.
Pictures are greatly appreciated.

Please include the total word count at the bottom of the narrative.