



Department  
of Florida



# Historian Training

Instructors: Edward Lewis

2025 DEPARTMENT OF FLORIDA

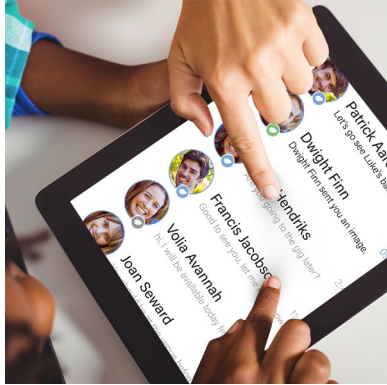
# DEPARTMENT CONVENTION

[www.floridalegion.org](http://www.floridalegion.org)

# History Book Timeframe

- One year
- Installation of officers to next installation of officers
- (NO Perfect Book)
- Deadline is the First day of Department Convention!

# Where do you get the information?



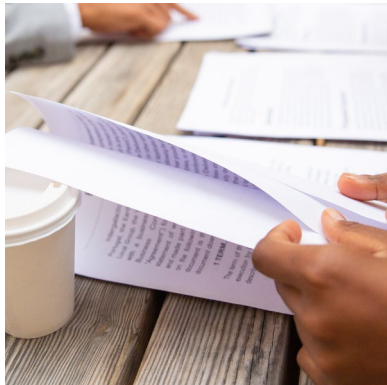
Individual  
Members Report



Checkbook  
Records



Call Members



Meeting Minutes

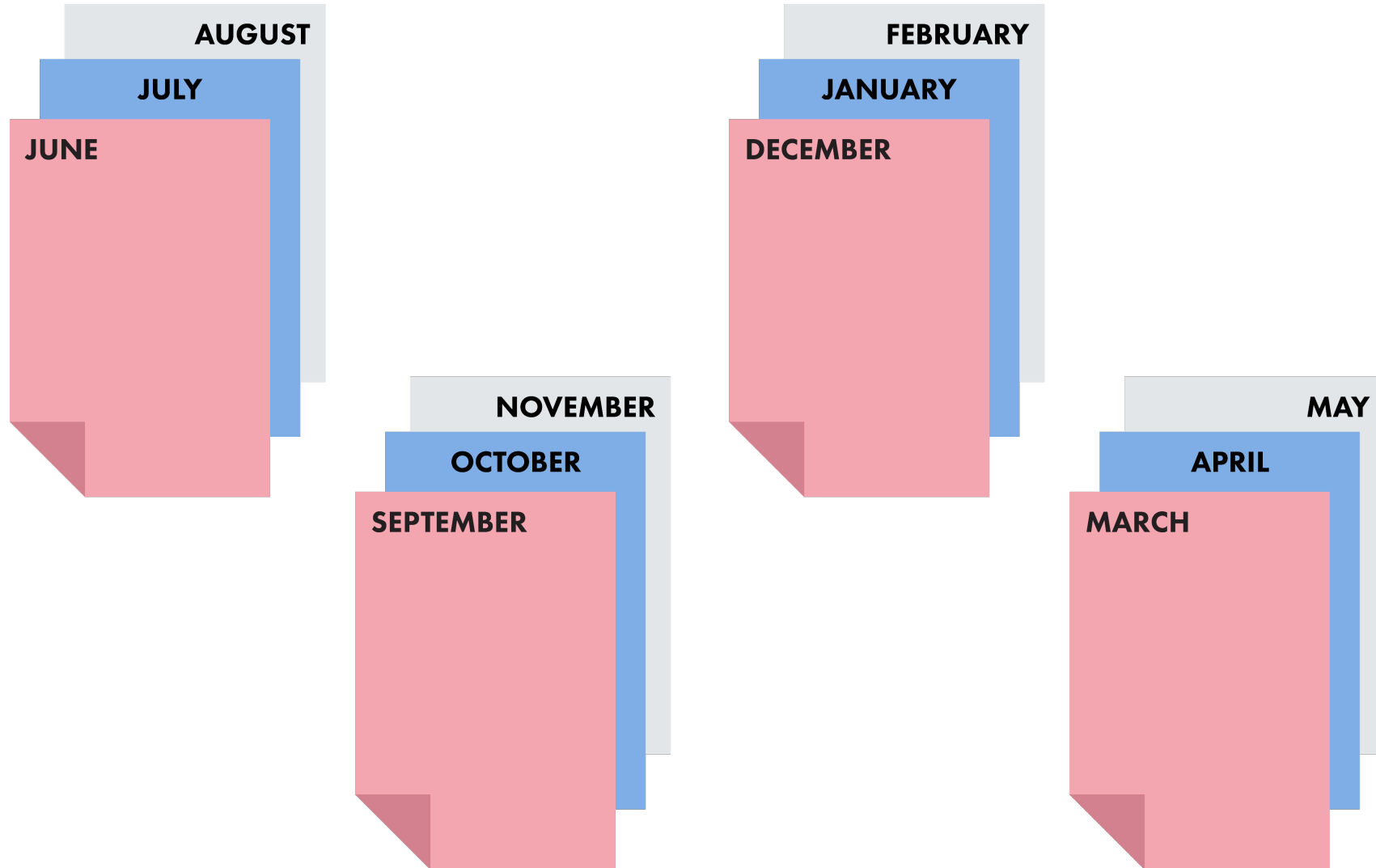


Post Calendar



News Clippings

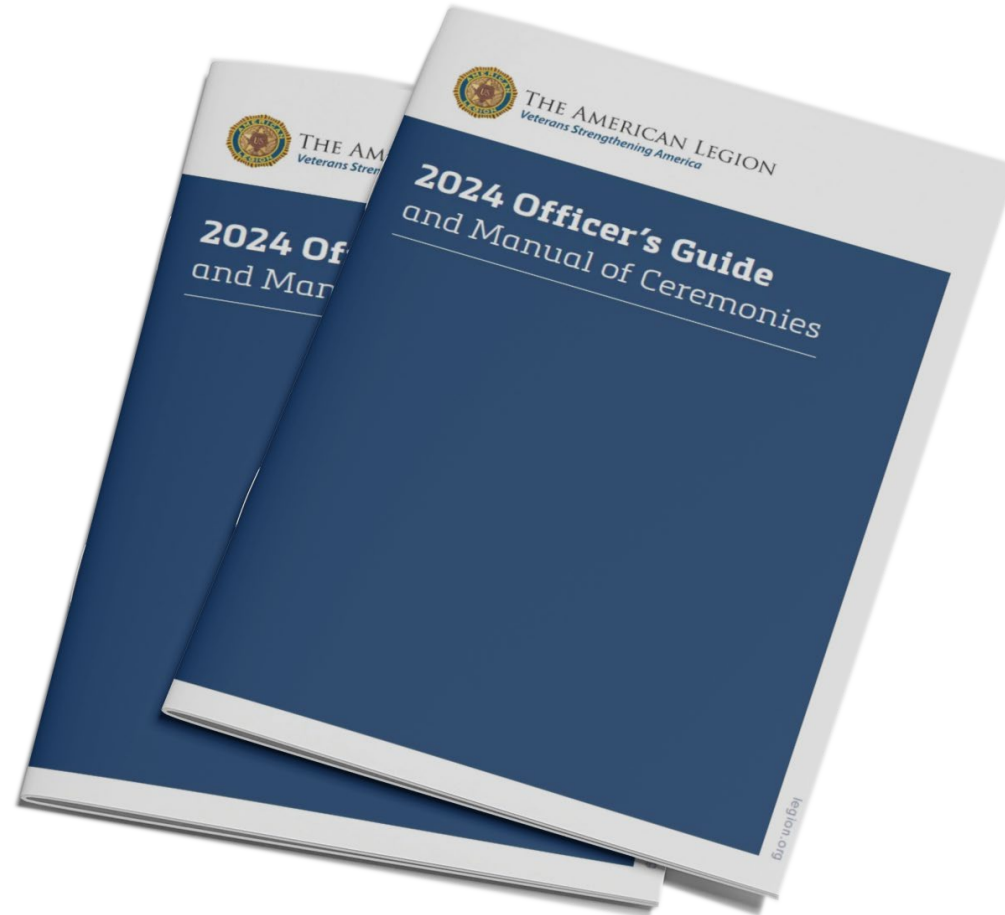
# History Book Timeframe



# The Historian Competition

Here are some of the things you need to keep in mind.

# History Book Guidelines



Check for the most current version at [www.legion.org](http://www.legion.org)

# Be Creative

The Judges have optional points that they can award for items that are especially attractive or useful.

