



## CAVALCADE OF MEMORIES

*Is the preservation of the American Legion Auxiliary's historical memorabilia to help us define and remember our core values through time!*

Let's begin today, right this moment, to honor our Department, Districts, Units and Members by starting to collect, chronicle and preserve our history through our own memorabilia.

Our WHAT you ask? It's those photos we took, the programs we saved, jewelry and pins we no longer wear, poppy posters and arrangements, artwork, plaques, trophies, magazine articles, etc.

Our 100th Year Anniversary is just around the corner and I know that we have saved these items because we wanted to honor a member, remember an event or show off the Units' or Districts' accomplishments. So, go into the corners and closets of your Post where you stuffed those items. Perhaps you can find them hanging up on the wall where they are beginning to fade and rip. Maybe they are occupying space in your home. Now with that said, let us create a dwelling space for our treasured keepsakes, artifacts, Auxiliary accomplishments and our History!

### **WHAT CAN YOU DO?**

Appoint a Cavalcade of Memories Chairman or a group of interested members.

Secure a photo book, a shelf, a cabinet, or allocated space in your meeting room at the Post to begin preserving the past for our future members.

Invite members to participate by providing items for the Unit and District to honor Senior & Junior officers & members.

Plaques should be hung. Frame current awards and hang them. Set out your trophies and rotate items often to peak interest.

Use current technology to create and maintain digital images and records. Post items on the Auxiliary website or Facebook for all to view.

Feature an item of interest in your newsletter each month with an explanation of its significance (i.e. First Unit President, new award, bracelet/pin donated by, etc.), OR maybe hold a contest for the members to guess what the item is, from what time period and to whom the item may have belonged to.

Attend local workshops to learn preservation and conservation methods for your older precious items (i.e. Knowledge on acid-free photo albums, papers, etc.).

Partner with historical societies or public libraries for consulting and display opportunities at their facilities.

Take a few items from your Cavalcade of Memories to community functions and invite interested people to visit your Units to see other items. Also, this would be a great time to invite them to become a member.

If you have an item of historical significance or value and would like to donate it to Department or National, there are Donation guidelines. Please contact me personally for this information. Do not send anything to Department or National without completion of the donation form and written confirmation that they are able to accept it. Space is very limited.

### **Mid-Year Reports**

Each Unit is requested to submit a narrative to their District Chairman on what your Unit has done to create a Cavalcade of Memories or to refresh your current one by December 1, 2016.

Districts are requested to compile Unit narratives and send them to the Department Chairman by December 15, 2016.

### **Year-end Reports**

Each Unit is requested to submit a Year-end report to their District Chairman. Complete and send the Year-End report (form attached) by April 15, 2017.

Districts are requested to compile Unit Year-End reports (form attached) along with copies of each Unit report and send to Department Chairman no later than May 1, 2017.

## **Chairman's Award**

**Navigator Year-At-A-Glance** – A plaque will be given to the Unit that creates a **SCRAPBOOK** that will encompass the entire year. Start immediately after Convention 2016 to gather pictures that include: activities, fundraisers, program flyers, and other memorabilia. Please remember pictures should not include any alcoholic beverages. If they do, your scrapbook will be disqualified.

### **Guidelines:**

- ❖ Title Page:
  - Unit name/number
  - Name of Cavalcade of Memories Chairman
  - Name of Unit President
  - Year: 2016–2017
- ❖ Photo of Unit President - Identify
- ❖ Group Photo of Unit Officers – Include name and position of each
- ❖ Include photos of:
  - Installation, Fundraisers, Picnics
  - Photos showing how the Unit worked the ALA programs
  - Include handouts/programs from any of the above events
  - Pictures identifying members and guests
- ❖ Appearance:
  - Size: 8 ½” x 11”
  - Plain cover: red, blue or white
  - Book bound, Scrapbook type or Notebook/sheet protectors

Resources:

[www.ALAforVeterans.org](http://www.ALAforVeterans.org)

<http://cavalcade-alafoundation.dreamhosters.com>

(National Cavalcade of Memories virtual tour)

[www.archives.gov/preservation](http://www.archives.gov/preservation) National Archives

