

# Guidelines for One Year Post History Books

These guidelines, formats, and judging criteria are found in the Officer's Guide and Manual of Ceremonies that is published by National Headquarters annually.

It is packaged with the annual Membership Cards that are sent to the Post, by Department, once your Post's report of elections is received.

## Histories Are Important

It has been a well-established policy of The American Legion to encourage the preparation of Post histories. Such information on the Post's activities will be of considerable value in the years to come.

The National Headquarters is also aware in many Posts a professional historian does not fill the position of Historian. This need not deny a proper recording of the respective Post's activities. The scope of the information included is the main consideration, keeping in mind, however, the comprehensiveness, readability, and arrangement, so as to make it not only an interesting account of your Post but a reference source as well.

You, as Post Historian, should start now to make a permanent record of your organization for the year ahead, from the installation of officers, up to and including the Department Convention. To help you gather the specific details concerning your post, you may want to ask your Post Adjutant for a copy of the year's past Consolidated Post Report. That statistical summary will indicate the type and amount of activity that can help you put together as complete picture as possible. Make plans to compile a complete history of your Post since its founding, but concentrate, for the present, on a one-year history. Then go back into the files and gradually write up the back history.

The National Historian will normally conduct annual one-year narrative history or scrapbook/yearbook (pictorial) history on the Post level. It is felt that these ongoing National Contests will add stability and continuity to the recording of Post events for future generations of Legionnaires. Your Department Historian will inform you of any National Contest changes that may occur during your tenure as Post Historian.

You will find herein, comprehensive outlines to compile a One-Year Narrative History or Scrapbook/Yearbook with their respective Judging Standards for competition in the National Contests.

To be eligible for the National Contests, your entry in either category must be a "first place winner" in your Department Contests and must be "certified" as such by your Department Historian before being forwarded to the National Historian.

The work of collecting, preserving and recording the activities of The American Legion is an important endeavor and demands much detail work; hopefully you will find it inspiring and rewarding.

It is suggested you contact your Department Historian for additional ideas and information regarding your Department contest qualifications.

You can appreciate the fact Departments of The American Legion have their own particular set-up and policies. You will find it advantageous to adapt these suggestions of your Department to your own needs, keeping in mind your compliance with the National outlines for the contests that are usually conducted for the Posts.

## OUTLINE FOR A ONE-YEAR POST NARRATIVE HISTORY

This outline has been developed to be helpful to the historian. It would be advantageous to check any compilation against this outline so as to include as much of the material suggested here as is possible.

## PART I - FORMAT

(1) **COVER:** A standard three-ring binder, or similar type, to accommodate 8 ½ x 11 inch bond paper must be used with The American Legion emblem centered (left to right) on the cover with the name and number of the Post. However, the binders available through National Emblem Sales have The American Legion embossed on them.

Since the standard three-ring binder is one inch wide, you may wish to use a wider binder. Each book is not to exceed three inches between the front and back cover. If you submit two or more binders, you must indicate on the COVER and TITLE PAGE the wording "VOLUME I", "VOLUME II", etc.

(2) **NAME/ADDRESS OF COMPILER:** The full name and complete mailing address of the history author should appear on the inside front cover in the lower left hand corner. It will be neatly typed or computer generated and centered on a 3 x 5-inch index card.

(3) **TITLE PAGE:** This will be the first page facing the reader as the history book is opened. It should be centered on the page and in a logical arrangement with double spacing or more and contain as a minimum the following:

**HISTORY OF**  
(Name of Post) **POST NO.** (Number of Post)  
**THE AMERICAN LEGION**  
(City Location and State)  
**FOR 20** \_\_\_\_\_ **to 20** \_\_\_\_\_  
**BY:** (Person Compiling History)

(4) **INTRODUCTION:** Every history should carry a forward or introduction, setting forth the reasons for the organization and may include:

The selection of the Post name: If for a departed comrade or comrades, include a short biographical sketch of their lives and include photographs if available.

If possible, include a brief resume of your community's history, and especially the part played by that locality in furnishing the men and women during the wars and conflicts.

Mention should also be made of the formation of our National Organization with a tie-in of the Department and Post.

If your Post has a Post home, you may want to include a photograph of it and street address location.

You can have a biographical background of the current Post Commander and/or the author of the history with a photograph included.

You may also use this space to acknowledge any assistance or contribution used in compiling the history.

(5) **TABLE OF CONTENTS:** This is a must for any good history, which will list the page reference of the CHAPTERS and APPENDICES and should be carried in the front of the history immediately following the INTRODUCTION.

