



# Historian Manual

# Table of Contents

History Contest Information.....	1
FALHA By-Laws.....	2-3
Certification Forms.....	4
Rule and Point System.....	5-13
Historian Annual Report.....	14-17
FAQs.....	18

# History Contests

## Information Sheet

Historians should start immediately to make a permanent record of his/her organization for the year ahead, from the installation of officers, up to and including the Department Convention. Plans to compile a complete organization history since its founding are important. For the present, a concentration on a one-year narrative history or a yearbook is the priority. Complete histories may be developed later from annual recordings and organization files.

The work of collecting, preserving and recording the activities of The American Legion is a most important endeavor and while it demands much detail work, it is hoped that the experience will be both inspiring and rewarding.

The rules for your particular book are in the ***OFFICER'S GUIDE AND MANUAL OF CEREMONIES***. These pages have been provided for you in this packet. Please read over the rules before you start on your book. They will walk you through it page by page. At the end of the rules is a judging and scoring form. This is a very helpful tool for you to use as the judges will follow this form exactly.

Finally, **BRING** all History books for competition to the **Department Convention, at Hilton Orlando Lake Buena Vista; 1751 Hotel Plaza Blvd. Lake Buena Vista, FL 32830**. There will be a table set up in the Headquarter Office for you to place your book on. Place you books on the table by **Thursday, June 13, 3:30 PM** to be scored.

*If you are unable to make the Department Convention, you can mail in your submission to Department Headquarters at 1912A Lee Road, Orlando, FL 32810. Your submission must be received **no later than June 5, 2024.***

## **BY-LAWS**

### **FLORIDA AMERICAN LEGION HISTORIANS ASSOCIATION (FALHA)**

#### **ARTICLE I - PURPOSE**

- Section 1 - To assist and encourage the participation of Historians in preparing a history and/or Yearbook (Scrapbook) to preserve the important happenings of the Post or District of The American Legion for posterity in the Department of Florida.

#### **ARTICLE II - MEMBERSHIP**

- Section 1 - Membership in the organization shall be open to anyone upon receipt of payment of dues.
- Section 2 - Membership dues shall be three dollars (\$3.00) annually.

#### **ARTICLE III - MEETINGS**

- Section 1 - Meetings of the Association will be held at the Department Mid-Winter Conference and the Annual Department Convention.
- Section 2 - Five (5) members shall constitute a quorum.
- Section 3 - All meetings of the Association shall be opened and closed in a manner similar to the opening and closing ritual of an American Legion meeting.
- Section 4 - The President shall be the presiding officer at all meetings and in his or her absence the Vice President shall preside.
- Section 5 - Deliberations of the Association shall be in accordance with Robert's Rules of Order unless otherwise controlled by the Association By-Laws.
- Section 6 - Reasonable notice of meetings of the Association shall be sent to the membership by methods determined by the President.
- Section 7 - The order of business for all meetings of the Association shall be as follows:
- a - Roll Call to determine if quorum is present
  - b - Introduction of guests
  - c - Reading of minutes of previous meeting
  - d - Report of the Treasurer
  - e - Report of the President
  - f - Committee Reports
  - g - Unfinished Business
  - h - New Business (and correspondence)
  - i - Good of the Association

## **ARTICLE IV - ELECTION OF OFFICERS**

- Section 1 - Any member of the Association in good standing shall be eligible for the position of President, Vice President, Secretary and Treasurer.
- Section 2 - The office of Treasurer may be also held by an individual holding the position of President, Vice President or Secretary.
- Section 3 - Elections shall be held at the annual Department Convention.

## **ARTICLE V - OFFICERS AND THEIR DUTIES**

- Section 1 - The President shall be the presiding officer and the executive head of the Association; he/she shall in addition appoint all committee chairmen; designate appointive officers and perform such other duties as are inherent and customary with presiding officers.
- Section 2 - The Vice President shall act as President in the absence, death, resignation or removal of the President, for the remainder of the term.
- Section 3 - The Secretary shall have charge of and keep full and correct records of all proceedings of all meetings of the Association.
- Section 4 - The Treasurer shall be custodian of the monies, financial records and assets of the Association, shall fully account for all expenditures and shall make periodic reports to the Association as required.

## **ARTICLE VI - EFFECTIVE DATE OF BY-LAWS AND AMENDMENTS**

- Section 1 - Any amendments to these By-Laws before becoming valid and effective, shall be submitted to the Association membership and approved.
- Section 2 - Any By-Law changes will be made at Department Convention only. Members will be notified thirty (30) days in advance.
- Section 3 - These By-Laws shall become effective only when they have been approved by a majority of the members present at the annual meeting of the Association at the Department Convention.

