

## Historian - 2016-2017 Program Action Plan (formerly called Plan of Work)

A great big thank you to Marcy Schmidt from Gilbert C. Grafton Unit 2 at Fargo for following directions and submitting a Unit History. Following directions is important, but most important is keeping a visual record of all the great activities units and members complete.

Writing a Department History and compiling the President's Scrapbook cannot be done without your help. Thanks to the 36 units which sent info, down from 62 last year. I hope that number increases again this year. News articles and memorabilia for President Marlene's scrapbook were sent by 17 units. Mid-year or year-end reports were sent by 26 units. No unit sent both which should be done. Kudos to McVile's chairmen who sent reports as each activity was completed!

Historian mid-year reports are due December 10, covering activities and information from April 1, 2016 to November 30, 2016. Historian year-end reports are due April 15, covering December 1, 2016 to March 31, 2017. These are the same reporting dates for all programs to Department Chairmen.

Keep tooting NDALA's horn and send me info from your unit and members. Remember, you may repeat activities from year to year, but those activities are history for 2016-2017. Report! Report! Report! Report! My address is PO Box 1088, Rolla, ND 58367-1088. If you choose, you can email pictures and scanned, attached news articles and reports to [historian@ndala.org](mailto:historian@ndala.org).

Be sure to use the revised 2016-2017 guidelines for the Unit History to be submitted at Department Convention, not the National history rules. The guidelines are on the back of this Program Action Plan and can also be found at Department's Website, [www.ndala.org](http://www.ndala.org) under the Program Tab, then click on Historian.

Looking forward to working with you,

Lynn Tomlinson, Department of North Dakota Historian

PO Box 1088, Rolla ND 58367-1088 [historian@ndala.org](mailto:historian@ndala.org)

### RULES:

Unit Historians:

North Dakota 2016-2017 Unit History Guidelines

Use plain, white, 8 ½" X 11" loose-leaf paper in a blue binder with an American Legion Auxiliary seal centered on the cover.

TITLE PAGE (Double spaced, centered with the following information in the order listed)  
2016-2017 Unit History of (Unit Name and Number) / City, State / Name (of Unit Historian) /Signature (of the Unit Historian) / UNIT PRESIDENT'S PHOTO PAGE (Double spaced, centered, in the order listed)

5" x 7" photo, color preferred

2016-2017 Unit President

Name (of the unit president)

HISTORICAL CONTENT (Justified, double spaced, 1" left, right, top, bottom margins, indented paragraphs, no page numbers, 12-point Times New Roman font if computer generated, but handwritten is permitted)

List of Unit Officers for 2016-2017

List of Unit Chairmen for 2016-2017

List of Department Officers and Chairmen from your Unit for 2016-2017

List of Department Awards your Unit received at 2016 Convention

List of Deceased Members from April 2016 to March 2017

List of Year-end Impact Numbers

Factual narrative/history written in the third person beginning with installation

of the 2016-2017 Unit Officers and ending with 2017-2018 Unit Officers. Be original, creative, and unique in thought and presentation.

Do not include dedication, prayer, Pledge of Allegiance, Star Spangled Banner, and Preamble pages. This is not a scrapbook, therefore, no decorations, photographs, computer graphics, pen or ink drawings, illustrations, extra material newspaper clippings, etc.

Binder MUST BE SUBMITTED to the Department Historian no later than the first day of the American Legion Auxiliary Department of North Dakota Convention.

Lynn Tomlinson, North Dakota Department Historian

PO Box 1088, Rolla ND 58367-1088 [historian@ndala.org](mailto:historian@ndala.org)

## HINTS

Third person means using the Unit, the members, Unit members, or individual names not our, we, or us.

An easy way to start the unit history is writing a paragraph or two about unit and individual member volunteer activities each month at unit meetings. Before members know it the unit history is complete.