(6) **PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION:** This basic document which sets forth the principle aims of The American Legion is a fitting introduction and should follow the TABLE OF CONTENTS. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored prints 8½ x 11 inch, of the PREAMBLE may be obtained through National Emblem Sales.

(7) **ORDER OF PAGE NUMBERING:** The above pages should appear in order as listed above with pages listed in Arabic numerals or Roman numerals as follows:

Title Page	1 or i
Introduction	2 or ii
Table of Contents	3 or iii
Preamble	4 or iv
Acknowledgments	5 (if any) or v
Author's Notes	6 (if any) or vi

The following units will list each page in consecutive order using Arabic numerals. If you used Arabic numerals, then the next number will follow your last number (e.g. if Author's Notes is 6, then the first page of the history is 7). If you used Roman numerals, then the first page of the history is 1 (e.g. if Author's Notes is vi, then the first page of the history is 1).

## CHAPTERS

Following the PREAMBLE, the CHAPTERS may be sequenced in this suggested manner:

**CHAPTER 1** - Roster of Post Officers: Photographs of present Post Officers should be included in the history. If not possible to secure photographs of every officer, special efforts should be made to include the photographs of the Commander and the Adjutant.

**CHAPTER 2** - Roster of Post Chair: This should be your next Chapter and photographs, if available, will add immeasurably.

**CHAPTER 3** - One-Year Post Chronicle: The history is to cover one year, beginning with the installation of officers, up to and including the annual Department Convention. This timeframe may vary in some Departments.

This most important Chapter in your history must be as complete as possible with a graphic account of the Post and its activities. The historian should relate in narrative form, and in chronological order, all important events and programs held during the year by the Post or events jointly with the Auxiliary, County, District, Department or National level.

Historians use the minutes of meetings as a basis for information of the activities of the Post. Then they contact the members who were chairs of the committees involved for further details. Include anything that you may deem is a special attribute of your Post that sets it apart from all others.

Do not use any photographs or newspaper articles in this Chapter of your narrative history. However, photographs may be placed in dedicated Committee Chapters and newspaper articles in the Appendices.

**CHAPTER 4 (...AND 5 AND 6, ETC.)** - While many programs of The American Legion and Post projects are of a continuing nature and may run through several administrations, such activities might be better in a separate Chapter following those devoted to the individual administration.

The activities of all standing Post committees should be given considerable coverage, particularly if one committee performs an outstanding service. You may want to include each of these committees in separate Chapters.

These dedicated Chapters can be on Americanism, Membership, Boys State, School Award Medals, Oratorical Contest, Baseball, Children and Youth, Sons of The American Legion, Patriotic Observances, Post Parties, Boy Scout troops and other sponsored units to name just a few. Collect and record for posterity all activities of the Post.

The inclusion of illustrations (photographs) in the Committee Chapters will add to the attractiveness of the entry. Attention should be given to arrangement of illustrations in relation to the text and captions under each illustration.

## APPENDICES

Appendices are pages of statistical data that should be carried at the end of the history, following the CHAPTERS and before the INDEX, and might include:

- The organization of the Post with a list of names of the Charter Members and the dates of the temporary and the permanent charter
- Roster of all past Post Commanders and Adjutants since Charter date with the years they served.
- If the Post is not too large, a roster of members listed in alphabetical order can be added. This may include, after each member's name, the organization with which he/she served or the date joined the Post
- Record of Citations and Awards received by the Post, as well as awards presented by the Post
- List of members who served as Delegates to the National/Department conventions, or National/Department officers and Commission/Committee appointees to include the County and District organization level
- Complete records of annual elections showing all nominations and votes received by various nominees
- In addition, you may also include the membership standing by year since the Charter date; list of new members for the current year; a list of Life members and Paid-Up-For-Life (PUFL) members; In Memoriam (Taps/Post Everlasting for the current year); the Constitution and By-Laws of the Post; the annual Post budget; and any other statistics of importance.

**(7) INDEX:** The alphabetical index is the last must for any good history. This comprehensive index of names, places, and events mentioned in your history, with page references, shall be carried at the end of the history following the APPENDICES.

**(8) PAGE NUMBERING:** This appears to be a common oversight when compiling history books. Do not forget to number the pages. However, be consistent in where the page numbers are placed, either at top or bottom of pages. Page numbering will start with the Title page.

### **PART II - GRAPHIC ACCOUNT/READABILITY**

Emphasis is placed upon the narrative rather than the statistical style of presentation. Use your imagination and be original in thought and presentation.