# Clear Photos



- Crop photos
- Avoid Beverages, Cigarettes, or Offensive Content
- Don't place too close to the center of the book



# K.I.S.S. Theory

- Don't distract the viewer
  - Only three or four photos per event (recommended)
  - Leave Napkins and Matchbooks out
- You can add the “Fluff” back into your book when it's returned from competition.

# Yearbooks / Scrapbooks

Compilation and Judging

# Follow the Rules

Yearbook/Scrapbook Contest  
judging breaks out is as follows:

# Part 1: Format – 40 Points

## COVER (5)

- Size 12 X 15 max.
- Legion Emblem – centered L to R
- Name and Number of Post
- Volume Number if needed
- Bindery



# Part 1: Format – 40 Points

## COVER (5)

Not to exceed  
three (3) inches  
between front  
and back cover

Use spacers to make  
both sides of the book  
the same thickness



# Part 1: Format – 40 Points

## Name/Address (3)

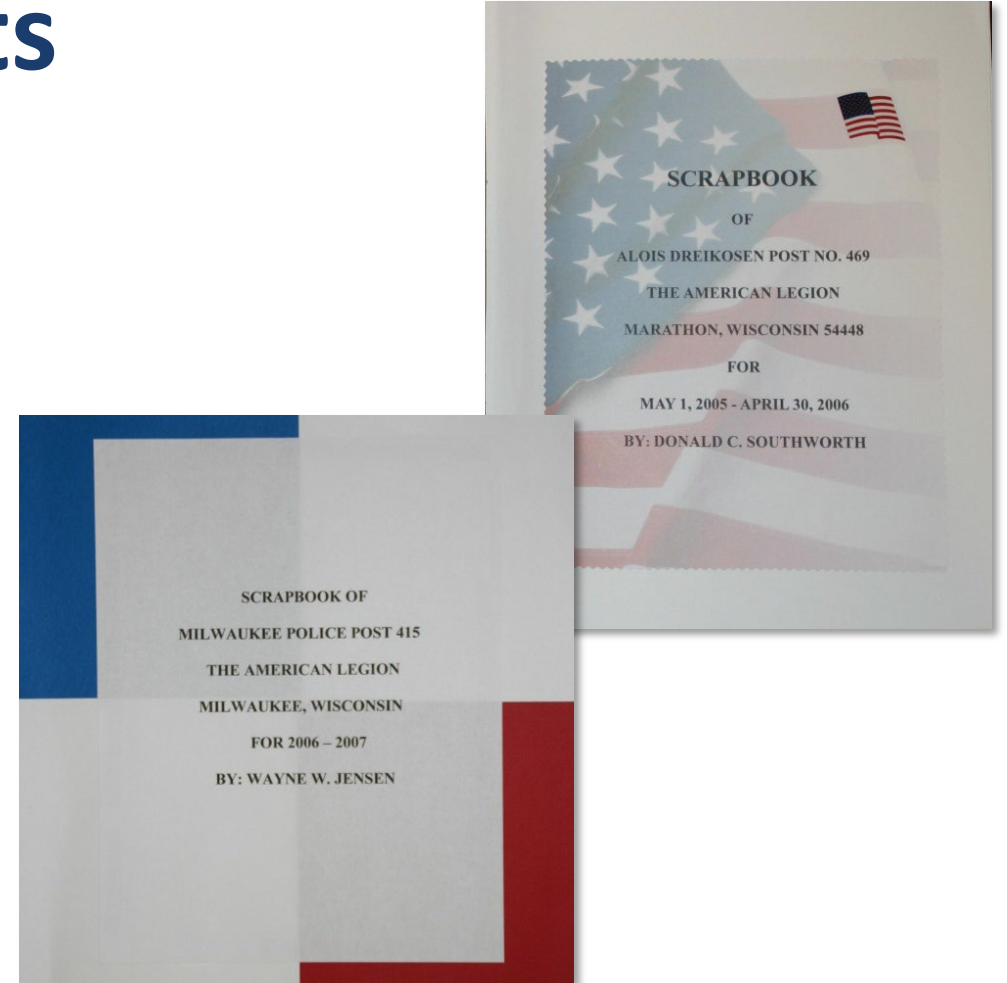
- Full name and address of author
- Located in lower left corner
- Neatly typed
- Centered
- 3 x 5 index card



