



Department of North Dakota Historian 2017-2018 Program Action Plan (formerly called Plan of Work)

Writing a Department History and compiling the President's Scrapbook cannot be done without your help. Thanks to the 75 units which sent info, more than double last year's. I hope that number increases again this year. News articles, pictures and memorabilia for President Diane's Scrapbook were sent by 21 units. Kudos to Napoleon's Unit for the most activities reported, followed by McVille's Unit.

Historian mid-year reports are due December 10, covering activities and information from April 1, 2017 to November 30, 2017. Historian year-end reports are due April 15, covering December 1, 2017 to March 31, 2018. These are the same reporting dates for all programs to Department Chairmen.

Keep tooting NDALA's horn and send me either by mail or email info from your unit and members. Remember, you may repeat activities from year to year, but those activities are history for 2017-2018. Report! Report! Report! Report! Grafton, Lidgerwood and McVille have already sent items for this year's scrapbook and history.

Be sure to use the revised 2017-2018 guidelines for the North Dakota Unit History (**not** the National history rules) to be submitted at Department Convention. Following rules is important, but not as important as keeping a visual record of all the great activities units and members complete. The guidelines are on the back of this Program Action Plan and can also be found at Department's Website, www.ndala.org under the Program Tab, then click on Historian.

Looking forward to working with you,

Lynn Tomlinson, Department of North Dakota Historian

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SEE BACK OF THIS PAGE FOR UNIT HISTORY RULES

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HISTORICAL CONTENT (top left aligned, with pages in the order listed)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

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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.