



Historian Manual

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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 Marriott's Orlando World Center; 8701 World Center Dr. Orlando, FL 32821**. There will be a table set up in the Headquarter Office for you to place your book on. **Thursday night (June 27)** the books will be taken 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 14, 2019.***

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

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.

History Contest Point System

PART I -- FORMAT--40 POINTS		
(1) COVER - standard three-ring binder for 8½ x 11 inch, bond paper, emblem, etc.	(5)	
(2) NAME/ADDRESS OF COMPILER - inside front cover/lower left hand corner		
(3) TITLE PAGE - centered in logical arrangement/double line spacing plus, etc	(5)	
(4) INTRODUCTION - background of Post; tie-in Department/National; community, etc.	(5)	
(5) TABLE OF CONTENTS - with page reference of Chapters, Appendices, etc.	(5)	
(6) PREAMBLE - to the Constitution of The American Legion, etc.	(2)	
(7) INDEX - comprehensive alphabetical listing carried at end of history book	(13)	
(8) PAGE NUMBERING - for Table of Contents, Chapters, Appendices, and Index	(5)	
Subtotal	(40)	
PART II -- GRAPHIC ACCOUNT/READABILITY -- 40 POINTS		
(1) NARRATIVE - rather than a statistical style of presentation	(10)	
(2) PRESENTATION - chronological order and in the third person; not to detract from the general readability	(10)	
(3) CLEAR/GRAMMATICALLY CORRECT - pleasing to the general reader	(10)	
(4) ORIGINALITY - different in thought and presentation	(10)	
Sub total	(40)	
PART III -- ILLUSTRATIONS -- 10 POINTS		
(1) ARRANGEMENT - check in relation to text and captions under each, etc.	(5)	
(2) CLEAR-CUT PHOTOGRAPHS - blurry/foggy prints will not aid materially	(5)	
Subtotal	(10)	
PART IV -- JUDGES OPTION -- 10 POINTS		
(1) JUDGES WILL CONSIDER - a number of qualities or items of content in the history which are not readily cataloged under the preceding headings		
(2) JUDGES WILL DETERMINE - features which make a history especially attractive or useful as a source of reference and of historic value	(10)	
TOTAL POINTS OF ENTRY	(100)	

Scrapbook Point System

PART I -- FORMAT--40 POINTS		
(1) COVER - standard three-ring binder for 12 x 15 inch, bond paper, emblem, etc.	(5)	
(2) NAME/ADDRESS OF COMPILER - inside front cover/lower left hand corner	(3)	
(3) TITLE PAGE - centered in logical arrangement/double line spacing plus, etc	(5)	
(4) INTRODUCTION - background of Post; tie-in Department/National; community, etc.	(5)	
(5) TABLE OF CONTENTS - with page reference of Chapters, Appendices, etc.	(5)	
(6) PREAMBLE - to the Constitution of The American Legion, etc.	(2)	
(7) INDEX - comprehensive alphabetical listing carried at end of history book	(10)	
(8) PAGE NUMBERING - for Table of Contents, Chapters, Appendices, and Index	(5)	
Subtotal	(40)	
PART II -- GRAPHIC ACCOUNT/READABILITY -- 40 POINTS		
(1) ARRANGEMENT - systematic and logical arrangement should be sought and planned. Material to be recorded in chronological order. The reader must be able to follow the meaning of the illustrations with very little difficulty or confusion	(20)	
(2) IDENTIFICATION -- All clippings and/or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provide proper left-to-right	(10)	
(3) CLEAR/GRAMMATICALLY CORRECT - pleasing to the general reader	(10)	
Sub total	(40)	
PART IV -- JUDGES OPTION -- 10 POINTS		
(1) JUDGES WILL CONSIDER - a number of qualities or items of content in the history which are not readily cataloged under the preceding headings		
(2) JUDGES WILL DETERMINE - features which make a history especially attractive or useful as a source of reference and of historic value	(10)	
TOTAL POINTS OF ENTRY	(90)	

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 \$ _____
 Post Sponsors Squadron _____
Sons of The American Legion: Numb
 er 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: (Athletic Program Designed for the Retarded)

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 flag pole 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.