# Part 1: Format – 40 Points

## Title Page (5)

- First page facing the reader
- Centered on page
- Double-spaced or more



# Part 1: Format – 40 Points

## Introduction (5)

- Formation of National and Department (Brief)
- How Post name was selected (Brief)
- Brief resume of the community
- Post Home information
- Post Officer background

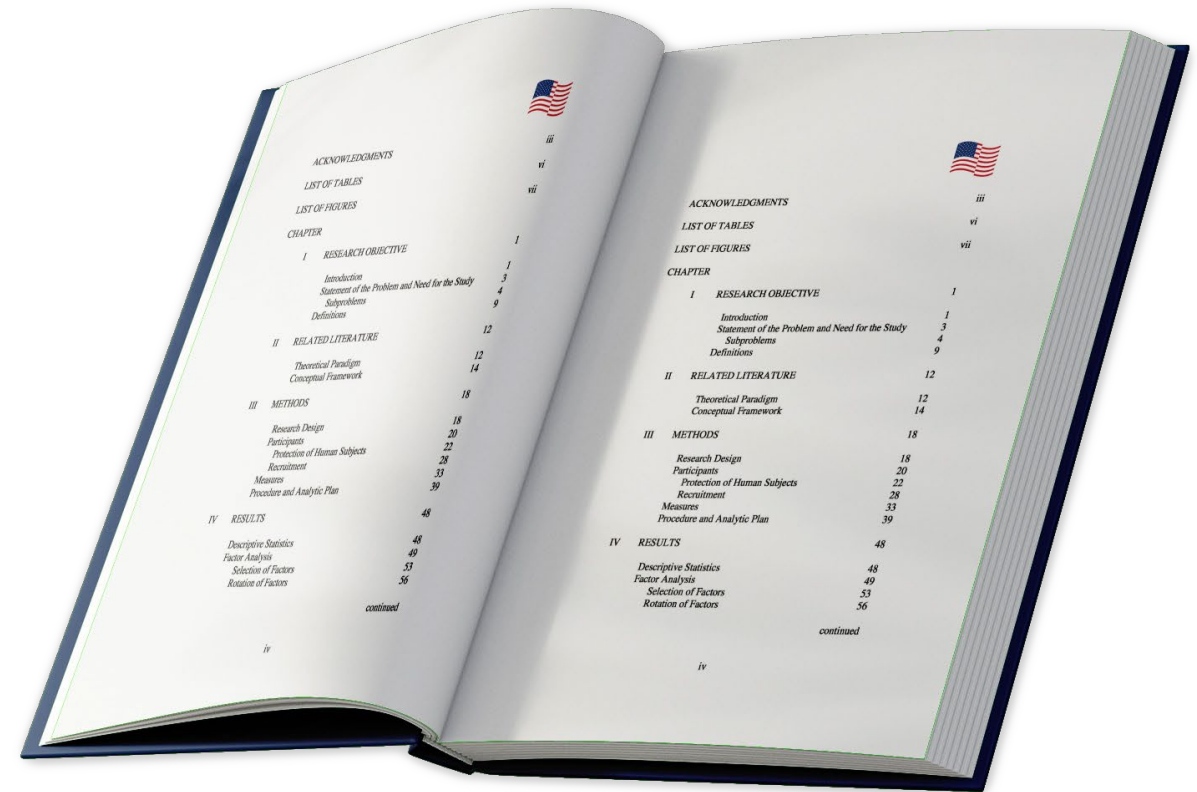




# Part 1: Format – 40 Points

## Table of Contents (5)

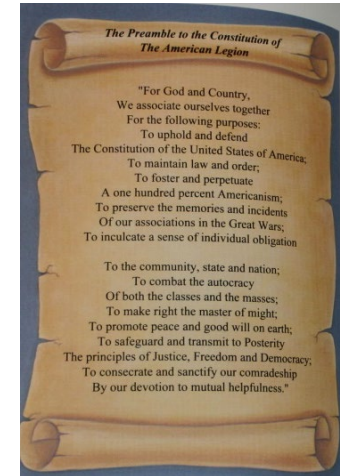
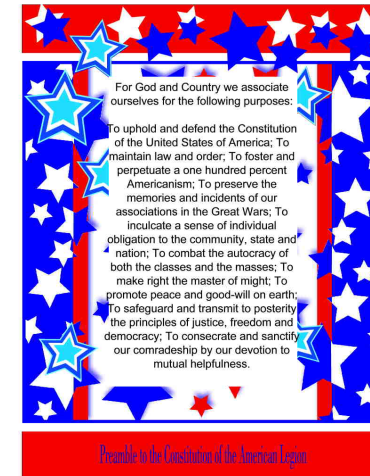
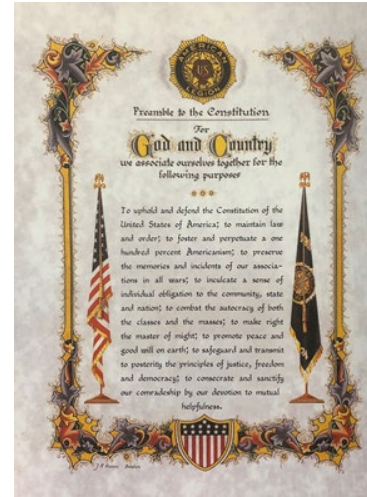
- Separate units covering programs with page references
- If more than one volume, each volume should have a complete table of content



