



**AMERICAN
LEGION**

AUXILIARY

AMERICAN LEGION AUXILIARY

2024 – 2025

Dara Oliver

Department of FL

PROGRAM ENGAGEMENT PLAN

**Department President:
Charlotte Bass**



**2024 - 2025 HISTORY
PROGRAM ENGAGEMENT PLAN
DEPARTMENT OF FLORIDA**

We are Building our history and securing our foundation with Madam President, Charlotte Bass this year. Don't forget to hashtag #BuildingTheHouse #SecureOurFoundation or #MembershipsKey on your social media posts which helps to Build a stronger future and eventually becomes our **History!** If President Charlotte attends your events, please share your photos either on the History Facebook page = ALAFL History or e-mail the Department Historian at historian@alaf1.org

History is the record of what's going on and then kept for the future. Please write about and photograph, accurate information of what our organization is doing, not only in the Units but also the Districts and Department. Your History is not just the travels or events that the President takes, but yet all of the activities, programs and projects that your group is participating in. Use the tools that you have been given to construct and securing the future so that we can remember our past. Historians chronicle & archive the everyday events that makes our History. Our History is contained in artifacts, documents, newsletters, written history's, scrapbooks, etc... and can answer the question, "*What did we build?*" We are building a legacy, which members will be able to look back and learn what was successful and why, as well as what did we construct to *Secure a Foundation* so we are *Leading the Way*. Dating back to 1919 when the American Legion Auxiliary was formed, we were known to Serve, Honor, Advocate and Educate, our founders had to "build". Our ALA history is rich in the Department of Florida and with your help, we will continue our legacy of a community of volunteers and mentor our members.

Unit or District History's can look overwhelming, but 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 other members that are attending, to share photos or jot down specifics for you. 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 written History can be from May 1st – April 30th (the following year) so that you can include your Memorial Day celebrations as well. 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 – assemble it your own way. We want to fill your tool box with all the necessary items that you need to manufacture your History book.

Start as soon as possible! You are the Supervisor on the job site, so 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 President's theme and how your group promoted it.
- President Charlotte's Special Project is Operation 300 and National President Trish Ward's Special Project is the ALA Foundation: Veterans Project, did you donate to them and incorporate them into your group this year i.e: fundraise, themed event ...?
- 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. The Rebuilding or promoting of something that is special to your group.
- So many members take photos, you can add those to our History Social Media pages (Facebook; ALAFL History) as well as ALAFL Public Relations pages. These can help you write your history or you can put together a pictorial history book for your Unit, District or Post as well as submit it for a Department Award. (The guidelines for written award submission, say no more than 5 photos allowed; so this might be a great option to be able to construct a scrapbook.)
- Checking newsletters, meeting minutes, e-mails, governing documents, check book registry and newspaper clippings can also help when writing your history.
- Put all your information in chronological order.
- Make sure you share any Auxiliary memorabilia and doing it electronically can help to treasure and preserve 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, specifically digitally so it can be saved for safe keeping.
- It is important that after you share this information that several people can access it, it does your group, no good if only a few have access as if something happens to someone, another person can obtain it.

The recording of the ALA History on all levels is important so that everyone will know who we are, what we do and why we matter. Initiatives can include: (1) Assisting in developing a system to archive important communications such as newsletters, handbooks, guidebooks, brochures and program information. (2) Participate in and promote the "Members Remembers" history project. (3) Work with the Junior Activity committee to promote the History Patch for Jr. Members in grade 9 – 12. (4) Encourage Sr. & Jr. Historians to participate in the Veterans History Project. (5) Develop your own categorizing system of your Unit or District past Histories (6) Start Digitizing your Unit or District Histories to preserve the safe keeping of groups History books. (7) Record some fun facts about your Post Home, Name sake or an important Member. (8) Post on the Department History social media page any of your findings from above mentioned. (9) Take photos to accumulate for a Pictorial History book or scrapbook, and submit for the Department Voorhis Award. (10) Apply and submit for all awards you're eligible for.

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 (1) Best District Written Sr. History. We would appreciate these sent electronically rather than by mail (but will be accepted either way.) Additional requirements are attached

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

DEPARTMENT AWARD - Best Pictorial History book for Unit or District - The Voorhis Award. Most of us take photos, why not accumulate them and place them together. You can assemble them into a Photo book, Scrapbook or Historical Picture Book and submit it for a Department Historian Award. Submissions must be from this administrative year. Rules are attached.

See: **The Voorhis Award – Best Pictorial Sr. History Book guide.**

Members Remember History Project – Do you have a Past President, leader or a 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? Did you go up the chairs and who mentored you? We will showcase it on our Department Facebook page at ALAFL History and possibly in the Department Newsletter: The Florida ToolBox. 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, but this can be done at any time during this year. 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 Florida ToolBox. See: **How to Celebrate Women's History guide.**

Best Junior Written and Pictorial History – A certificate will be given to any Junior member that submits a written or pictorial History for Unit, District or Department. 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.**

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 or click on our Department website at www.alafl.org under Programs >Member/Org Support >Historian

“Dig” and find out 1 important piece of History of your group and share it either on social media, in a newsletter or at your post bulletin board and let the Historian know so it can be highlighted!

A year-end report will be due by the deadlines. Units report to District Historian by: **April 1, 2025** and District reports to Department Historian by: **April 15, 2025**.

HISTORIAN AWARDS -

Best Written Unit Senior History (1) in each of the 6 Groupings

Best Written District Senior History

Member Remembers - Certificate given for every submission, also sent on to National Celebrating Women’s History – Female Veteran Project - Certificate given for every submission

Best Written Unit, District & Department Junior History

Best Pictorial Unit, District & Department Junior History Book

DEPARTMENT AWARD - The Voorhis Award – Best Pictorial Sr. History Book for Unit or District. Certificates given for each electronic submission.

RESOURCES - ALA FL Historian Program Engagement Plan

Unit Report Form

District Report Form

How to Write a History

How to complete a report and how it’s different form a Narrative

Best Written Sr. History Guide

The Voorhis Award - Best Pictorial Sr. History Book Guide

Members Remember 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

How to Celebrate Women’s History

Junior’s Involvement in History

Junior History Patch Info

Yours in the Auxiliary with my tool belt on and ready to Build ~ Dara Oliver

Department of FL Historian

17776 SE 158th Court

Weirsdale, FL 32195

(321) 543-1069

historian@alafl.org