A high degree of literary style is not essential to success, but the method of presentation should be pleasing to the general reader. The reader must be able to follow the story of the Post without difficulty or confusion.

The most common error is in not writing in the third person. This means you should write as an observer, not as a participant.

It is to be written as a chronological and detailed account of events without any analysis or interpretation.

Statistics are of great value but should be included in the Appendix, rather than being placed indiscriminately throughout the book.

### **PART III - ILLUSTRATION**

All photographs must be identified by occasion, individuals, date and place of event with the exception of individual photographs of the Post Officers and Chairs (name and title/committee only). Provide "left-to-right" subject identification, and if necessary, by row also.

Be sure all photographs are clear, as blurry prints will not aid materially and will detract rather than enhance your history. Proper arrangement with the text is a must to achieve an eye-catching history book. Avoid using pictures with alcohol in them.

### **PART IV - JUDGES OPTION**

Under this category, Judges will consider a number of qualities or items of content in the history, which are not readily cataloged under the preceding headings. Some histories, for example, have rather complete roster of members. In other words, Judges will determine features that make a history especially attractive or especially useful. By the same token, if inaccuracies should come to the attention of the Judges, they would have a disqualifying effect on that entry.

### **PAGE FORMAT SUGGESTIONS**

Use plain and unruled 8½ x 11 inch white and/or colored bond paper for your history binder filler.

The history should be typewritten or computer generated on one side of the paper using black ribbon or print. Single sheets of paper may be placed back-to-back using the transparent plastic protective covers.

Margins are a must for neatness, readability and standardization. Use a one-inch margin on all sides (except one inch from the perforation side of paper, if necessary).

Where feasible, provide double-spaced copy on pages with a 3 to 6 space indention for new paragraphs and single line for photograph identifications.

If you have any doubt of the spelling of a word, use a dictionary. Also some people have a tendency to get upset when their name is misspelled. Check before compiling.

Some entries would have a better chance in the contests as a scrapbook/yearbook even though they were submitted as a history. Make sure of your entry. Is it a history or a scrapbook/yearbook? There is a big difference. Read the outlines for each category.

## **NATIONAL JUDGING STANDARDS FOR A ONE-YEAR POST NARRATIVE HISTORY CONTEST**

You will note that PART I, PART II, PART III, and PART IV, as identified in OUTLINE FOR A ONE-YEAR POST NARRATIVE HISTORY, coincides with those listed in the NATIONAL JUDGING STANDARDS. The "etc.", listed after several of the scoring elements on the JUDGING STANDARDS, shows that there are additional requirements necessary for the score points.

It is suggested that you re-examine the OUTLINE using the STANDARDS as a checklist before submitting your entry for the contest. The comparison will assist by avoiding being penalized in score points needlessly.

<b>PART I – FORMAT--40 POINTS</b>		
<b>(1) COVER</b> - standard three-ring binder for 8½ x 11 inch, bond paper, emblem, etc.	(5)	
<b>(2) NAME/ADDRESS OF COMPILER</b> - inside front cover/lower left hand corner	(3)	

<b>(3) TITLE PAGE</b> - centered in logical arrangement/double line spacing plus, etc	(5)	
<b>(4) INTRODUCTION</b> - background of Post; tie-in Department/National; community, etc.	(5)	
<b>(5) TABLE OF CONTENTS</b> – with page reference of Chapters, Appendices, etc.	(5)	
<b>(6) PREAMBLE</b> - to the Constitution of The American Legion, etc.	(2)	
<b>(7) INDEX</b> - comprehensive alphabetical listing carried at end of history book	(10)	
<b>(8) PAGE NUMBERING</b> - for Table of Contents, Chapters, Appendices, and Index	(5)	
Subtotal	(40)	
<b>PART II -- GRAPHIC ACCOUNT/READABILITY -- 40 POINTS</b>		
<b>(1) NARRATIVE</b> – rather than a statistical style of presentation	(10)	
<b>(2) PRESENTATION</b> - chronological order and in the third person; not to detract from the general readability	(10)	
<b>(3) CLEAR/GRAMMATICALLY CORRECT</b> - pleasing to the general reader	(10)	
<b>(4) ORIGINALITY</b> - different in thought and presentation	(10)	
Sub total	(40)	
<b>PART III -- ILLUSTRATIONS -- 10 POINTS</b>		
<b>(1) ARRANGEMENT</b> - check in relation to text and captions under each, etc.	(5)	
<b>(2) CLEAR-CUT PHOTOGRAPHS</b> - blurry/foggy prints will not aid materially	(5)	
Subtotal	(10)	
<b>PART IV – JUDGES OPTION -- 10 POINTS</b>		
<b>(1) JUDGES WILL CONSIDER</b> - a number of qualities or items of content in the history which are not readily cataloged under the preceding headings		
<b>(2) JUDGES WILL DETERMINE</b> - features which make a history especially attractive or useful as a source of reference and of historic value	(10)	
<b>TOTAL POINTS OF ENTRY</b>	(100)	

### POST SCRIPTS

Consider making a copy of your entry in the event it should become a National Contest winner. With your permission, it will be retained in the National Library archives of The American Legion in Indianapolis, Indiana for visitors to view.