# Part 1: Format – 40 Points

## Preamble (2)

- Multicolored print is available from Emblem Sales
- Be creative and make your own



# Part 1: Format – 40 Points

## Index (10)

- Alphabetical index of
  - Names
  - Places
  - Events
- This is at the end of the book
- If more than one volume, each volume should have a complete index



# Part 1: Format – 40 Points

## Page Numbering (5)

- Start with Title Page
- Be consistent
  - In location
  - Top or Bottom
- Count all pages even if they are blank
- Blank pages should state “Page intentionally left blank”

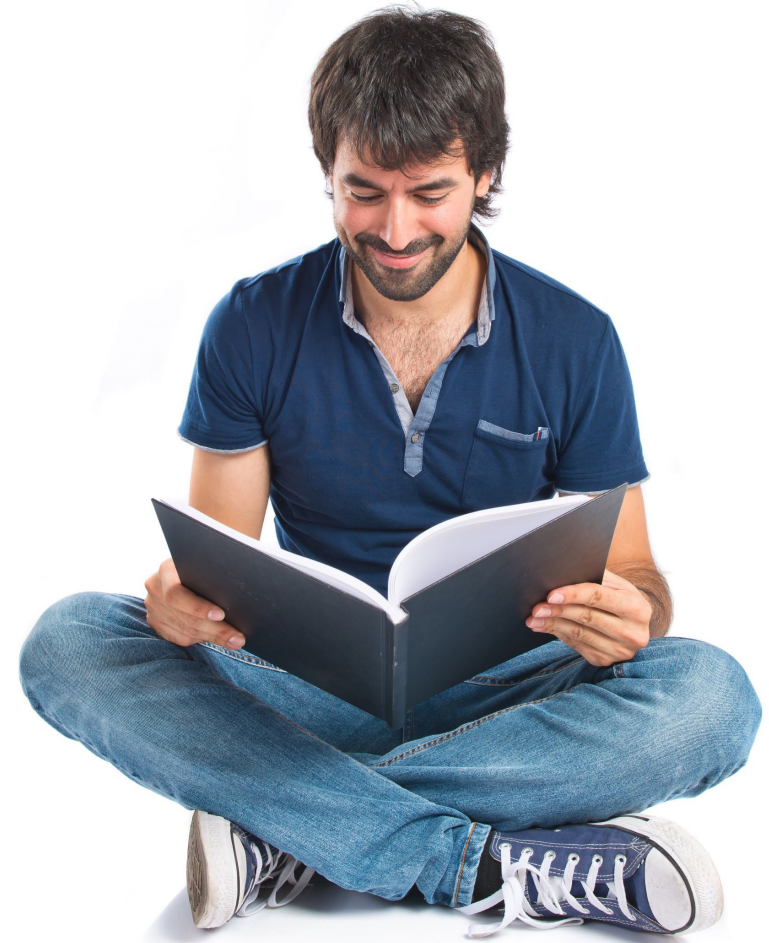




# Part 2: Account/Readability – 40 Points

## Arrangement (20)

- Systematic and logical
- Chronological order
- Easy for reader to follow



# Part 2: Account/Readability – 40 Points

## Identification (10)

- Who – use full proper name
- What
- Where
- When
- Identified left to right & front to back
- Large groups don't need identification



Department Commander Charles Cooney (far right back row) along with Charter Members of Landt-Thiel Post 470 Saukville during the Post's 60th Anniversary celebration on November 11, 2006

## Part 2: Account/Readability – 40 Points

### Clear Cut Photo (10)

- Clear and sharp
- Blurry or fuzzy will distract
- Proper arrangement



# Part 3: Judges Option/Originality – 10 Points

## Originality (10)

- Different in Thought
- Different in Presentation





## Part 3: Judges Option/Originality – 10 Points

- Items not readily cataloged under other headings
- Features that make the book more useful
- Inaccuracies will have a disqualifying effect

# Part 3: Judges Option/Originality – 10 Points

## Arrangement (20)

- Systematic and logical
- Chronological order
- Easy for reader to follow

# Scoring

- If an item is in the book, you can not give the book a zero (0) for that item
- Except, judges' points start at zero



# Any questions about the Yearbook / Scrapbook?

# Narratives

Compilation and Judging

# Narratives

- Some items are the same as yearbook, others are very different.
- Re-examine the Outline using the Standards as a checklist before submitting your entry.

# Part 1: Format – 40 Points

## Cover (5)

- Standard 3 ring binder for 8 ½ x 11 paper
- Legion Emblem
- Name and Number of Post
- Volume Number if needed
- Not to exceed 3 inches front to back



# Part 1: Format – 40 Points

## Name / Address (3)

- Full name and address of author
- Located in lower left corner
- Neatly typed
- 3 x 5 index card
- Centered





