

# American Legion Auxiliary 2023-2024

## Historian

The Historian's purpose is to accurately record the accomplishments and significant events that occur at the unit level during the course of the historian's term.

It should be 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 noteworthy Auxiliary members, in your Unit and the Department.
  - a. Include information such as members' full names, years of ALA membership, details of what they did, who they are, and why they are significant. Also include where you found the information. Examples would be the first Auxiliary member to work in government (local or state) or a member who started an organization that relates to the American Legion Auxiliary's mission.
  - b. All information and pictures should be sent to the department historian as it is 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 your unit's Junior Activities chairman to promote the History patch to Juniors and SAL youth. Detailed information is available at <https://www.legion-aux.org/Member/Resources/History/How-to-Involve-a-Junior-Member>
  - b. Detailed information about the members Remember" project is available at <https://www.legion-aux.org/Member/Resources/History/How-to-Record-Oral-Histories>
  - c. Encourage and help Juniors understand the 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 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".

### Mid-year and Annual Reporting

Please send in your mid year and year end reports. They can be mailed or emailed. These reports are suggested as tools to gauge the direction and effectiveness of your unit's activities. Forms and/or narratives should be sent to the department historian mid-year by **December 1, 2023** and by **April 15, 2024** for year-end. Contact information is provided on the front page of this Plan and on Report Forms.