Amended, Annual Department Convention, Kissimmee, Florida, July 9, 1998

# DEPARTMENT CONTEST CERTIFICATION FORMS

No entry will be considered for the Department Contest unless the entry is accompanied by the Department Certification Form completed by the Post Historian.

Attach correct Certification Form securely to your entry(s) with a spring type binder clip. Do not paste or staple form to the entry.

The Contest Certification Forms are color coded:

- Green – National One-Year POST YEARBOOK Contest
- Blue – National One-Year POST NARRATIVE Contest
- Gold – Department One-Year Legion Rider History Book Contest

If more than one volume is submitted, make absolutely sure that identification appears on the inside front cover in the lower left-hand corner of each volume.

## **Post histories**

The American Legion strongly encourages the preparation of post histories. Such information on the post's activities will be of considerable value in years to come.

National Headquarters is aware that a professional historian does not fill the position of historian in most posts. This need not prevent a proper recording of the post's activities. The scope of the information included is the main consideration, keeping in mind, however, comprehensiveness, readability and arrangement, so as to make the history both an interesting account of the post and a reference source.

At the start of the new post year, the historian begins making a permanent record of the organization for the year ahead, from the installation of officers up to and including the installation of next year's officers. To help gather specific details concerning the post, ask the post adjutant for a copy of the most recent Consolidated Post Report. The statistical summary will indicate the type and amount of activity that can help you put together as complete a picture as possible. Make plans to compile a complete post history since its founding, but focus, for the moment, on a one-year history. Then go back to the files and gradually write up the back story.

The national historian will conduct an annual one-year narrative history and yearbook (pictorial) history contest at the post level. These ongoing national contests will give stability and continuity to the recording of post events for future generations of Legionnaires. The department historian will notify posts of any national contest changes that may occur.

Included in this guide are comprehensive outlines to compile a one-year narrative history or yearbook with their respective judging standards for competition in the national contests.

To be eligible for the national contests, an entry in either category must be a first-place winner in the department's contest and must be certified as such by the department historian and forwarded to the national historian to arrive in Indianapolis by Sept. 15. Department historians or adjutants need to contact the national historian or National Headquarters' Library and Museum director for exceptions.

Upon completion of the national contest, all entries will be returned to their respective posts unless otherwise instructed for different shipping arrangements.

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. Contact the department historian for additional ideas and information regarding department contest qualifications.

### **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 possible.

#### **Part I – Format**

**(1) Cover** A standard three-ring binder, or similar type, to accommodate 8 ½ x 11 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. Binders with embossed American Legion emblems are available through Emblem Sales. 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 1," "Volume 2," 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 corner. It will be neatly typed or computer generated and centered on a 3x5 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 (left to right, top to bottom) 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 and state)  
**For** 20\_\_\_\_\_ to 20\_\_\_\_\_  
**By** (person compiling history)

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

Mention of the national organization's founding with a tie-in of the department and post. (See [www.legion.org/history](http://www.legion.org/history) or "Capsule History of The American Legion," listed later, as a possible beginning, and see your department historian for a capsule history of the department.)

Selection of the post name. If named for a departed comrade or comrades, include a short biographical sketch of their lives and include available photographs.

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

A photograph of the post and street address, if your post has a post home.

Acknowledgment of any assistance or contributions used in compiling the history.

**(5) Table of contents** This is a "must" for any good history, which will list the pages of the chapters and appendices and should be in the front of the history immediately following the introduction. If there is more than one volume, each volume should contain a complete table of contents.

**(6) Preamble to the Constitution of The American Legion** Identifying the principal aims of The American Legion, the preamble 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 8½ x 11 prints of the preamble may be purchased through Emblem Sales.

**(7) Index** The alphabetical index is a "must" for any good history. This comprehensive index of names, places and events mentioned in your history, with page references, shall be at the end of the history following the appendices. Be sure to include every person and activity in the history. If a person has a title, put that in with a cross-reference to the name. If there is more than one volume, each volume should have a complete index.

**(8) Page numbering** Do not forget to number the pages. Be consistent in placing page numbers, either at top or bottom of pages. Numbering will start with the title page.