# Part 1: Format – 40 Points

## Title Page (5)

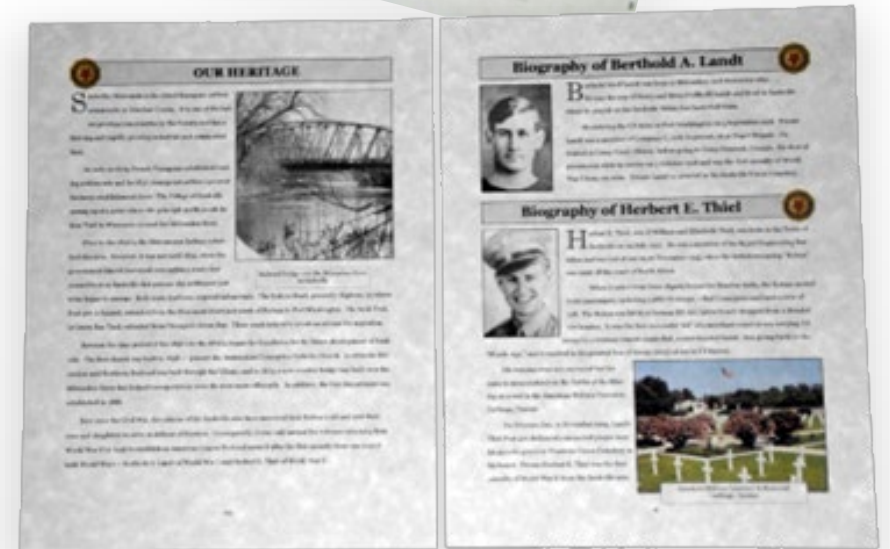
- First Page facing the reader
- Centered on Page
- Double spaced or more



# Part 1: Format – 40 Points

## Introduction (5)

- Formation of National and Department
- How Post name was selected
- Brief resume of the community
- Post Home information
- Post Officer background



# Part 1: Format – 40 Points

## Table of Contents (5)

- Page reference of CHAPTERS and APPENDICES

Title Page	Page
Introduction	1
Author's Note	10 to 11
American Legion - Who we are	12 to 15
Our Heritage	16
Description of Berthold A. Lund and Robert E. Thiel	17
Photo of First Childhouse	18
Table of Contents	19 to 20
Preamble to the Constitution of The American Legion	21 to 22
Chapter 1 - Roster of Officers	23 to 24
Departmental Commander, District and County Commanders and Adjutants	25
Post Commanders, Post Officers, Executive Committee	26 to 27
Chapter 2 - Roster of Post Chairmen	28 to 29
Chapter 3 - One Year Post Chronicle	30 to 31
Chapter 4 - Americans and Children & Youth	32 to 33
Americans and Children & Youth Committee	34 to 35
Parents' Organization	36 to 37
Spirit of the Year	38 to 39
Single Service Projects	40 to 41
Single Service Recognition	42 to 43
Postmaster's Letter Column	44 to 45
Youth Baseball	46 to 47
American Legion Budget Boys State	48 to 49
Scholarship Awards	50 to 51
Chapter 5 - Rings	52 to 53

# Part 1: Format – 40 Points

## Preamble (2)

- Multicolored print is available from Emblem Sales
- Be creative and make your own



# Index (10)

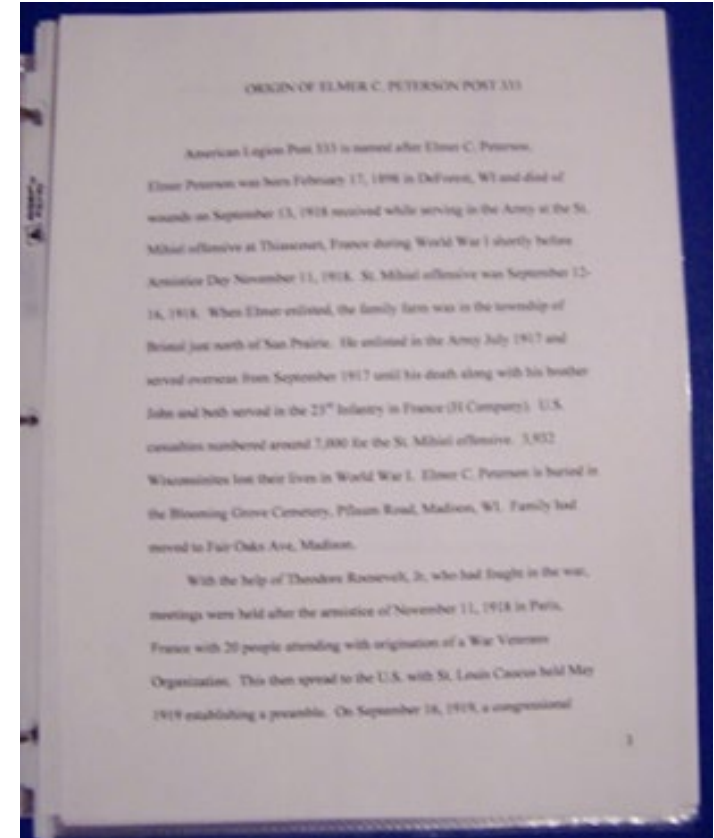
- Alphabetical index of
  - Names
  - Places
  - Events
- After the APPENDICES



# Part 1: Format – 40 Points

## Page Numbering (5)

- Title Page 1 or i
- Introduction 2 or ii
- Table of Content 3 or iii
- Preamble 4 or iv
- The rest using Arabic Numbers



