



2023 -2024 HISTORY PROGRAM ENGAGEMENT PLAN DEPARTMENT OF FLORIDA

This year we are ringing in history with Madam President, Dee Bell. If Madam President Dee attends your events, please share your photos either on the History Facebook page = ALAFL History or e-mail the Department Historian at historian@alafll.org

Historians have a responsibility to record, write and ring-in accurate information of what our organization is doing, not only in the Units but also the Districts and Department. This privilege, comes with great responsibility. It is the Historian who chronicles & archives the everyday events that makes our History. Dating back to 1919 when the American Legion Auxiliary was formed, we are known to Serve, Honor, Advocate and Educate. Our first Department President was Mrs. Harry (Caroline) Voorhis who served from 1921 – 1922. Our ALA history is rich in the Department of Florida and with your help, we will continue our legacy of a community of volunteers, won't you "Be The One?" Our History is contained in artifacts, documents, newsletters, written history's, etc... and can answer the question, "How did we get to this point?" Members will be able to look back and learn what was successful and why.
#RingYourBell

Don't be afraid to write the History of your Unit or District. It can be as simple as keeping a dated log, events in a notebook or writing a narrative of what has happened in your Auxiliary Group. Since you can't be everywhere or at every event, ask people that are attending, to share photos. Ask them what went on or you can find needed information through Social Media, Newspaper Articles, the Internet, Newsletters, the Unit Checkbook, Calendars, Blog submissions etc.... Your History can be from May 1st – May 1st (the following year) so that you can add your Memorial Day celebrations as well and add more than 5 photos. It only has to follow the rules and guidelines listed, **if... you are submitting for an award.** Otherwise, your history, can be put into any form of book, folder or electronic form and doesn't have to follow the requirements of how to submit a History.

You should have already started writing and accumulating your History, recording events as soon as your President was sworn in. This is a great opportunity to have a teacher or writer, mentor you and maybe they can help edit your submission. When submitting awards, we would prefer an electronic version.

- You should include the theme and how it relates to the mission.
- You can include current events that impact the ALA both locally and globally, as well as the cause & effects on the Auxiliary resulting in new or resurrected projects and programs.
- So many members take photos, you can add those to our Public Relations program or social media pages that can help you write your history or you can put together a pictorial history book. The guidelines for written award submission say no more than 5 photos allowed, so this might be a great option.
- Checking newsletters, meeting minutes, e-mails, governing documents, check book registry and newspaper clippings can also help when writing your history. Put it in Chronological order.
- Make sure you share any Auxiliary memorabilia and doing it electronically can help to treasure them for years to come.
- Set-up a system to archive important communications and make sure you initiate a record management program on how to keep these important artifacts.

Best Senior Written History – for Unit and District

Record the ALA's history through the eyes of its members. There will be Chairmen Awards given for the Best Written Sr. History for the Units in each Grouping and the Best District Written Sr. History. We would appreciate these sent electronically rather than by mail. Additional requirements are attached

See: **Best Written Senior History guide.**

The Voorhis Award – Best Pictorial History book for Unit and District. Most of us take photos, why not accumulate and collect them. Put them into a Photo book, Scrapbook or Historical Picture Book and submit for a Chairman Historian Award. Submissions must be from this administrative year. Rules are attached.

See: **Best Pictorial Sr. History Book guide.**

“Ring One’s Bell” Member Remembers History Project – Do you have a Past President, leader or charter member hailing from your Unit or District? Do they have an interesting story? Complete a history project on them and submit it any time during this year. Questions that you can ask are: What was the purpose or mission driven program

that sparked your interest? What Unit did you start with and why? What are some of the programs and committees that you served on and what was your favorite and why? What has been the greatest reward while being in the Auxiliary? We will showcase it on our Department Facebook page at ALAFL History and possibly in the Department Newsletter: The Liberty Bell. A certificate will be given for each submission. Junior members can also participate in this project. See: **How to record and post to “Members Remember” guide.**