**Order of page numbering** The above pages should appear in order with Arabic numerals or Roman numerals:



Introduction 2 or ii  
Table of Contents 3 or iii  
Preamble 4 or iv

List each page in consecutive order using Arabic numerals. If you use Arabic numerals, the next number will follow your last number (e.g., if the preamble is 4, the first page of the history is 5). If you use Roman numerals, then the first page of the history is 1 (e.g., if the Preamble is iv, 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 current post officers should be included in the history. If it is not possible to obtain photographs of every officer, make a special effort to include photographs of the commander and the adjutant.

**Chapter 2** – Roster of Post Chairmen Include a roster of post chairs with photographs, if available.

**Chapter 3** – One-Year Post History This should be a one-year post chronicle. The history is to cover one year, beginning with the installation of officers, up to and including the installation of the next year's officers. This timeframe may vary in some departments. This is the most important chapter in your history and 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 conducted during the year by the post or events conducted jointly with the Auxiliary, Sons of The American Legion, or county, district, department and national levels. (Remember, this is the post's history, not the department or National Headquarters.)

Historians may use information from the minutes of meetings as a basis for information about the post's activities. Then contact members who were chairs of the committees for further details. Include anything that you deem a special attribute of the post, setting it apart from all others.

Do not use any photographs or newspaper articles in this chapter of your narrative history. However, photographs may be included in dedicated committee chapters and newspaper articles in the appendices.

**Other chapters** While many American Legion programs and post projects are of a continuing nature and may run through several administrations, such activities might be better covered 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 committee in separate chapters:

Americanism, Membership, Boys State, School Award Medals, Oratorical Contest, Junior Shooting Sports, Baseball, Children & Youth, Sons of The American Legion, patriotic observances, post parties, Boy Scout troops and other sponsored groups, to name a few. Collect and record for posterity all post activities.

Including photographs in the committee chapters adds to the attractiveness of the entry. Give attention to the arrangement of illustrations in relation to the text and use of captions (identification) under each photograph.

## 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:

- Organization of the post with a list of charter members and dates of temporary and permanent charters.
- A roster of all past post commanders and adjutants since the charter date with their years served.
- If the post is not too large, add a roster of members listed in alphabetical order. This may include, after each member's name, the member's branch of service or the date he or she joined the post.
- A record of the post's citations and awards received, as well as awards presented by the post.
- A list of members who served as delegates to the national and department conventions, or national and department officers and commission and committee appointees, including the county and district.
- Complete records of annual elections showing all nominations and votes received by various nominees.
- The post's membership standings by year since the charter date; a list of new members for the current year; a list of life members and Paid-Up-For-Life (PUFL) members; "In Memoriam," also known as Taps or Post Everlasting, listings for the current year; the post's constitution and by-laws; the annual post budget; and any other important statistics.

## **Part II – Graphic Account / Readability**

The emphasis should be on 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 post's story 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. The history should be written as a chronological and detailed account of events arranged in order of time 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 – Illustrations**

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

Be sure all photographs are clear, as blurry prints will not aid materially and will take away from 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 or cigarettes in them.

## **Part IV – Judges Option / Originality**

Under this category, judges will consider a number of qualities or items of content in the history that are not readily cataloged under the preceding headings. Some histories, for example, have a complete roster of members. In other words, judges will determine features that make a history especially attractive or useful, i.e., a spine label, etc. By the same token, if inaccuracies come to the judges' attention, they would have a negative scoring effect.

### **Page format suggestions**

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

The history should be typed 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 transparent plastic protective covers.

Margins are a must for neatness, readability and standardization. Use a 1-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 three- to six-space indentation for new paragraphs and single-spaced lines for photograph identifications.

If you have any doubt of the spelling of a word, use a dictionary. Also double-check the spelling of all names. Some entries would have a better chance in the contests as a yearbook, even though they were submitted as narratives. Consider your entry. Is it a narrative or a yearbook? There is a difference. Read the outlines for each category.

### National judging standards

You will note that Part I, Part II, Part III and Part IV, as identified, coincide with the categories of the national judging standards. The “etc.” listed after several of the scoring elements shows that there are additional requirements necessary to achieve total score points. It is suggested that you re-examine the outline, using the standards as a checklist, before submitting your contest entry.