# Chapters

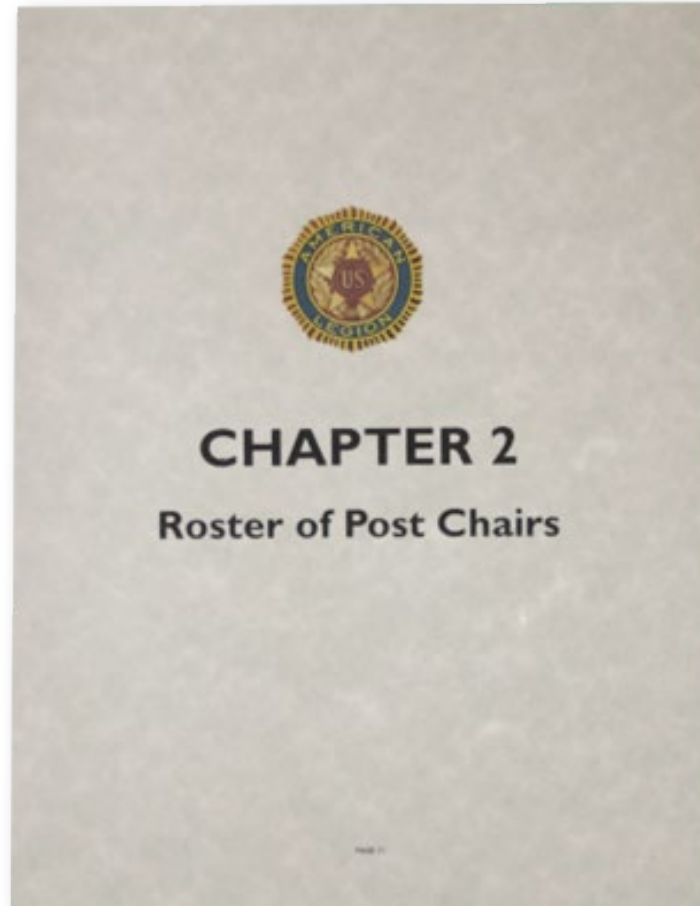


# Chapters: Chapter 1 – Roster of Post Officers





# Chapters: Chapter 2 – Roster of Post Chairs



# Chapters: Chapter 3 – One-Year Post

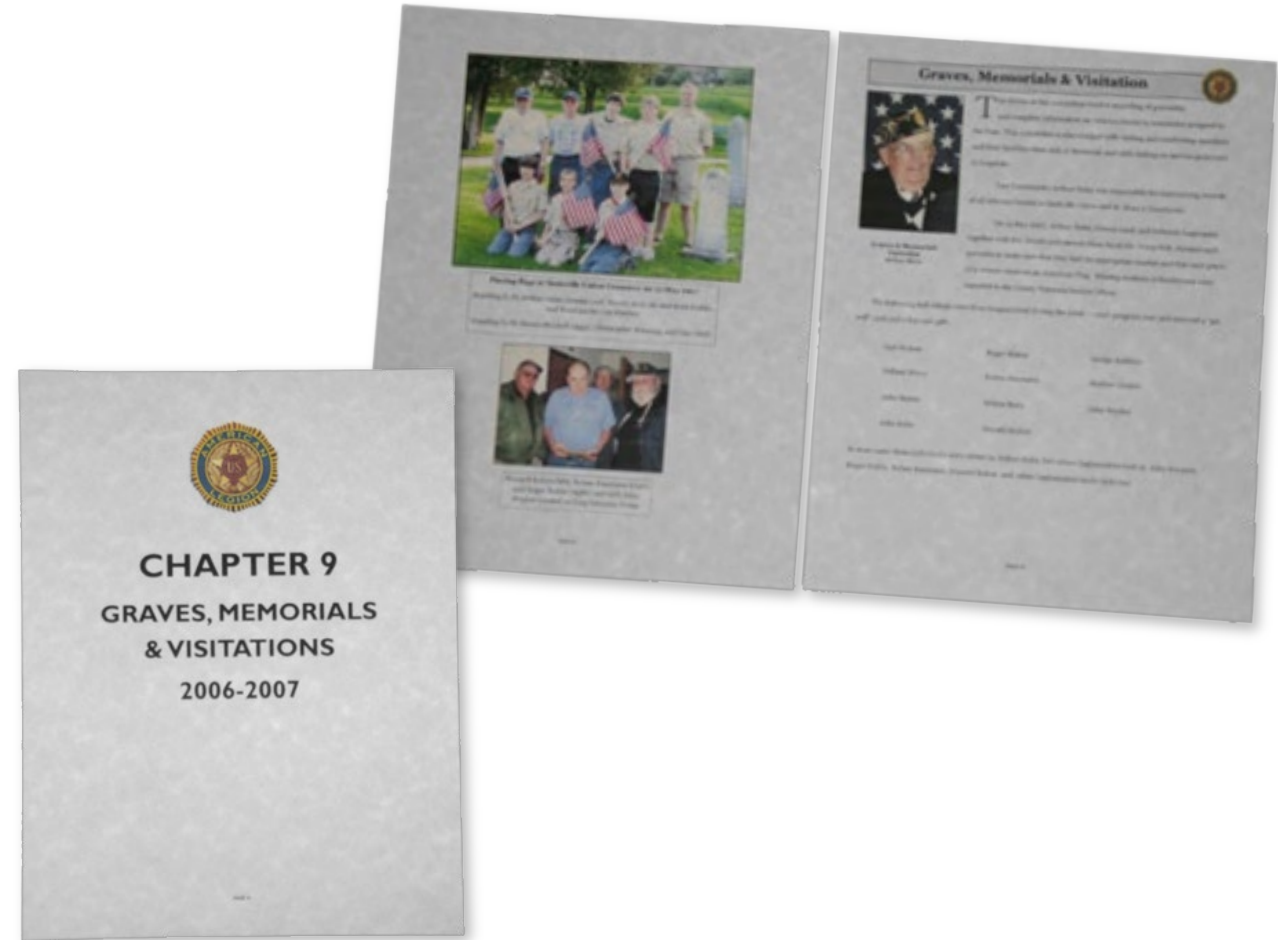