Celebrating Woman’s History - Female Veterans Project - The month of March is dedicated to the celebration of Women’s History. Interview a Female Veteran and submit that to the Department Historian. Your submission may end up on Social media and in the Department Newsletter: The Liberty Bell. You can submit these any time during the year. See: **How to Celebrate Women’s History Month guide.**

Best Junior Written and Pictorial History – A certificate will be given to the Junior member that submits a written or pictorial History for Unit or District. You can involve Junior members and ask them to write their own history, have them interview a Female Veteran or a Previous Leader and also encourage the Junior History Patch for 9th – 12th Graders.

See: **How to involve a Junior Members guide.**

Coming in October 2023 – ALA History Blog at

<https://alaforveterans.pastperfectonline.com>

You can explore and learn about our vast history of the American Legion Auxiliary and find the Digital Archive Collection. For over a century ALA members have volunteered selflessly to help our Veterans, military and their families, children & youth and our communities. Today our mission outreach impact exceeds \$2 billion annually to sustain our commitment to honor our past, present & future Veterans.

You can find more Historian Resources in the *My Auxiliary – Member Portal* under “Find it Fast” / Member Resources / Department & Units / Historian Resources at

www.legion-aux.org

A year-end report will be due by the deadlines. Units report to District Historian by: **April 1, 2024** and District reports to Department Historian by: **April 15, 2024.**

HISTORIAN AWARDS -

Best Written Unit Senior History in each of the 6 Groupings

Best Written District Senior History

The Voorhis Award – Best Pictorial Sr. History Book for Unit

The Voorhis Award – Best Pictorial Sr. History Book for District

“Ring One’s Bell” Member Remembers - Certificate given for every submission

Celebrating Women’s History – Female Veteran Project - Certificate given for every submission

Best Written Unit Junior History

Best Pictorial Unit Junior History Book

Best Written District Junior History

Best Pictorial District Junior History Book

RESOURCES - ALA FL Historian Program Engagement Plan

Unit Report Form

District Report Form

How to Write a History

Best Written Sr. History Guide

The Voorhis Award - Best Pictorial Sr. History Book Guide

Ring One’s Bell – Member Remembers History Project

Celebrating Woman’s History – Female Veterans Project Guide

Best Junior History Book Guide

Attachments & Links – ALAFL Website / Programs / Historian

How to Record & Post to Members Remember (pg. 118 & 119)

How to Celebrate Woman’s History Month (pg. 120 & 121)

Junior’s Involvement in History (pg. 122)

Junior History Patch Info (pg. 123 & 124)

Yours in the Auxiliary with Bells on ~

Dara Oliver

Department of FL Historian

17776 SE 158th Court

Weirsdale, FL 32195

(321) 543-1069

historian@alaf.org



2023-2024 UNIT HISTORIAN REPORT

Due April 1, 2024 to District Historian

Unit Name - _____ Unit # - _____

Unit Address - _____

Unit Chairman - _____

Unit Chairman Address: _____

E-mail address _____ Membership Grouping _____

Unit President - _____

District _____ District Historian _____

District Historian E-mail Address - _____

District Historian mailing Address - _____

When did your year start? (date) _____

Does your Unit have a Facebook or Social Media Page: _____

Please list the name & Platform: _____

What was the most important event that your Unit participated in, hosted or attended?

Give details: _____

Did you incorporate *Be The One* Initiative in any event? If so, please explain:

Are you planning on sending in a Unit written History? Y / N - Electronic / Mail

Are you planning on sending in a Unit Picture History? Y / N - Electronic / Mail

Did you complete a Ring One's Bell or Female Veteran History Project? (List)

Did a Jr. from your Unit submit a History Report? Yes / No - Written or Pictorial

Did a Jr. from your Unit apply for the History Patch? Yes / No

Hours spent on this committee _____ Total amount of \$ funds spent _____

You may add a Narrative on an additional sheet or on the back.