<b>PART 1 – FORMAT (40 POINTS)</b>		
<b>(1) COVER</b> Standard three-ring binder for 8 ½ x 11 bond paper, emblem, etc.	(5)	
<b>(2) NAME/ADDRESS OF COMPILER</b> Inside front cover/lower left corner, etc.	(3)	
<b>(3) TITLE PAGE</b> Centered in logical arrangement/double spacing plus, etc.	(5)	
<b>(4) INTRODUCTION</b> Post background, tie-in with department and national, community, etc.	(5)	
<b>(5) TABLE OF CONTENTS</b> Page reference of chapters, appendices, etc.	(5)	
<b>(6) PREAMBLE</b> Includes Preamble of the Constitution of The American Legion, etc.	(2)	
<b>(7) INDEX</b> Comprehensive alphabetical listing at the end of the history book, etc.	(10)	
<b>(8) PAGE NUMBERING</b> Table of contents, chapters, appendices and index, etc.	(5)	
	Subtotal	(40)
<b>PART II – GRAPHIC ACCOUNT/READABILITY (30 POINTS)</b>		
<b>(1) NARRATIVE</b> Rather than a statistical style of presentation	(10)	
<b>(2) PRESENTATION</b> Chronological order and in third person, not to detract from general readability	(10)	
<b>(3) CLEAR/GRAMMATICALLY CORRECT</b> Pleasing to the general reader	(10)	
	Subtotal	(30)
<b>PART III – ILLUSTRATIONS (10 POINTS)</b>		
<b>(1) IDENTIFICATION</b> All photographs must have names, occasions, sources, dates, etc. Provide proper left-to-right identifications.	(5)	
<b>(2) CLEAR PHOTOGRAPHS</b> Blurry or foggy prints detract from presentation, etc.	(5)	
	Subtotal	(10)
<b>PART IV – JUDGES OPTION/ORIGINALITY (10 POINTS)</b>		
<b>(1) JUDGES WILL CONSIDER</b> a number of qualities or items of content in the history not readily cataloged under the preceding headings.		
<b>(2) JUDGES WILL DETERMINE</b> features that make a history especially attractive or useful as a source of reference and historic value.	(10)	
<b>TOTAL POINTS OF ENTRY</b>	<b>(90)</b>	

### Postscripts

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 library archives of The American Legion National Headquarters in Indianapolis 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 to the Charter Clerk, The American Legion, P.O. Box 1055, Indianapolis, IN 46206.

Many departments have organized department historian associations, patterned after the National Association of Department Historians of The American Legion (NADHAL). These groups render assistance in carrying out a successful historian's program. Ask if your department has such an organization and join in its activities. If there is no such department organization, consult your department historian.

The serious post historian will find informative and interesting any one of the following published histories about The American Legion: Michael J. Bennett's "When Dreams Come True: The GI Bill and the Making of Modern America" (Brassey's, 1996); Thomas A. Rumer's "The American Legion: An Official History" (M. Evans, 1990); Raymond Moley's "The American Legion Story," (Duell, Sloan & Pearce, 1966); Richard Jones' "A History of The American Legion" (Bobbs-Merrill, 1946); and Marquis James' "A History of The American Legion" (William Green, 1923).

Where possible, use digital voice recorders or video cameras to record oral histories and interviews of American Legion post founders and leaders to capture firsthand information about the post's history.

## **Outline for a one-year post yearbook**

A post yearbook is a pictorial history of the post's annual activities. Remember, though, that this is a permanent record that will be seen by others for years to come, so the suggested outline should be followed as closely as possible. It would be advantageous to check any compilation against this outline so as to include as much of the material suggested here as possible.

### **Part I – Format**

**(1) Cover** The size of the yearbook cover must not be smaller than a standard three-ring binder or larger than 12x15 inches, with The American Legion emblem centered (left to right) on the cover with the post's name and number. Each book is not to exceed three inches between the front and back cover.

If two or more binders are submitted, you must indicate on the cover and title page the wording "Volume 1," "Volume 2," etc. Acceptable yearbook binders and standard three-ring binders with the American Legion emblem embossed on the cover are available from Emblem Sales.

**(2) Name/address of compiler** The full name and complete mailing address of the yearbook author should appear on the inside front cover on the lower left corner. It will be neatly typed or computer generated and centered on a 3x5 index card.

**(3) Title page** This should be the first page facing the reader as the yearbook is opened. It should be centered on the page (left to right, top to bottom) and be in a logical arrangement with double spacing or more and contain as a minimum the following:

**Yearbook of**  
(Name of post) **Post No.** \_\_\_\_\_ (Number of post)  
**The American Legion**  
(city and state)  
**For** 20\_\_\_\_ - 20\_\_\_\_  
**By** (person compiling yearbook)

**(4) Introduction** Every yearbook should have a forward or introduction, setting forth the reasons for the organization, and may include:

- Mention of the national organization’s founding with a tie-in of the department and post. (See [www.legion.org/history](http://www.legion.org/history) or “Capsule History of The American Legion,” listed earlier, as a possible beginning, and see your department historian for a capsule history of the department.)
- Selection of the post name. If named for a departed comrade or comrades, include a short biographical sketch of their lives and include available photographs.
- If possible, a brief résumé of your community’s history, especially the part played by that locality in furnishing men and women during wars and conflicts.
- A photograph of the post and street address, if your post has a post home.
- A biographical background of the current post commander and/or the author of the history with photographs included.
- Acknowledgment of any assistance or contributions used in compiling the history.