In the event that your Post records are missing and there is no history, the Post Historian may search the local newspaper files and interview past commanders, adjutants and older members. Many important Post events can be found using these methods.

Information about the Post Charter can be obtained by writing the Charter Clerk, National Headquarters, The American Legion, Post Office Box 1055, Indianapolis, Indiana 46206.

Perhaps your Department is fortunate in having a Department Historian's Association. Many of our Departments have organized such groups, patterned along the lines of our National Association of Department Historians of The American Legion (NADHAL). They are proving very effective in rendering assistance so

necessary to carrying out successful historian's program. Be sure to inquire if such an organization exists in your Department and join in its activities. If there is no such Department organization, try to establish the closest contact possible with your Department Historian who should be only too happy to assist you.

The serious Post Historian will find informative and interesting any one of the following published histories about The American Legion:

Bennett, Michael J. *When Dreams Come True*. Washington: Brassey's Inc., 1996

Rumer, Thomas A. *The American Legion: An Official History*. New York: M. Evans, 1990

Moley, Raymond. *The American Legion Story*. New York: Duell, Sloan & Pearce, 1966

Jones, Richard. *A History of The American Legion*. Indianapolis: Bobbs-Merrill, 1946

James, Marquis. *A History of The American Legion*. New York: William Green, 1923

Where possible, oral histories should be recorded by use of a cassette or other recorder to tape interviews of American Legion founders and leaders to capture "first hand" information about the historical events of the Posts.

### **CAPSULE HISTORY OF THE AMERICAN LEGION**

A group of twenty officers who served in the American Expeditionary Forces (A.E.F.) in France in World War I is credited with planning the Legion. A.E.F. Headquarters asked these officers to suggest ideas on how to improve troop morale. One officer, Lieutenant Colonel Theodore Roosevelt, Jr., proposed an organization of veterans. In February 1919, this group formed a temporary committee and selected several hundred officers who had the confidence and respect of the whole army.

When the first organization meeting took place in Paris in March 1919, about 1,000 officers and enlisted men attended. The meeting, known as the Paris Caucus, adopted a temporary constitution and the name The American Legion. It also elected an executive committee to complete the organization's work. It considered each soldier of the A.E.F. a member of the Legion. The executive committee named a subcommittee to organize veterans at home in the U.S.

The Legion held a second organizing caucus in St. Louis, Missouri, in May 1919. It completed the constitution and made plans for a permanent organization. It set up temporary headquarters in New York City, and began its relief, employment, and Americanism programs.

Congress granted the Legion a national charter in September 1919. The first National Convention, held in Minneapolis, adopted a permanent constitution and elected officers to head the organization.

### **OUTLINE FOR A ONE-YEAR POST SCRAPBOOK/YEARBOOK**

The scrapbook/yearbook is easier than the narrative to prepare by any historian. This is a pictorial history of the Post. One must remember, however, that this is a permanent record that will be seen by others for a long time, so the suggested outline should be followed as closely as possible.

#### **PART I - FORMAT**

(1) **COVER:** The size of the scrapbook/yearbook cover must not be smaller than a standard three-ring binder or larger than 12 x 15 inches with The American Legion emblem centered (left to right) on the cover with the name and number of the Post. Each book is not to exceed three inches between the front and back cover.

If you use two or more scrapbooks/yearbooks, you must indicate on the COVER and TITLE PAGE the wording, such as, "VOLUME I, VOLUME II, etcetera."

Acceptable scrapbook/yearbook binders and standard three-ring binders are available from National Emblem Sales with The American Legion emblem embossed on the cover.

(2) **NAME/ADDRESS OF COMPILER:** The full name and complete mailing address of the scrapbook/yearbook author should appear on the inside front cover on the lower left-hand corner. It will be neatly typed or computer generated and centered on a 3 x 5 inch index card.