[www.gayord.com/resources](http://www.gayord.com/resources) Gaylord Archival

*I hope you have fun with this program this year. I believe it has been a little neglected in the past years and I am trying to get everyone excited about preserving where we came from and how we got to be the Great Organization we are TODAY!!!!*

### **National Cavalcade of Memories**

Consist of the following categories:

Artwork	Media Wall, Pictures
Awards	Trophies, Plaques
Clothing & Textiles	Sashes, VAVS volunteer outfit – Hats
Events & Programs	Convention programs
Furniture & Furnishings	Plates – Silver Trays, Clocks
Jewelry, Medals, Pins	Rings, Badges, Past President pins, VAVS pins
Manuscripts	History books, magazine articles, ceremonies
Photography	Presidents, Girl State pictures, Parades
Memorabilia	Bracelets, Medallions, Buttons, Cards, Applications of Presidents

Cavalcade of Memories  
Unit Year End Report Form  
2016 - 2017

Chairman Name: \_\_\_\_\_ Phone number \_\_\_\_\_

Unit Name & Number \_\_\_\_\_ District \_\_\_\_\_

Did your Unit start a Cavalcade of Memories? \_\_\_\_ How many members helped? \_\_\_\_ Hours spent? \_\_\_\_

Did the Juniors start a Cavalcade of Memories? \_\_\_\_ How many Juniors helped? \_\_\_\_ Hours spent? \_\_\_\_

Did your Seniors/Juniors help to update an existing Cavalcade of Memories? \_\_\_\_ Hours spent? \_\_\_\_

How many Seniors and/or Juniors helped with the Unit Cavalcade of Memories this year by presenting items, pictures, marking items with names, hanging pictures/plaques, arranging items, etc? \_\_\_\_\_

Name several of the items presented and their significance (i.e. past president pin, hat scarf/sash, Convention programs, trophies/plaques, pictures)?

Did the Unit have a ceremony or dedication for your new or updated Cavalcade of Memories?  
What did you do? \_\_\_\_\_

Did you dedicate it to a President (past/current) or a member that did a lot for the Unit?  
Tell me a little about the person and why? \_\_\_\_\_

Did your Unit complete a **SCRAPBOOK**? \_\_\_\_ Will it be submitted for judging? \_\_\_\_\_

Tell me how you got everyone excited about your Unit Cavalcade this year?

Do you have any ideas or suggestions to pass along to other Units just getting started?

Cavalcade of Memories  
District Year End Report Form  
2016 - 2017

Chairman's Name: \_\_\_\_\_ Phone number \_\_\_\_\_

District \_\_\_\_\_ Number of Units reporting \_\_\_\_\_

How many Units started a Cavalcade of Memories? \_\_\_\_\_ How many members helped? \_\_\_\_\_  
How many hours reported? \_\_\_\_\_

How many Juniors groups started a Cavalcade of Memories? \_\_\_\_\_ How many Juniors helped? \_\_\_\_\_  
How many hours reported? \_\_\_\_\_

How many Seniors/Juniors helped to update an existing Cavalcade of Memories? \_\_\_\_\_  
How many hours spent? \_\_\_\_\_

How many Seniors/Juniors helped with the Cavalcade of Memories this year by presenting items,  
pictures, marking items with names, hanging pictures/plaques, arranging items, etc.?  
\_\_\_\_\_  
\_\_\_\_\_

List the items presented and their significance (i.e. past president pin, hat scarf/sash, Convention  
programs, trophies/plaques, pictures)?  
\_\_\_\_\_  
\_\_\_\_\_

How many had a ceremony or dedication for their new or updated Cavalcade of Memories?  
What did they do? \_\_\_\_\_

How many Units dedicated their Cavalcade of Memories to a President (past/current) or a member that  
did a lot for the Unit? \_\_\_\_\_ To whom was it given and why did they choose the person?  
\_\_\_\_\_

How many Units completed a **SCRAPBOOK**? \_\_\_\_\_ How many submitted them for judging? \_\_\_\_\_

Write a couple of statements on how the Units got everyone excited about their Cavalcade this year?  
\_\_\_\_\_  
\_\_\_\_\_