**(5) Table of contents** This is a “must” for any good history, which will list the pages of the chapters and appendices and should be in the front of the history immediately following the introduction. If there is more than one volume, each should contain a complete table of contents.

**(6) Preamble to the Constitution of The American Legion** Identifying the principal aims of The American Legion, the preamble 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 8½ x 11 prints of the preamble may be purchased through Emblem Sales.

**(7) Index** The alphabetical index is a “must” for any good history. This comprehensive index of names, places and events mentioned in your history, with page references, shall be at the end of the history following the appendices. Be sure to include every person and activity in the history. If there is more than one volume, each volume should contain a complete index.

**(8) Page numbering** Do not forget to number the pages. Be consistent in placing page numbers, either at top or bottom of pages. Numbering will start with the title page.

**Order of page numbering** The above pages should appear in order with Arabic or Roman numerals:

Title Page 1 or i  
Introduction 2 or ii  
Table of Contents 3 or iii  
Preamble 4 or iv

The following units will list each page in consecutive order using Arabic numerals. If you use Arabic numerals, the next number will follow your last number (e.g., if the preamble is 4, the first page of the history is 5). If you use Roman numerals, then the first page of the history is 1 (e.g., if the Preamble is iv, then the first page of the history is 1).

## **Part II – Programs and Activities / Readability**

The yearbook material for your post programs and activities will follow the preamble and precede the index. The yearbook is to cover one year, from the installation of officers up to and including the installation of the next year’s officers. This timeframe may vary in some departments.

**Chapters**  
2023-2024

Following the preamble, the chapters may be sequenced in this suggested manner:

**Chapter 1** – Roster of Post Officers Photographs of current post officers should be included in the history. If it is not possible to obtain photographs of every officer, make a special effort to include photographs of the commander and the adjutant.

**Chapter 2** – Roster of Post Chairmen Include a roster of post chairs with photographs, if available.

**Chapter 3** – One-Year Post History This should be a one-year post history.

A record as vitally important as the history itself is a complete and accurate 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 yearbook must be in chronological order with a systematic and logical arrangement. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with little difficulty and confusion.

All newspaper clippings must include the name and date of the publication. Individuals in photographs must be identified by full proper names (nicknames in brackets), from left to right. Captions should also identify the occasion, dates and source. 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 take away from rather than enhance your yearbook. Proper arrangement with captions is a “must” for an eye-catching yearbook. Avoid using pictures with alcohol or cigarettes in them.

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

If the compiler cannot type or print well, he or she should have an experienced person do the printing or type inserts.

### **Part III – Judges Option / Originality**

Judges will consider a number of qualities or items of content in the yearbook that are not readily catalogued under the preceding headings. Some yearbooks have features that make them especially attractive, useful and of historic value.

By the same token, if inaccuracies should come to the attention of the judges, they will have a negative scoring effect on your entry.

### **National judging standards**

You will note that Part I, Part II and Part III, as identified, coincide with the categories of the national judging standards. The “etc.” listed after several of the scoring elements shows that there are additional requirements necessary to achieve total score points. It is suggested that you re-examine the outline, using the standards as a checklist, before submitting your contest entry.

<b>PART 1 – FORMAT (40 POINTS)</b>		
<b>(1) COVER</b> Size of 12x15 inches, emblem, etc.	(5)	
<b>(2) NAME/ADDRESS OF COMPILER</b> Inside front cover/lower left corner, etc.	(3)	
<b>(3) TITLE PAGE</b> Centered in logical arrangement/double spacing plus, etc.	(5)	

