

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF KANSAS
HISTORIAN-HISTORY
2017-2018 PROGRAM ACTION PLAN**

Thank you for electing me, Annette Scheaffer, as your 2017-2018 Department of Kansas Historian. It is with great honor and loads of excitement that I present to you the 2017 Department of Kansas Historian-History Program Action Plan.

INTRODUCTION TO HISTORIAN-HISTORY COMMITTEE

It is a great and rewarding responsibility to be a Unit/District's Historian. You are responsible for recording the activities of your Units/Districts. Please take many pictures during events and special moments, and don't forget to send pictures with the reports that the Unit/District sends to District/Department.

Under the History Committee, you are also responsible for preserving and displaying other items of history of your Unit/District. This includes, but is not limited to, proper storage of books and records, displaying artifacts/pictures, etc. Historian and History Committee both have projects to record (oral and video) member and veteran histories.

Several years ago, the National Auxiliary changed the name of the Cavalcade of Memories committee to the History committee. The Department of Kansas incorporated the History committee in with the Historian's responsibilities. It is working out well!

HELPFUL RESOURCES

Please remember to "like" the Historian's Facebook Page: Historian, American Legion Auxiliary, Department of Kansas. You will find interesting things about history and articles on how to preserve different artifacts your Unit/District might have in its Cavalcade of Memories. If you have a question or suggestion for Kansas Unit/District Historian's please feel free to share on this page.

On the Department of Kansas website (www.kslegionaux.org), you will find a tab on the navigation menu titled, "Historian's Chronicles." Under this tab, you will find resources for Historians, past department histories, the Department of Kansas Cavalcade of Memories, and Historian's Video Chronicles. These items will be developed continuously throughout the year and beyond.

There are several other helpful resources for projects associated with Historian/History, enclosed with this plan:

1. How to Record and Post Oral Histories- "Members Remember" project
2. How to Celebrate Women's History Month
3. How to Involve Junior Members
4. Participate in the Veterans History Project. To order a kit go to www.loc.gov/vets/kit.html.

WRITTEN HISTORY CONTEST

At the 2017-2018 Department Convention there will be a contest for the best written history. The requirement and guidelines are provided herein. Below are a list of resources that will help you create your Unit/District's written history, which are enclosed with this plan:

1. Contest and judging information re: written histories at Conventions
2. How to Write a History; and
3. Tips on How to Write a History.

Units may submit the History at both District Convention and Department Convention.

If you have a junior interested in submitting a history for competition, please contact me for more information.

CREATIVE HISTORY DISPLAY CONTEST

At the 2017-2018 Department Convention there will also be a contest on who is the most creative in displaying their Unit/District history. This can be in any medium. For example: picture collage, painting of event/special person in Unit/District, memorials for events/Unit or District members, picture or video recording of your Unit/District's Cavalcade of Memories, etc. LET YOUR CREATIVITY GUIDE YOU! Surprise prizes will be awarded!

REPORTING

The Mid-Year and End-Year Report forms are enclosed. The names, addresses, and e-mail addresses of your District Historians will be provided on the forms. **PLEASE TAKE NOTE AS TO WHEN YOUR REPORTS ARE DUE:**

	UNIT to DISTRICT CHAIRMAN	DISTRICT to DEPARTMENT CHAIRMAN
Mid Year Reports	Friday, December 1, 2017	Friday, December 15, 2017
End Year Reports	Thursday, March 1, 2018	Monday, April 2, 2018

I strongly suggest that you submit all of your reports by e-mail. This will save your Unit/District time and money, if you can do so.

The Historian-History Program Action Plan, with its attachments, will be available online at www.kslegionaux.org on or before October 1, 2017.

THANK YOU FOR ALL THAT YOU DO FOR THE AMERICAN LEGION AUXILIARY!

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