(3) **TITLE PAGE:** This should be the first page facing the reader as the scrapbook/yearbook is opened. It should be centered on the page and be in a logical arrangement with double spacing or more and contain as a minimum the following:

**SCRAPBOOK OF**  
(Name of Post) **POST NO.** (Number of Post)  
**THE AMERICAN LEGION**  
(City Location and State)  
**FOR 20** \_\_\_\_\_ **- 20** \_\_\_\_\_  
**BY:** (Person Compiling Scrapbook/Yearbook)

**(4) INTRODUCTION:** Every scrapbook/yearbook should carry a forward or introduction, setting forth the reasons for the organization and may include:

- The selection of the Post name: If for a departed comrade or comrades, include a short biographical sketch of their lives and include photographs if they are available.
- If possible, include a brief resume of your community's history, and especially the part played by that locality in furnishing the men and women during the wars and conflicts.
- Mention should also be made of the formation of our National Organization with a tie-in of the Department and Post.
- If your Post has a Post home, you may want to include a photograph of it and street address location.
- You can have a biographical background of the current Post Commander or the author of the scrapbook/yearbook with a photograph included.
- You may also use this space to acknowledge any assistance used in compiling the scrapbook/yearbook.

**(5) TABLE OF CONTENTS:** Consists of separate units covering programs with page reference.

**(6) PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION:** This basic document which sets forth the principle aims of The American Legion is a fitting introduction and should follow the INTRODUCTION. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored prints 8½ x 11 inch, of the PREAMBLE may be obtained through National Emblem Sales.

**(7) INDEX:** The alphabetical index is the last **must** for every scrapbook/yearbook. This comprehensive index of names, places, and events mentioned in your scrapbook/yearbook with page references, shall be carried at the end of the scrapbook/yearbook.

**(8) PAGE NUMBERING:** This appears to be a common oversight when compiling scrapbooks/yearbooks. Do not forget to number the pages. However, be consistent in where the page numbers are placed, either at top or bottom of pages. Page numbering will start with the title page.

**(9) ORDER OF PAGE NUMBERING:** The above pages should appear in order as listed above with pages listed in Arabic Numerals or roman numerals as follows:

Title Page	1 or i
Introduction	2 or ii
Table of Contents	3 or iii
Preamble	4 or iv
Acknowledgments	5 (if any) or v
Author's Notes	6 (if any) or vi

The following units will list each page in consecutive order using Arabic numerals. If you used Arabic numerals, then the next number will follow your last number (e.g. if Author's Notes is 6, then the first page of the history is 7). If you used Roman numerals, then the first page of the history is 1 (e.g. if Author's Notes is vi, then the first page of the history is 1).

## **PART II -- PROGRAMS AND ACTIVITIES/READABILITY**

**ONE-YEAR POST MEMORABILIA:** The scrapbook/yearbook material for your Post programs and activities will follow the PREAMBLE and precede the INDEX.

The scrapbook/yearbook is to cover one year, from the installation of officers up to and including the annual Department Convention. This timeframe may vary in some Departments.

A record as vitally important as the history itself is a complete and accurate scrapbook/yearbook containing all newspaper clippings, photographs, copies of programs, tickets, badges, and other items pertaining to the Post and its activities.

All material recorded in the scrapbook/yearbook must be in chronological order.

A systematic and logical arrangement should be sought and planned. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with very little difficulty and confusion.

All newspaper clippings must include the name and date of the publication from which it was taken.

Photographs must be identified by full proper names (nicknames in brackets), from "left-to-right," occasion, source, dates, function, etc. You may know who is in the photograph and why, but the reader may not.

Be sure all photographs are clear and sharp, as blurry or fuzzy prints will detract rather than enhance your scrapbook/yearbook. Proper arrangement with the caption is a must to achieve an eye-catching scrapbook/yearbook.

Neatness and originality are even more important for scrapbook/yearbook than for the narrative histories since all the material in the scrapbook/yearbook must be identified properly to make it worthwhile.

If the compiler cannot type, nor print well, he or she should have a competent person do the printing or make typewritten or computer generated inserts for him.

The judges will consider the foregoing factors as well as comprehensiveness of the scrapbook/yearbook and the features, which made the scrapbook/yearbook especially attractive or especially useful, and of historic value.

### **PART III -- JUDGES OPTION**

Under this category, Judges will consider a number of qualities or items of content in the scrapbook/yearbook, which are not readily cataloged under the preceding headings. Some scrapbooks/yearbooks contain items and features that make them attractive and especially useful.

By the same token, if inaccuracies should come to the attention of the Judges, they would have a disqualifying effect on your entry.