<b>(4) INTRODUCTION</b> Post background, tie-in with department and national, community, etc.	(5)	
<b>(5) TABLE OF CONTENTS</b> Page reference of chapters, appendices, etc.	(5)	
<b>(6) PREAMBLE</b> Includes Preamble of the Constitution of The American Legion, etc.	(2)	
<b>(7) INDEX</b> Comprehensive alphabetical listing at the end of the history book, etc.	(10)	
<b>(8) PAGE NUMBERING</b> Table of contents, chapters, appendices and index, etc.	(5)	
Subtotal	(40)	
<b>PART II – PROGRAMS &amp; ACTIVITIES/READABILITY (40 POINTS)</b>		
<b>(1) ARRANGEMENT</b> Systematic and logical arrangement, with material recording in chronological order. Readers must be able to follow the illustrations (pictures, clippings, copies of programs, tickets, badges, etc.) with little difficulty or confusion.	(20)	
<b>(2) IDENTIFICATION</b> All clippings and/or photographs must have names occasions, sources, dates, etc. listed to properly identify the subject matter. Provide proper left-to-right identifications.	(10)	
<b>(3) CLEAR PHOTOGRAPHS</b> Blurry or foggy prints detract from presentation, etc.	(10)	
Subtotal	(30)	
<b>PART III – JUDGES OPTION/ORIGINALITY (10 POINTS)</b>		
<b>(1) IDENTIFICATION</b> All photographs must have names, occasions, sources, dates, etc. Provide proper left-to-right identifications.	(5)	
<b>(2) CLEAR PHOTOGRAPHS</b> Blurry or foggy prints detract from presentation, etc.	(5)	
Subtotal	(10)	
<b>PART IV – JUDGES OPTION/ORIGINALITY (10 POINTS)</b>		
<b>(1) JUDGES WILL CONSIDER</b> a number of qualities or items of content in the history not readily cataloged under the preceding headings. They may determine that some yearbooks include items and features that make them attractive or especially useful.	(10)	
<b>TOTAL POINTS OF ENTRY</b>	<b>(90)</b>	

## Helpful hints for district/county historians

Some departments use the district and county structures, and historians at both levels must make a team effort to accomplish their respective responsibilities to posts in their jurisdiction. If you have been elected or appointed district/county historian, your primary duty is to coordinate the records of post activities within your district/county to ensure the preservation and accessibility of such records at all times.

Some departments conduct 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 or her staff whenever possible and speak at post meetings. Use the spring meetings as your vantage point for administering a final “morale booster” to the work-shy in your district. Emphasize the importance of adequate records and of giving all possible help and encouragement to post historians.

Many district historians have had no experience in this type of work. In addition, many posts have never tried to keep a history of any kind. You will have to begin by researching and compiling as much information as possible from past records, then focus on keeping your own records current.

Be sure that every post in your district has a post historian and that they are kept informed of the latest developments and material. 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 yearbook contest, encourage the historians to enter.

# ANNUAL REPORT OF POST HISTORIANS

YEAR \_\_\_\_\_

Name and Number of Post: \_\_\_\_\_

Address of Post: \_\_\_\_\_

Charter Date: \_\_\_\_\_ District: \_\_\_\_\_ Area: \_\_\_\_\_

Post Home: Owned ( ) Rented ( ) Donated Use ( ) Evaluation \$ \_\_\_\_\_

Name of Post Officers and Post Committee Chairmen: Attach Separate List to Report

## MEMBERSHIP

Current Membership: \_\_\_\_\_ Last Year \_\_\_\_\_ PUFL: \_\_\_\_\_ Life: \_\_\_\_\_

Number of Initiations held during the year \_\_\_\_\_ Number Initiated \_\_\_\_\_

Post Membership Campaign \_\_\_\_\_ "Early Bird" breakfast, dinner, etcetera \_\_\_\_\_

Post Participates in the "Operation Welcome Back" program \_\_\_\_\_

## AMERICANISM AND CHILDREN & YOUTH

**Boys State:** Number of Boys Sponsored \_\_\_\_\_ Cost to Post \$ \_\_\_\_\_

Number of schools that participated in program \_\_\_\_\_

**Baseball:** Official American Legion team sponsored \_\_\_\_\_

Other Baseball or Athletic Team(s) Sponsored \_\_\_\_\_

Cost to Post of all athletic teams \$ \_\_\_\_\_

**Scouting:** Post sponsors Scout Unit(s) \_\_\_\_\_ Cost to Post \_\_\_\_\_

Number of youths in Legion Scouting \_\_\_\_\_

Number of Post members active in Legion Scouting \_\_\_\_\_

Number presented \_\_\_\_\_ Cost to Post \$ \_\_\_\_\_

**School Medals** Number of schools that participated \_\_\_\_\_

(Essay, Scholastic, Americanism, Citizenship, Music, Athletic, All Sports)