2023-2024 DISTRICT HISTORIAN REPORT

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alaf1.org

Due April 15, 2024 to Department Historian – Electronically

Please send all Unit reports that you received as well

District # _____ District Historian _____

District Historian E-mail Address - _____

How many Units in your District? _____ How many Units reported? _____

How many Senior Unit Histories were submitted for competition? _____

When did your year start? (date) _____

Does your District have a Facebook or Social Media Page: _____

Please list the name & Platform: _____

What was the most important event that your District participated in, hosted or attended? Give details: _____

Did you incorporate *Be The One* Initiative in any event? If so, please explain:

Are you sending in a District Written History? Y / N Electronic / Mail

Are you sending a District Picture History? Y / N Electronic / Mail

Did you complete a Ring One's Bell or Female Veteran History Project? (List)

Did a Jr. from your District submit a History Report? Y / N Written or Pictorial

Did a Junior from your District apply for the History Patch? Y / N

Hours spent on this committee _____ Total amount of \$ funds spent _____

Add your District Narrative on an additional sheet or on the back please.



2023-2024 HOW TO WRITE A HISTORY

“If it’s happening now ...it will eventually become our History!”

The American Legion Auxiliary is full of rich history, all because someone took the time to write it down, document what happened, reported the events and accumulated it together.

Don’t feel as though being the Historian is going to be exhausting and that it’s your entire responsibility to write everything that occurs, or get every photo, or collect every artifact and gain a copy of keepsakes that happen this year! You can ask others to share, write, record and collect on your and your Units/Districts behalf.

Remember, “You Can’t Be Everywhere!!”

Your history can instill a sense of identity and purpose as well as suggest goals that will honor and dignify for years to come.

Here are some tips in writing a History:

Be sure to start recording events as soon as your President is sworn in and keep it in chronological order. Include any theme, special project or specifics and how it relates to the mission of the American Legion Auxiliary.

- Write the history in a third-person narrative. Your job is that of an intermediary – someone who witnessed the events and then describes them for the reader. Do not include your thoughts or comments on the events – only the occasion, the people involved, and what occurred.
- You can include current events that impact the American Legion Auxiliary (local and globally). These events have a cause and effect on the Auxiliary, resulting in new or resurrected projects and programs.
- Unit/District meetings and events that are attended and be sure to include examples if they supported veterans, military, their families, and communities. Department President visitations to Units/Districts are also important. Should the National President visit your area, include that in your history and how she helped your Unit/Districts focus on the ALA mission.
- Include all member activities as part of the Unit/District history, NOT just activities of the President.
- Include awards that your Unit/District received, especially those that have been given by the Department or National organization and any received from the community.

- Record special events that occur during the year. Examples:
 - Declarations & Proclamations for Poppy month.
 - Big fundraisers for the National Veterans Creative Arts Festival, Be The One Campaign or AEF Florida Disaster Relief Fund.
 - Current events that affect the Auxiliary members and the Auxiliary's response to that event. For example, if there is a weather disaster, write about how your members went above and beyond to help in the community, etc.
 - Any time your Unit/District gets media coverage (i.e., a PSA on the radio or press release in the paper). Be sure to include the details in your history.
- Pick out impressive statistics from other Committees & Programs or projects. Examples:
 - Your AEF funds greatly increase
 - The number of girls attending ALA FL Girls State
 - The amount of Juniors gained in membership
- Be sure to include the failures as well as the successes as we all learn from errors. For example, the Unit/District tried a new project, but it didn't go as well as hoped. You can include why the project failed as future members may see the value of the project, but make the necessary corrections to make it a success.
- Include all amendments and resolutions that were carried and those that didn't. Especially if your Unit/District submitted the possible change. If one didn't pass, include the discussion so that others may learn why it failed.
- End the history with information about your year-end to include possibly upcoming elections and anything important to the Unit/District as well as the Department Convention.

