



HOW TO RECORD YOUR UNIT'S HISTORY

Step-by-Step Instructions:

It is important for every Unit to have a yearly history written and maintained. Here are some tips on what to include:

- Write your Units history in a third-person narrative. Your job is that of an intermediary – someone who witnessed the events and then describes them for the reader. Do not include your thoughts or comments on the events – only the occasion, the people involved, and what occurred.
- Be sure to start recording events as soon as the Unit President is sworn in at your Unit meeting. Include her theme for the year and how it relates to the ‘mission’ of the American Legion Auxiliary.
- If your Unit hosts the District President, Department President, or a District Meeting, be sure to include those events.
- Include all member activities as part of the Unit history, not just the activity of the Unit President.
- Record special events that occur during the year. Examples:
 - The Unit declares a Poppy Day
 - Your Unit sponsors a fundraiser
 - Record any current events that affect the American Legion Auxiliary members and include the Auxiliary’s response to an event. For example, if there is a weather disaster, write about how your unit members responded to help in the community.
- Any time your Unit gets media coverage (example; a Public Service Announcement on the radio or press release in the newspaper); include the details in your history.
- Pick out impressive statistics from Unit committees. Examples: AEF funds greatly increased or sent more students to ALA Girls State.
- End your Unit history with information about your Unit’s last meeting of the year which closed out the administrative year.

Unit History Contest – Deadline June 1, 2025 – Enter your Unit’s history in the Unit History Contest.

Mail your entry to the address listed above or email to historian@ndala.org. Be sure to keep a copy. Unit histories will not be returned to the submitter.