## Chronicle

- Use minutes of meeting for information
- No photos or newspaper articles



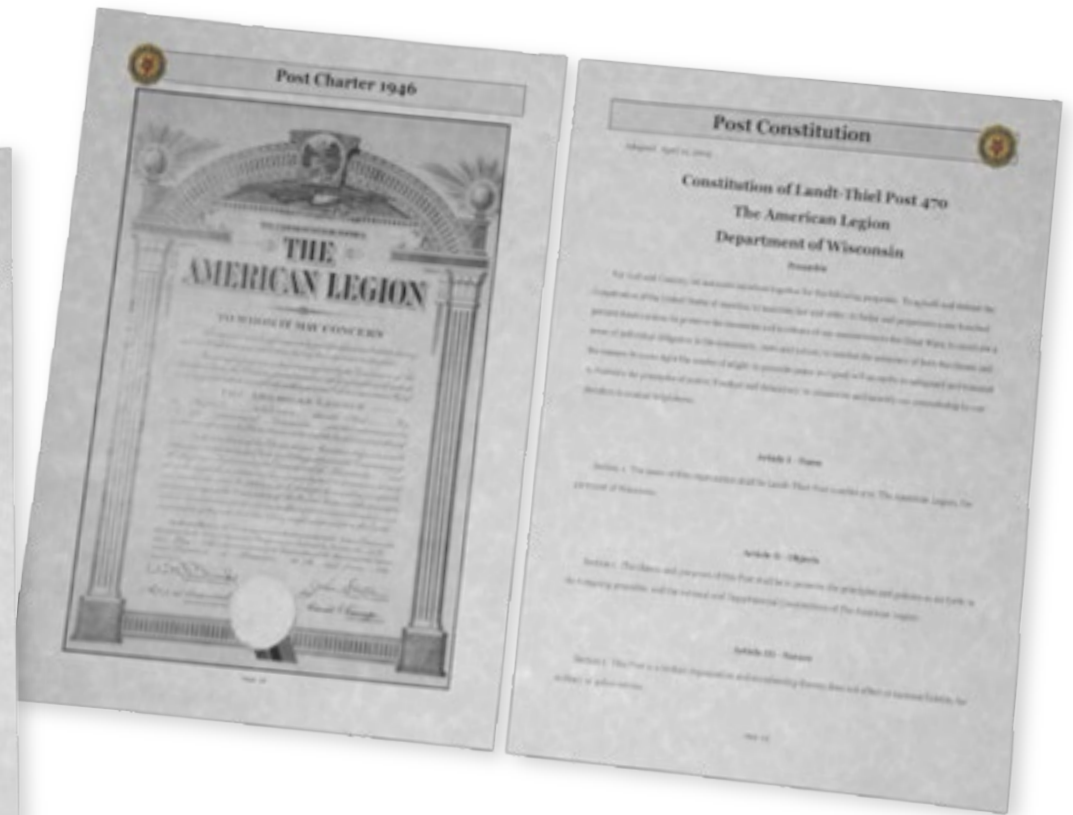
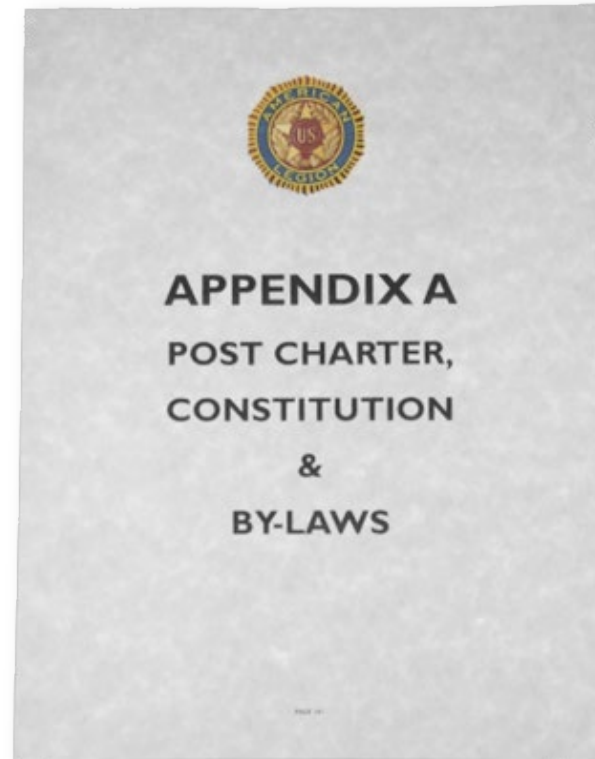
# Chapters: Chapter 4<sup>+</sup> – Programs