Once complete, you can present the Unit (or District) President a history for the year. It can be in written report form, in a book, 3-Ring Binder, journal or scrapbook. Please share with the Department Historian a copy for its files and consider submitting for Department History awards.

I look forward to ringing our bells for History and assisting many Historians to record who we are, what we do and why we matter.

Dara Oliver

2023-2024

Dept. of FL Historian

historian@alaf.org

321-543-1069



**AMERICAN
LEGION
AUXILIARY**

CHAIRMAN HISTORIAN AWARD

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alafl.org

Best Written Senior History

2023-2024

Awarded to the Unit or District Historian that submits the Best Written Senior History Book in the Department of Florida. Submit electronically to the Department Historian before May 1st. History's will be judged by submitting an *electronic version as an attachment* or can be mailed to the Department Historian postmarked before May 1, 2024.

I. Introduction

- 1.) Title Page:
 - a.) American Legion Auxiliary Unit/District History Department of Florida
 - b.) ALA Administration year: **month/year – month/year**
 - c.) Name of Historian and List Unit or District
- 2.) Forward or dedication
- 3.) A prayer
- 4.) Pledge of Allegiance to the United States of America

- 5.) First Verse of the National Anthem – “Star Spangles Banner”
- 6.) Preamble to the Constitution of the American Legion Auxiliary

II. Unit/ District Information

- 1.) List of elected and/or appointed Officers for the current administrative year
- 2.) Color or Black & White Photograph of Unit/District President with name listed (Not to exceed 5x7)
- 3.) List of Chairman or Committee appointments for the current administrative year
- 4.) List of National Officers and appointed Committee Members from your Unit / District for the current administrative year
- 5.) List of Department or National awards received at the previous convention
- 6.) The typed name/title and written signature (typed signature if submitting it electronically) of the Historian should immediately follow the final paragraph of the written history.
- 7.) Index (optional)

III. Appearance – Formatting

- 1.) For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11-inch paper*. One sided only.
- 2.) Page Setup:
 - a.) Margins – left and right margin should be 1.25 inches Top and bottom margins should be 1 inch.
 - b.) Pagination – Page numbers should begin on the first page of the Historical content. They should be centered and placed 0.5 inches from the bottom of the page.
- 3.) Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, forward or dedication, photograph of President, Prayer, Pledge of Allegiance, National Anthem page and Preamble to the American Legion Auxiliary) These shall be centered in the middle of the page. Pages may be indented or in block form.
- 4.) Text: 12 Point font: Times New Roman or Arial style font.

IV. Content

- 1.) The annual history shall be written as a factual narrative beginning with the installation of officers and ending with the summary of end-of-year reports and closing events for that ALA administrative year.
- 2.) The history shall be written in third person. Please refer to “How to Record Your Department’s History.”
- 3.) Use clear, concise language with correct spelling.
- 4.) Do not include or use computer graphics, pen or ink drawings, illustrations, extra material or newspaper clippings or other embellishments.
- 5.) You may include up to five (5) photo images placed throughout the history.
- 6.) Be sure the annual history truly represents a historical account of Unit/District. The history should list those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the Unit/District and its collective members mission achievements.

**Note: The National organization only accepts electronic submissions. Only electronic submissions will be considered for a National Award. A history may also be submitted via postal mail, if the Historian has submitted to the Department Historian by the deadline date. Entries will not be returned by mail, they will be brought to Convention unless the Historian has included a pre-paid return mailing label and return packaging. Any mailed entry must be a soft cover binder for loose-leaf paper, preferably blue with 2.5-inch gold foil American Legion Auxiliary seal centered on the cover or regulation binder with imprinted seal found in Emblem Sales.*



**AMERICAN
LEGION
AUXILIARY**

CHAIRMAN HISTORIAN AWARD

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alafll.org

The Voorhis Award Best Pictorial Sr. History Book

Awarded to the Unit or District Historian that submits the Best Pictorial Senior History Book in the Department of Florida. Must be submitted electronically to the Department Historian before May 1st. Photo books, Scrapbooks and Historical Picture Books will be judged by submitting an *electronic version as attachments* including: or by mailing 25 pages to the Department Historian.