## **NATIONAL JUDGING STANDARDS FOR A ONE-YEAR POST SCRAPBOOK/YEARBOOK CONTEST**

You will note that PART I, PART II, PART III as identified in OUTLINE FOR A ONE-YEAR POST SCRAPBOOK/YEARBOOK coincides with those listed in the NATIONAL JUDGING STANDARDS. The "etc." listed after several of the scoring elements on the JUDGING STANDARDS shows that there are additional requirements necessary for the score points.

It is suggested that you re-examine the OUTLINE, using the STANDARDS as a checklist before submitting your entry for contest. The comparison will assist by avoiding loss of points.

<b>PART I -- FORMAT--40 POINTS</b>		
(1) COVER - size of 12 x 15 inches, emblem, etc.	(5)	
(2) NAME/ADDRESS OF COMPILER - inside front cover/lower left hand corner	(3)	
(3) TITLE PAGE - centered in logical arrangement/double line spacing plus, etc.	(5)	
(4) INTRODUCTION - background of Post; tie-in Department/National; community, etc.	(5)	
(5) TABLE OF CONTENTS - page references covering programs/events	(5)	
(6) PREAMBLE - to the Constitution of The American Legion, etc	(2)	
(7) INDEX - comprehensive alphabetical listing carried at end of Scrapbook/Yearbook	(10)	
(8) PAGE NUMBERING - carried on Post Memorabilia pages and index	(5)	
	Subtotal	(40)
<b>PART II -- GRAPHIC ACCOUNT/READABILITY -- 40 POINTS</b>		
(1) ARRANGEMENT - systematic and logical arrangement should be sought and planned. Material to be recorded in chronological order. The reader must be able to follow the meaning of the illustrations (pictures, clippings, copies of programs, tickets, badges, etc.) with very little difficulty or confusion	(20)	

(2) <b>IDENTIFICATION</b> - All clippings and/or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provide proper left-to-right identifications	(10)	
(3) <b>CLEAR CUT PHOTOGRAPHS</b> - blurry/fuzzy prints will detract	(10)	
(4) <b>ORIGINALITY</b> - different in thought and presentation	(10)	
Subtotal	(50)	
<b>PART III -- JUDGES OPTION -- 10 POINTS</b>		
<b>JUDGES WILL CONSIDER</b> - a number of qualities or items of content in the scrapbook/yearbook that are not readily cataloged under the preceding headings. They may determine that some scrapbooks/yearbooks contain items and features which make them attractive and especially useful	(10)	
<b>TOTAL POINTS OF ENTRY</b>	(100)	

### **HELPFUL HINTS FOR DISTRICT (ALSO COUNTY) HISTORIANS**

It is to be noted that some Departments of The American Legion utilize the County structure as well as the District structure and that historians at both levels must assert complete team effort to accomplish their respective responsibilities to the Posts in their jurisdiction.

If you have been elected or appointed District Historian this year, but as long as you are willing to continue in office, do not let them down. Primarily your duty is to coordinate the records of activities of the Posts within your District to ensure the preservation and accessibility of such records at all times.

The attached ANNUAL REPORT OF POST HISTORIANS form (similar to Consolidated Post Report form) is a sample of the type of form that can be distributed to the Post Historians to aid them in compiling the information so necessary for YOUR records. If you should want to make use of a form of this type, be sure to mail it out to the Post Historians in time (and with an appropriate deadline) to allow for the compilation of your own report to the Department Historian (if required).

Some Departments hold comprehensive Spring and Fall District meetings. If this is the case in your Department, make every effort to be allotted time on the program. Travel to Posts within your District with the District Commander and his Staff whenever possible, and speak at Post meetings. Use the Spring meetings as your vantage point for administering the final "morale booster" to the work-shy in your District. Impress upon the minds of all Legionnaires the importance for adequate records and of giving all possible help and encouragement to their Post Historians.

You may find that you have a tremendous job before you this year since many District Historians have had no experience in this type of work and then too, many of the Posts have never tried to keep a history of any kind. You will just have to begin by researching and compiling as much information as possible from past records, then begin this year to keep your own records current, using this report form as a guide.

Be sure that every Post in your District has a Post Historian and that they are kept informed of the latest developments and material available. It is your duty to give all possible aid to Post Historians within your District. If your Department conducts an annual Post Narrative History or Scrapbook/Yearbook Contest, encourage the historians to enter.

### **OUTLINE FOR A ONE-YEAR DISTRICT/COUNTY HISTORY OR SCRAPBOOK/YEARBOOK**

Your Department may be one of the few that conduct an annual District and County narrative history or scrapbook/yearbook contest in addition to the ones that are sponsored on the Post level.