Number Presented \_\_\_\_\_ Cost to Post \_\_\_\_\_

Number of schools that participated \_\_\_\_\_

**Scholarships:** Number presented \_\_\_\_\_ Value of Scholarship(s) \_\_\_\_\_

Number of "Need-A-Lift?" books distributed \_\_\_\_\_

Number of schools \_\_\_\_\_ Libraries \_\_\_\_\_ Others \_\_\_\_\_

Post promotes "American Education Week" \_\_\_\_\_ PACT \_\_\_\_\_



Post sponsored local contest \_\_\_\_\_ Number of schools \_\_\_\_\_

**Oratorical** Number of contestants \_\_\_\_\_ Cost to Post \$ \_\_\_\_\_

**Sons of The American Legion:** Post Sponsors Squadron \_\_\_\_\_

Number of youths in Squadron \_\_\_\_\_

Number of Post members active in Squadron \_\_\_\_\_

Post Observed: Veterans Day \_\_\_\_\_ Memorial Day \_\_\_\_\_

**Patriotic Observances:** Independence Day \_\_\_\_\_ Flag Day \_\_\_\_\_ Armed Forces Day \_\_\_\_\_

American Legion Birthday \_\_\_\_\_ Other \_\_\_\_\_

Number of flags presented \_\_\_\_\_

**Other Americanism Programs:** Post Subscribes to Firing Line \_\_\_\_\_

Observes and participates in Religious Emphasis Week \_\_\_\_\_

Constitution/Citizenship Day \_\_\_\_\_ Sponsored Flag Education \_\_\_\_\_

Other \_\_\_\_\_

**National Children & Youth Programs:** Post Programs: Reyes Syndrome \_\_\_\_\_

Child Abuse and Neglect \_\_\_\_\_ Halloween \_\_\_\_\_

Temporary Financial Assistance \_\_\_\_\_

**Special Olympics Program:** Number of special participants \_\_\_\_\_

Cost of program to Post \$ \_\_\_\_\_

**Other Post Children & Youth Programs:** \_\_\_\_\_

**Cash aid given to children or families: (to help meet the needs of children)**

\$ \_\_\_\_\_ Total number of children \_\_\_\_\_ Total number of families \_\_\_\_\_

**Value of goods given:** (Include cost of Thanksgiving or Christmas food baskets, estimated cost of contributions by Post members to a family in the form of clothing, canned goods, furniture, etcetera)

\$ \_\_\_\_\_ Total number of children \_\_\_\_\_ Total number of families \_\_\_\_\_

**Cost of parties, gifts, other expenses:** (If children's parties are held in you Post home for which rent is usually charged, include the cost of rent in your expenses, even though you will not actually receive that rent) \$ \_\_\_\_\_ Total number of children involved \_\_\_\_\_

**COMMUNITY SERVICE**

Are Post facilities available to the community \_\_\_\_\_ Estimated number of man-hours \_\_\_\_\_

Participation in community projects: \_\_\_\_\_

**Contributions:** (Dollar amount donated to other organizations)  
Mental Health \$ \_\_\_\_\_ United Fund \$ \_\_\_\_\_  
Red Cross \$ \_\_\_\_\_ Cancer \$ \_\_\_\_\_  
Retarded Children \$ \_\_\_\_\_ Crippled Children \$ \_\_\_\_\_  
Crippled Children \$ \_\_\_\_\_ Other Agencies \$ \_\_\_\_\_  
National Legion Child Welfare Foundation \$ \_\_\_\_\_

### NATIONAL SECURITY

**Blood Donor Program:** Pints donated \_\_\_\_\_ Number of donors from Post \_\_\_\_\_  
**ROTC & JROTC Medals:** Number presented by Post \_\_\_\_\_ Number of schools \_\_\_\_\_  
**Crime Resistance Program:** Post has Program \_\_\_\_\_  
**Civil Defense:** Post is involved in community emergency preparedness \_\_\_\_\_  
**Law and Order:** Local project to honor Law Officer \_\_\_\_\_ Fireman \_\_\_\_\_  
**Police Cadet Program:** Number of boys sponsored \_\_\_\_\_ Cost to Post \$ \_\_\_\_\_

### ECONOMICS

Post has Veterans Employment Program: \_\_\_\_\_  
Estimated number of Veterans helped by Post to Find Jobs, enter vocational training, resume, education, Etcetera \_\_\_\_\_  
Post has observed or participated in: "Older Worker Week" program \_\_\_\_\_  
"Employ the Handicapped" program \_\_\_\_\_

### ENERGY PROGRAM

(Related to the National Security and Economics Commissions)