- 1.) The cover of the Book
- 2.) Title Page that includes:
 - a.) American Legion Auxiliary UNIT / DISTRICT Department of Florida History
 - b.) ALA Administration year: month/year – month/year
 - c.) Name of Historian and List Unit or District
- 3.) Body Content (due to the nature of the book, these pages can be combined to include additional subject matter)
 - a.) Forward or dedication
 - b.) A prayer
 - c.) Pledge of Allegiance to the United States of America
 - d.) First Verse of the National Anthem – “Star Spangles Banner”
 - e.) Preamble to the Constitution of the American Legion Auxiliary
 - f.) Photo of elected and/or appointed Officers for the current year with names listed
 - g.) Photo of Unit/District President with name listed
 - h.) Photo of Chairman or Committee appointments with names listed
 - i.) List or photo of National Officers and appointed Committee Members from your Department for current administrative year
 - j.) List of Department or National awards received at the previous convention
 - k.) Photos of events and activities
 - l.) A copy of the written History can also be added
 - m.) Brochures, Pamphlets, Bulletins and Programs can also be added
 - n.) Highlighting “Be The One” Initiative
- 4.) Appearance
 - a.) Paper art, font stickers, computer artwork and embellishments can be used
- 5.) All submissions should not be more than 25 pages of your book.



AMERICAN
LEGION
AUXILIARY

CHAIRMAN HISTORIAN AWARD

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alafl.org

Ring One's Bell – Member Remembers History Project

2023-2024

The History of the ALA dates back to 1919 and the continues with all our members. The organizations history, like any other is more than names and dates. 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.

Do you have a Past President, Leader, Charter Member or someone that paved the way hailing from your Unit or District? Complete a History project on that Special Member and submit it any time during the year. Questions that you can ask are: How long have you been a member? What Unit did you begin your Auxiliary career with and why? What are some of the programs and committees that you served on? What was the highest Office that you served? What was the purpose or mission driven program that sparked your interest? What was your favorite committee or project and why? Name a particular highlight during their membership? What has been the greatest reward while being in the Auxiliary?

We will showcase it on our Department Facebook page at ALAFL History and possibly in the Department Newsletter: The Liberty Bell. A certificate will be given for each submission. Junior members can also participate in this project.

- 1.) For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11-inch paper*.
- 2.) Page Setup:
 - a.) Margins – left and right margin should be 1.25 inches Top and bottom margins should be 1 inch.
 - b.) Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, forward or dedication, photograph of President, Prayer, Pledge of Allegiance, National Anthem page and Preamble to the American Legion Auxiliary) These shall be centered in the middle of the page. Pages may be indented or in block form.
 - c.) Text: 12 Point font: Times New Roman or Arial style font.
- 3.) Attach a photo of your Special Member so we can add it to the Department Social Media pages and all media forums.

**Note: The National organization only accepts electronic submissions and those will be considered for a National Award. A history may also be submitted via postal mail, if the Historian has submitted to the Department Historian by the deadline date. Entries will not be returned by mail, they will be brought to Convention unless the Historian has included a pre-paid return mailing label and return packaging. Any mailed entry must be a soft cover binder for loose-leaf paper, preferably blue with 2.5-inch gold foil American Legion Auxiliary seal centered on the cover or regulation binder with imprinted seal found in Emblem Sales.*



**AMERICAN
LEGION
AUXILIARY**

HISTORIAN AWARD 2023-2024

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alafll.org

Celebrating Woman's History – Female Veterans History Project

In 1948 Legislation formally allowed woman into the Military. We have many Auxiliary members that have served our Country and what better way to celebrate them by telling their story. 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.

