

2018-2019 American Legion Auxiliary Programs Action Plan

History Committee

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The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization. Records also contribute in other ways:

- Members are able to look back and learn what efforts they have made.
- There's a direct correlation to motivating the current membership to bring in new members achieve more goals; create a sense of strength and conviction while developing leaders
- Maintaining and preserving our records are invaluable to society by serving as informative and educational resources to a variety of potential users.

The history is contained in MANY artifacts, our documents, newspaper articles, publications, meeting minutes, photos, newsletters, written histories, etc. We do this to honor those members who have made differences in our organization at all levels.

Committee Contact Information: History@ALAforVeterans.org

What can you do?

1. If you currently have a History/Cavalcade committee, mirror the efforts of National Headquarters to promote your history.

Members

- Always share Auxiliary memorabilia with your unit/department.
- Ask longtime members or family of deceased members if they would like to donate an item(s).
- Want to learn the history, volunteer to be the History/Cavalcade chairman or committee member for your unit/department.

Unit and Department

- Appoint a History/Cavalcade Committee chairman. Invite members and units to participate.
- Post your unit history on the Legion's Centennial Celebration webpage at <http://centennial.legion.org/>.

2017-2022

2. If you do not currently have a History/Cavalcade committee and/or a Cavalcade of Memories Museum, initiate the project.

Members

- Look through your own collection.
- Gather photos and document the event(s)
- Learn the history of your unit, department, and national organization.
- Determine if your materials should be displayed in the unit or department Cavalcade of Memories.
- For documents and photos, digitize them, making sure to make more than one copy and that the additional copies are stored in different places.

Units and Departments

- Your history is in more places than just artifacts. It is in your meeting minutes, governing documents, newspaper articles, photos, etc.
- Make sure you initiate a record management program. Review the records management policy sample in the Department Operations Guide to see which records you are mandated to keep permanently.
- If you have no room to keep these items, contact a local historical society, state library, or university to see if they can keep them for you.

3. Become visible throughout your community and let them know the ALA's history and contributions to the community, state, nation, and the world.

Members

- Talk about the history of what you attend.
- Invite people.
- Tell your story. "What's Your Story".

Units and Departments

- Partner with local museums, historical societies, public libraries, or university archives for consulting, displaying, and preservation advice.
- Invite the community and members to tour the area.

History Reporting

Mid-Year Reports – Reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each chairman is required to submit a narrative report to the national History chairman.

Year-End Reports – Reports reflect the program work of units in the department, and may result in a national award for participants if award requirements are met. Every chairman is required to submit a narrative report to the national History chairman.

*Deadlines – Visit the History Committee National website: www.ALAforVeterans.org.

As we look back on our achievements, let us make history come alive!