National does not hold District and County contests, so specific outlines for these books are not available at the National level.

The key for the compiling of your District or County books is in the enclosed "Outline For A One-Year Post Narrative History" and "Outline For A One-Year Scrapbook/Yearbook."

The American Legion – Department of Missouri

Judging Standards for a One-year Post Yearbook Contest

Entry Number: \_\_\_\_\_

Post Name and Number \_\_\_\_\_

Contest Year \_\_\_\_\_

Part I – Format – 40 Points

- 1) Cover – Maximum size of 12 x 14½ inches, Emblem, etc. (5) \_\_\_\_\_
- 2) Name/Address of Compiler – Inside front cover / lower left hand corner. (5) \_\_\_\_\_
- 3) Title Page – Centered in logical arrangement / double line spacing plus, etc. (5) \_\_\_\_\_
- 4) Introduction – Background Post; tie-in Department / National; community, etc. (5) \_\_\_\_\_
- 5) Table of Contents – Consists of chapters covering Programs / Events, etc. (5) \_\_\_\_\_
- 6) Preamble – To The Constitution of The American Legion, etc. (5) \_\_\_\_\_
- 7) Index – Comprehensive alphabetical listing carried at end of scrapbook. (5) \_\_\_\_\_
- 8) Page Numbering – Carried on Post memorabilia pages and index. (5) \_\_\_\_\_

Part II – Programs and Activities / Readability – 55 Points

- 1) Arrangement – Systematic and logical arrangement should be sought and planned. Material must be recorded in a chronological order of dates and events. The reader must be able to follow the meaning of the illustrations, (pictures, clippings, copies of Programs, tickets, badges, etc.), with very little difficulty / confusion. (20) \_\_\_\_\_
- 2) Identification – All clippings and / or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provided “left-to-right” identification. (15) \_\_\_\_\_
- 3) Clear-Cut Photographs – Blurry / foggy prints will not add materially (10) \_\_\_\_\_
- 4) Originality – Different in thought and presentation (10) \_\_\_\_\_

Part III – Judges Option – 5 Points

- 1) Judges Will Consider – A number of qualities or items of content in the yearbook which are not readily catalogued under the preceding headings.
- 2) Judges Will Determine – That some yearbooks contain items and features, which make them attractive and especially useful. (5) \_\_\_\_\_

Total Points of Entry (100) \_\_\_\_\_

Judge Number \_\_\_\_\_ Date: \_\_\_\_\_, Department of Missouri Historian

The American Legion – Department of Missouri

Judging Standards for a One-year Post Narrative History Contest

Entry Number: \_\_\_\_\_

Post Name and Number \_\_\_\_\_

Contest Year \_\_\_\_\_

Part I – Format – 40 Points

- 1) Cover – Standard 3-ring binder for 8½ x 11 inch bond paper, emblem, etc. (5) \_\_\_\_\_
- 2) Name/Address of Compiler – Inside front cover / lower left hand corner. (5) \_\_\_\_\_
- 3) Title Page – Centered in logical arrangement / double line spacing plus, etc. (5) \_\_\_\_\_
- 4) Introduction – Background Post; tie-in Department / National; community, etc. (5) \_\_\_\_\_
- 5) Table of Contents – Consists of Chapters and Appendices (statistics), etc. (5) \_\_\_\_\_
- 6) Preamble – To The Constitution of The American Legion, etc. (5) \_\_\_\_\_
- 7) Index – Comprehensive alphabetical listing carried at end of history book. (5) \_\_\_\_\_
- 8) Page Numbering – For Table of Contents, Chapters, Appendices, and Index. (5) \_\_\_\_\_

Part II – Graphic Account / Readability – 40 Points

- 1) Narrative – Rather than a statistical style of presentation (10) \_\_\_\_\_
- 2) Presentation – Chronological order and in the third person (10) \_\_\_\_\_
- 3) Clear / Grammatically Correct – pleasing to the general reader (10) \_\_\_\_\_
- 4) Originality – Different in thought and presentation (10) \_\_\_\_\_

Part III – Illustrations – 15 Points

- 1) Arrangement – Check in relation to text and captions under each, etc. (5) \_\_\_\_\_
- 2) Suitable Sequence – Not to detract from the general readability (5) \_\_\_\_\_
- 3) Clear-Cut Photographs – Blurry / foggy prints will not add materially (5) \_\_\_\_\_

