

Historian, President, Secretary or Member

I want your opinion!

I have really simplified the rules for a unit history (see included guidelines on the reverse side).

Would your unit submit a history with the changed guidelines?

Circle: **yes** **or** **no**

If not, what changes would you like to see or what do you suggest to record your unit history? You may also make changes on the reverse side.

Thanks for your participation.

Return by Oct. 15 to Lynn Tomlinson, PO Box 1088, Rolla ND 58367-1088 or email to historian@ndala.org.

North Dakota 2017-2018 Unit History Guidelines

Use plain, white, 8 ½" X 11" loose-leaf paper in a red, white or blue binder or notebook.

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

TITLE PAGE (centered, with the following information in the order listed)

2017-2018 History of _____ (Name) Unit ____ (Number)

City, State

Name (of Unit Historian)

Signature (of the Unit Historian)

UNIT PRESIDENT'S PHOTO PAGE (centered, in the order listed)

Color photo no larger than 5" x 7"

2017-2018 Unit President

Name (of the unit president)

HISTORICAL CONTENT (top left aligned, with pages in the order listed)

List of Unit Officers and Chairmen for 2017-2018

List of Department Officers and Chairmen from your Unit for 2017-2018, if any

List of Deceased Members from April 1, 2017 to March 31, 2018

List of Year-end Impact Numbers

Factual narrative/history written in the third person beginning April 1, 2017 through March 31, 2018. You may be original, creative, and unique in thought and presentation. Pictures and scans (captions may be placed on or below) of events may be inserted electronically in the narrative.

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

History **MUST BE SUBMITTED** to the Department Historian no later than noon on 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

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.

Historian, President or Members

Members Remember

Committee: National Historian

Submitted by: Debra Noble, 2015-2016 National Historian

Cathi Taylor, National History Committee Chairman

Contact Information: historian@ALAforVeterans.org

Objective: Record the ALA's history through the eyes of its members

Background Information: "The history of the American Legion Auxiliary begins back in November 1919 and continues with you. The organization's history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA's programs and projects to fulfill our mission of serving veterans, service members, and their families who sacrifice much for this country of ours.

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."

Step-by-Step Instructions (Revised by Lynn Tomlinson, 2017-2018 Department of North Dakota Historian)

This is an easy project to do. It takes about ten minutes for each interview.

- Ask members of your Auxiliary unit to share their stories. Example questions on back.
- Find a location where it is quiet with no interruptions.
- Record with iPhones or android Smartphones.
- Each recording needs to be less than five (5) minutes in length. You may make more than one video of each member covering a different topic in each video.
- Post the video on YouTube at youtube.com
- Use the title, ALA Dept of ND Unit ____ (put in your unit number) Members Remember
- Use the description, American Legion Auxiliary Members Remember interview of North Dakota Unit ____ (put in your number) member _____ (first and last name of person interviewed).
- If asked under Privacy, click on Public.
- Save/upload video, click on arrow. This will take a few minutes.

Unit Member Example Questions for Members Remember

How many years have you been and where have you been an ALA member?

What generations of your family have been ALA members?

Who are or were the family veterans you support/ed through your ALA membership?

Have you held any unit offices or chairmanships?

...any District offices?

...any Department offices?

Do you have or did you have a special project you work/ed on?

What is a particular highlight from your ALA membership?

YouTube Info: youtube.com Sign in/Subscribe Upload video/Camera symbol

Title: ALA Dept of ND Unit ____ (put in your unit #) Members Remember

Description: American Legion Auxiliary Members Remember interview of North Dakota Unit
____ member _____.

Privacy: Click Public (No need to add location.)

Save video/Arrow symbol – this will take a few minutes.