Do you know a Female Veteran? Is she from your Unit or District? Complete a History project on that Special Member and submit it any time during the year. Questions that you can ask are: What branch of Service did you serve in? How long did you serve? Did you serve during conflict, if so what one? How did you overcome adversity in the Military? Tell us about your Military Career. What has been the greatest reward while being in the Military? Are you a member of the ALA or Legion? How long have you been a member? What Unit or Post did you begin your ALF career with and why? What was the highest Office that you served? What was the purpose or mission driven program that sparked your interest?

We will showcase it on our Department Facebook page at ALAFL History and possibly in the Department Newsletter: The Liberty Bell. A certificate will be given for each submission. Junior members can also participate in this project.

- 1.) For electronic submissions, be sure to use letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11-inch paper*.
- 2.) Page Setup:
 - a.) Margins – left and right margin should be 1.25 inches Top and bottom margins should be 1 inch.
 - b.) Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, forward or dedication, photograph of President, Prayer, Pledge of Allegiance, National Anthem page and Preamble to the American Legion Auxiliary) These shall be centered in the middle of the page. Pages may be indented or in block form.
 - c.) Text: 12 Point font: Times New Roman or Arial style font.
- 3.) Attach a photo of your Female Veteran so we can add it to the Department Social Media pages and all media forums.

**Note: The National organization only accepts electronic submissions for these awards. Only electronic submissions will be considered for a National Award. A history may also be submitted via postal mail, if the Historian has submitted to the Department Historian by the deadline date. Entries will not be returned by mail, they will be brought to Convention unless the Historian has included a pre-paid return mailing label and return packaging. Any mailed entry must be a soft cover binder for loose-leaf paper, preferably blue with 2.5-inch gold foil American Legion Auxiliary seal centered on the cover or regulation binder with imprinted seal found in Emblem Sales.*



**AMERICAN
LEGION
AUXILIARY**

HISTORIAN AWARD 2023 - 2024

Dara Oliver

17776 SE 158th Court

Weirsdale, FL 32195

historian@alaf1.org

Best Junior History Book Guide

Awarded to the Unit, District or Honorary Department Junior Historian that submits the Best Written or Pictorial History Book in the Department of Florida. Submissions can be submitted electronically to the Department Historian before May 1st. Written History's, Photo books, Scrapbooks and Historical Picture Books will be judged by submitting an *electronic version as attachments* or by mailing the book of 25 pages or the written report to the Department Historian.

- 1.) The cover
- 2.) Title Page that includes:
 - a.) ALA Department of Florida Jr. History Unit/District or Hon. Department
 - b.) ALA Administration year: month/year – month/year
 - c.) Name of Historian and List Unit or District
- 3.) Body Content (due to the nature of the book, these pages can be combined to include additional subject matter)
 - a.) Forward or dedication
 - b.) A prayer
 - c.) Pledge of Allegiance to the United States of America
 - d.) First Verse of the National Anthem – “Star Spangles Banner”
 - e.) Preamble to the Constitution of the American Legion Auxiliary
 - f.) Photo of elected and/or appointed Officers for the current year with names listed
 - g.) Photo of Unit/District President or Junior with name listed
 - h.) Photo of Chairman or Committee appointments with names listed
 - i.) List or photo of National Officers and appointed Committee Members from your Department for current administrative year
 - j.) List of Department or National awards received at the previous convention
 - k.) Photos of events and activities
 - l.) A copy of the written History can also be added
 - m.) Brochures, Pamphlets, Bulletins and Programs can also be added
 - n.) Highlighting “Be The One” Initiative
- 4.) Appearance
 - a.) Paper art, font stickers, computer artwork, clippings, photos and embellishments can be used in Picture book.
 - b.) 8 ½ x 11 written History's will be accepted.
- 5.) All submissions should not be more than 25 pages of your photo book.