Part IV – Judges Option – 5 Points

- 1) Judges Will Consider – A number of qualities or items of content in the history which are not readily catalogued under the preceding headings.
- 2) Judges Will Determine – Features which make a history especially attractive or useful as a source of reference and of historic value. (5) \_\_\_\_\_

Total Points of Entry (100) \_\_\_\_\_

Judge Number: \_\_\_\_\_ Date: \_\_\_\_\_, Department of Missouri Historian

# The American Legion – Department of Missouri

## Judging Standards for a Post One year Scrapbook Contest – Open Class

Entry Number: \_\_\_\_\_ Post Name & Number: \_\_\_\_\_

- 1) Cover – Neat, identifies Post (5)\_\_\_\_\_
- 2) Identification of Compiler (5)\_\_\_\_\_
- 3) Introduction (5)\_\_\_\_\_
- 4) Arrangement – Systematic and logical arrangement (The reader should be able to follow meaning of illustrations) (20)\_\_\_\_\_
- 5) Identification – clippings and photographs should be identified (15)\_\_\_\_\_
- 6) Clear cut photos and clippings: foggy and hazy are unattractive (10)\_\_\_\_\_
- 7) Originality (15)\_\_\_\_\_
- 8) Items of historical value to Post (15)\_\_\_\_\_
- 9) Judges Determination/Discretion of overall qualities (10)\_\_\_\_\_

Total Points: (100)\_\_\_\_\_

Judge Name: \_\_\_\_\_

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The American Legion, Department of Missouri

Appendix \_\_\_\_\_  
2005

May 23,

Office of the Historian

1. PURPOSE: To provide to the Department Historian information about his/her many duties and responsibilities.
2. SCOPE: This SOP applies to the Office of the Department Historian, and should be used as necessary when performing functions of this office. The Department Historian is responsible for maintaining and up-dating this SOP when needed.
3. AUTHORITY: Not applicable.
4. REFERENCES: Officer's Guide and Manual of Ceremonies published by The American Legion National Headquarters
5. PROCEDURE:
  - a. Write a column for each issue of the Department's Legionnaire newspaper so that it arrives at Department Headquarters by the suspense date set by the Department Adjutant.
  - b. Conduct annual Post History/Scrapbook competition.
  - c. Submit the winner of the Post History/Scrapbook competition to The American Legion National Headquarters so that it arrives No Later Than September 1<sup>st</sup> of each year for competition at the National level. See references above for guidelines to follow when submitting the history books for National competition.
  - d. Conduct any other competition(s) programmed.
  - e. Conduct training for post and district historians, and other interested personnel concerning:
    - 1) Gathering and maintaining post and district history files
    - 2) Creating and maintaining a history book or scrapbook
    - 3) Describing Department and National History/Scrapbook Competition
    - 4) Items of interest that should be submitted to Department for inclusion in the Department History files, or published in the Missouri Legionnaire Newspaper
  - f. Prepare and maintain the Department History Book. Enter same History Book in National Competition.
  - g. Take photographs of:
    - 1) At a minimum, take photographs at each Department Conference and Convention depicting the conduct of the general session, presentation of awards and other recognition, guest speakers, speakers, entertainment, committee meetings, dinners, etc.
    - 2) Special events throughout Missouri that involves Legionnaires from the Department of Missouri, Post, or Districts, e.g. Truman's Pilgrimage, National Commander's visit, Memorial Day activities, Veteran's Day activities, etc.
    - 3) Solicit from all posts and districts, photographs of events that they are involved in for inclusion in the Department History Book and files.
  - h. Solicit news clippings and other media items from posts and districts for inclusion in the Department History Book and files.

Information to assist in creating Post history books.

There are three categories. Two that compete at the Department Convention with the winner forwarded to National for competition in the Fall. The third also competes at the Department Convention for awards and that's all.

The three categories are: 1. One Year Post Scrapbook/Yearbook  
2. One Year Post Narrative Yearbook  
3. One Year Scrapbook Open Class (Dept only)

There are awards for First Place and Runner-Up in all three categories, and certificates for all participating Historians/Posts.

All information concerning the History books can be found in the Post Officer's Guide, which is sent annually with the packet of new membership cards. It may also be purchased through Dept headquarters or National Emblem Sales.

Attached are a copy of these guidelines.

For the third category, there are no specific guidelines. The only requirement is that the compilers name be on the inside cover of the notebook or binder, or whatever is used, and there be no profanity nor nudity. It's up to you how you decide to display your history book. Just remember what the book is for. Of course a nice arrangement and neatness counts. You may basically put anything you desire in the book; i.e. photos, rosters, newspaper clips, etc

Paul Bennett  
Department Historian.

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