Post promotes or has local energy conservation program \_\_\_\_\_

### HOSPITAL PROGRAM

VAVS Program: How many active Post/Unit members \_\_\_\_\_ Total hours \_\_\_\_\_  
Other Hospital Programs: Contributions \$ \_\_\_\_\_ BINGO \_\_\_\_\_  
Parties \$ \_\_\_\_\_ Visitations \_\_\_\_\_ Other \_\_\_\_\_  
Number of members \_\_\_\_\_ Estimated Hours \_\_\_\_\_

### VETERANS AFFAIRS AND REHABILITATION

Post has VA&R Committee \_\_\_\_\_ Post has an active Service Officer \_\_\_\_\_  
Number of cases handled by Post Service Officer \_\_\_\_\_ Number of hours \_\_\_\_\_  
Number of "Power of Attorney", Form 23-22, field \_\_\_\_\_  
Emergency aid given veterans from Post funds \$ \_\_\_\_\_ Total Veterans \_\_\_\_\_

### LEGISLATIVE

Post has active chairman who reports regularly to Post meetings \_\_\_\_\_

Post presently subscribes to the *National Legislative News Bulletin* \_\_\_\_\_

### PUBLIC RELATIONS

Post has an active PR Chairman or Officer \_\_\_\_\_

Post Publishes a newspaper or bulletin regularly \_\_\_\_\_

Post communicates to the public through the use of:

Cable \_\_\_\_\_ TV \_\_\_\_\_ Radio \_\_\_\_\_ Local Newspaper(s) \_\_\_\_\_

Total members of: Florida Press Association \_\_\_\_\_ National Press Association \_\_\_\_\_

Name of Post Publication: \_\_\_\_\_

### UNIFORMED GROUPS

**Post Sponsors:** Drum & Bugle Corp \_\_\_\_\_ Color Guard \_\_\_\_\_ Firing Squad \_\_\_\_\_

Band \_\_\_\_\_ Chorus \_\_\_\_\_ Quartet \_\_\_\_\_ Drill Team \_\_\_\_\_

Cost of Unformed Group(s) to Post \$ \_\_\_\_\_

Total number of youths \_\_\_\_\_

Total number of Post members \_\_\_\_\_

### AMERICAN LEGION GUARD OF HONOR

Number of Post members serving on the Guard of Honor \_\_\_\_\_ Number of hours \_\_\_\_\_

Amount of monies donated by the Post to the Guard of Honor \$ \_\_\_\_\_

### POST EVERLASTING

Number for current year \_\_\_\_\_ Attach list of names to report for memorial service

**POST ACTIVITIES:** (Special events, projects or programs such as rifle/ pistol team, golf tournament, bowling team, Past Commanders Dinner, Awards Recognition Banquet, etcetera)

_____	_____
_____	_____
_____	_____

**Note:** This completed form is for Department and Post use.

***Do not send completed forms to National Headquarters.***

# Frequently Asked Questions For Creating a Post History Book

**Q: What's the easiest way to do your index for the back of the book?**

A: By far the easiest way to do a detailed index for your history book is to put the subject on index cards. This way, each index card is one person or place and can readily be added to your alphabetical index when your book is completed.

**Q: How many indexes do I need if I have multiple volumes for one year?**

A: One! Since all histories are numbered continuously, there will be no real confusion about the index pages. Just type up one index and put it in the last volume of your book. Since volume one will end with a specific number and volume two will start with the number after that, there isn't a problem with singular indexes.

**Q: Where can I get a copy of our Charter?**

A: By writing to either Department or National, you can request copies of your charter with the members who were there at the time of the chartering of the post.

**Q: Where can I get the American Legion History for my introduction?**

A: It's right there in the History Guide! Turn to the end of the guide and you will see a small excerpt that is great for the start of your introduction. Then, add how your post got involved in the community around you. It's a great way to introduce the reader to your history book!

**Q: Why do I need a history book at my post?**

A: Let's say that a new member comes into the post. They question where the flagpole came from. You don't know the answer, so you search for it to give an answer at a later date. Wouldn't it be handy to be able to pick up an old History volume to learn that tidbit of information? Histories are important, so keep yours yearly.

**Q: Where can I get a History Guide?**

A: History Guides are available in the Officers Guide, which is given to each post every year for their use. Guides are also provided at History meetings during annual conventions and upon request from the FALHA.

**Q: What is FALHA?**

A: FALHA is the Florida American Legion History Association. FALHA, similar to FALPA, is a group of individuals who are interested in the preservation of American Legion History. This group is provided with bi-monthly newsletters with tips and information on making history books as well as vital information about what the association is doing. Dues are \$5 a year, which covers the cost of the newsletters, copies of guides, mailings and expenses.