

Historian's Bulletin 2023-2024
American Legion Auxiliary Dept of Oregon
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Due Dates:

December 15, 2023 Mid-year report

May 1, 2024 Unit History Book

May 1, 2024 President's Memory Book

- The story of each Unit here in Oregon is very important to all our members. You work hard all year for our Veterans, Community plus Children and Youth programs.
- As your Unit Historian, it is your privilege and responsibility to keep a written record through the year from May 1, 2023 to May 1, 2024.
 - Take photos of your activities, note Who, What, Where, When and Why.
 - If your Unit has a Facebook page include that information so others can see your pictures soon after your activity.
- Awards will be given at the end of the year for Unit that best observes all rules outlined by the Department Historian in the annual Bulletin.
 - All entries to be judged by Department Historian. Can be in a scrapbook form with photos, cards, newspaper items, etc.
 - Photos must have name of person or persons in photo, date, and name of event.
 - First page of the book shall have a photo of the Unit President, name, year, Unit number and Unit name.
- Start with the installation of officers, then proceed with events and activities in chronological order.
 - If you choose to only do a written history you cannot use photos, newspaper clippings or other materials.
- Give a copy of this bulletin to your Unit historian and feel free to contact department with any questions.

Rules, instructions and scoring for History 2023-2024

Do not be discouraged by the rules but challenge yourself to see how interesting your History book can be.

LINDA BOONE PAST NATIONAL PRESIDENT, UNIT HISTORY AWARD
Section 1 Introduction (10 points)

Pages must be single spaced, centered and a new page for each of the following:

1. Title page: Name and number of Unit and District, Name of Unit Historian, and Date: ALA year (2023-2024)

2. Forward or Dedication
3. 5X7 photo of Unit President with name centered below photo
4. The Pledge of Allegiance
5. The first verse of the Star-Spangled Banner
6. Preamble of the American Legion Auxiliary

Section 2 Historical Content (70 points)

Center and new page for each number

1. List of Unit Officers for 2023-2024
2. List of Unit Chairman for 2023-2024
3. List of Unit members who are Department officers and Chairman for 2023-2024
4. List of Unit members who are National officers and Chairman for 2023-2024
5. List all awards received from Department or National for 2023-2024 (may be omitted if no awards received)
6. The written history as a factual narrative
7. The Units **Historian's signature must appear immediately below the final paragraph** of the written history

Section 3 Appearance (10 points)

1. Binder with American Legion Auxiliary seal centered on the cover
2. Paper to be plain white 8 1/2 X 11
3. Handwritten color preferably blue or black ink
4. Typed use 12 font
5. Page numbers centered on bottom

Section 4 Arrangement (10 points)

1. Text is to be written as a narrative, double-spaced, and will be judged on content of your story.
2. Clear, concise, with correct spelling, punctuation, sentence structure and word usage.
3. No extra decorations.
4. **Optional:** A second section that contains photos that include names, dates, and place of event.

Section 5 Errors

Errors in spelling, punctuation, sentence structure and incorrect word use will cause point deduction.

GEN HORNE, PDP, MEMORY BOOK

2023-2024 Presidents Memory Book. Instructions and scoring

The Memory Book is a record of your Units year in pictures, news clippings, cards, letters, and other memorabilia. This is the place to use color paper, pens, stickers and whatever makes you remember the occasion. Even the cover can be decorated! There are only three requirements for this:

1. Page 1 (10 points) Photo of Unit President, name, year, Unit name and number.
2. Subsequent pages (90 points) All pictures to have names, event, and date.
3. Style: size can be either 8 1/2 x 11 or Scrapbook 12 X 12
4. **Bonus points: include a copy of your history in this book**