- Chapters dedicated to individual committees
- Include photos with captions



# Appendices

Statistical data after the Chapters before Index  
Post Constitution and By-Laws



# Appendices

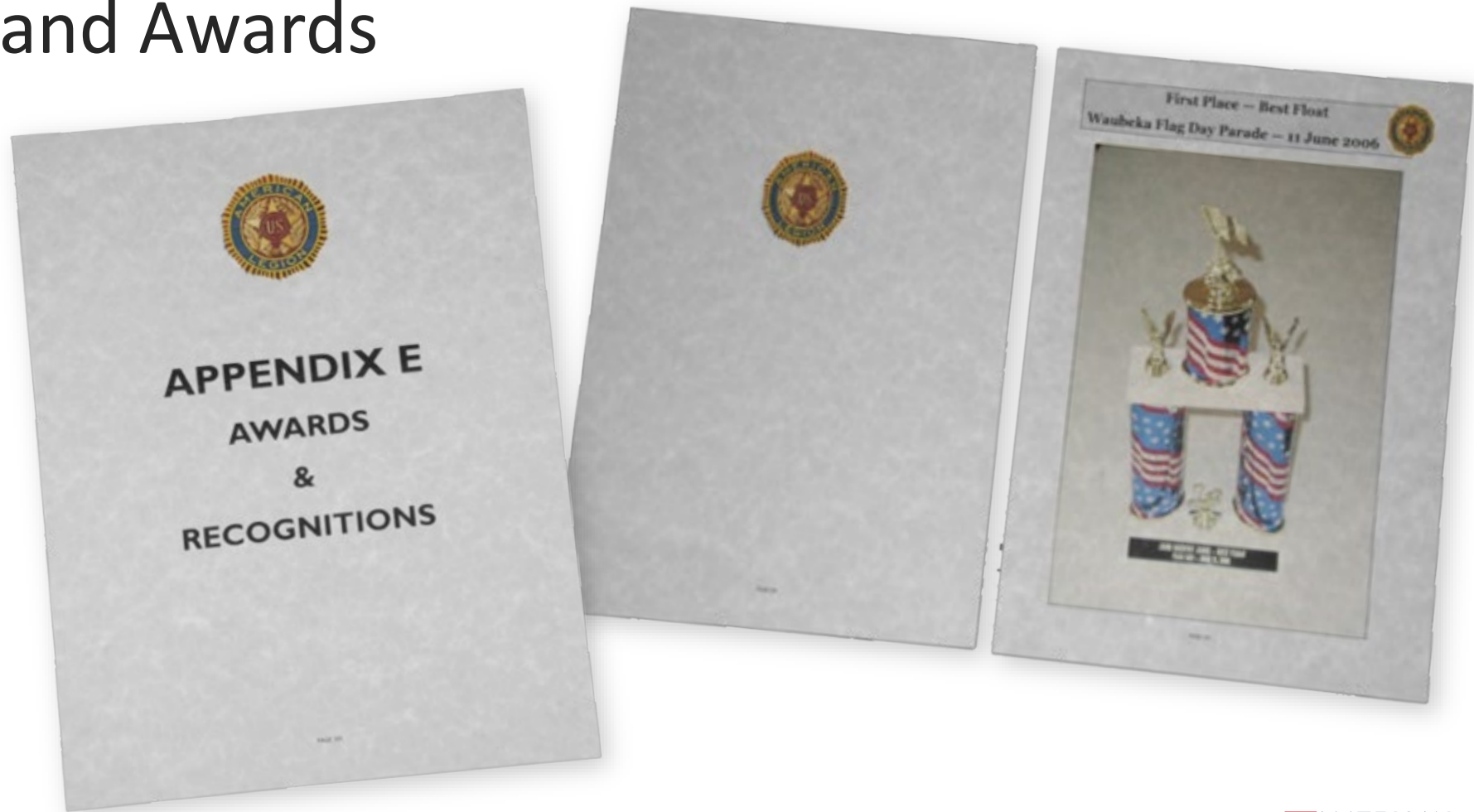
## Roster of Past Commanders





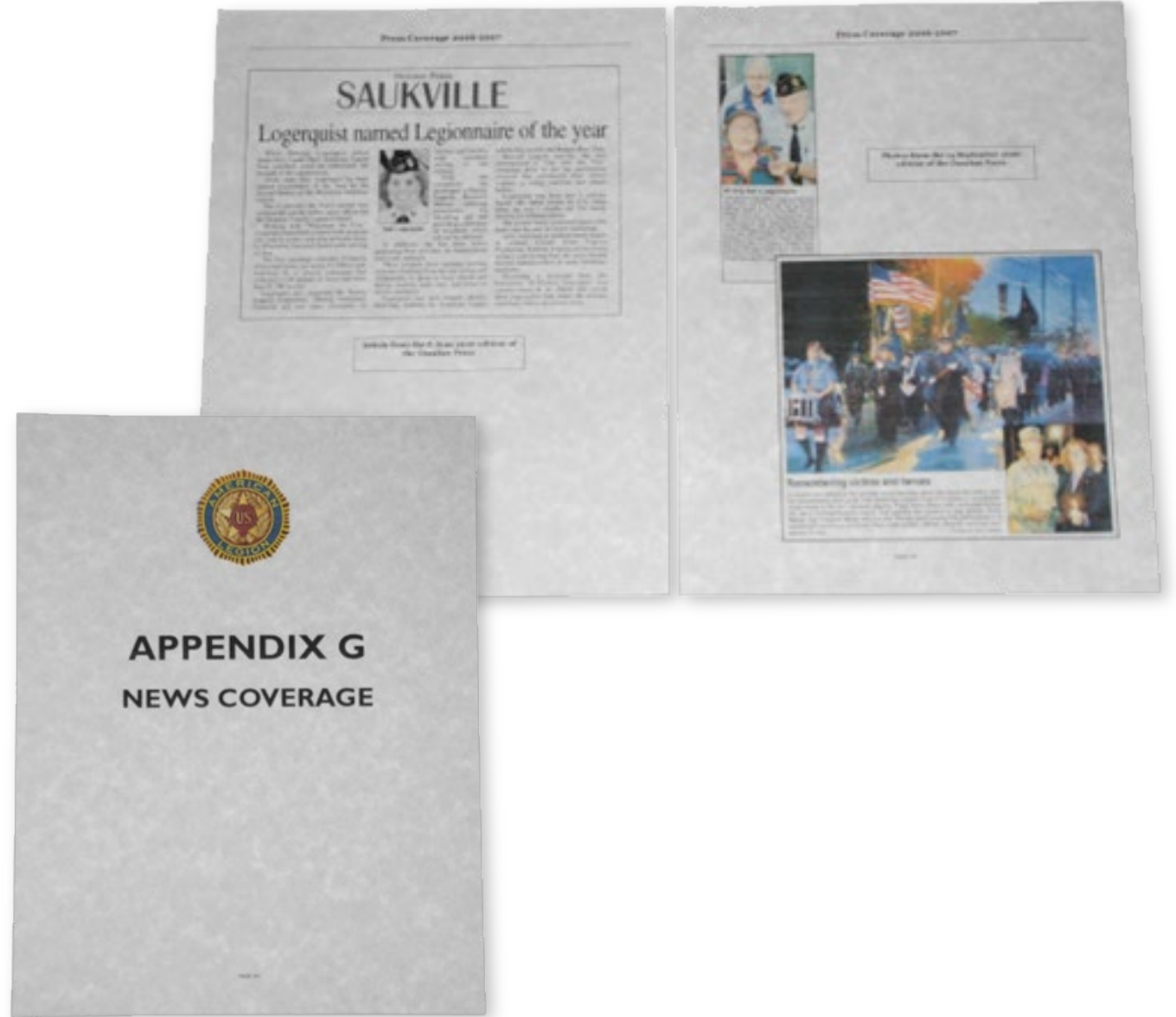
# Appendices

## Citations and Awards



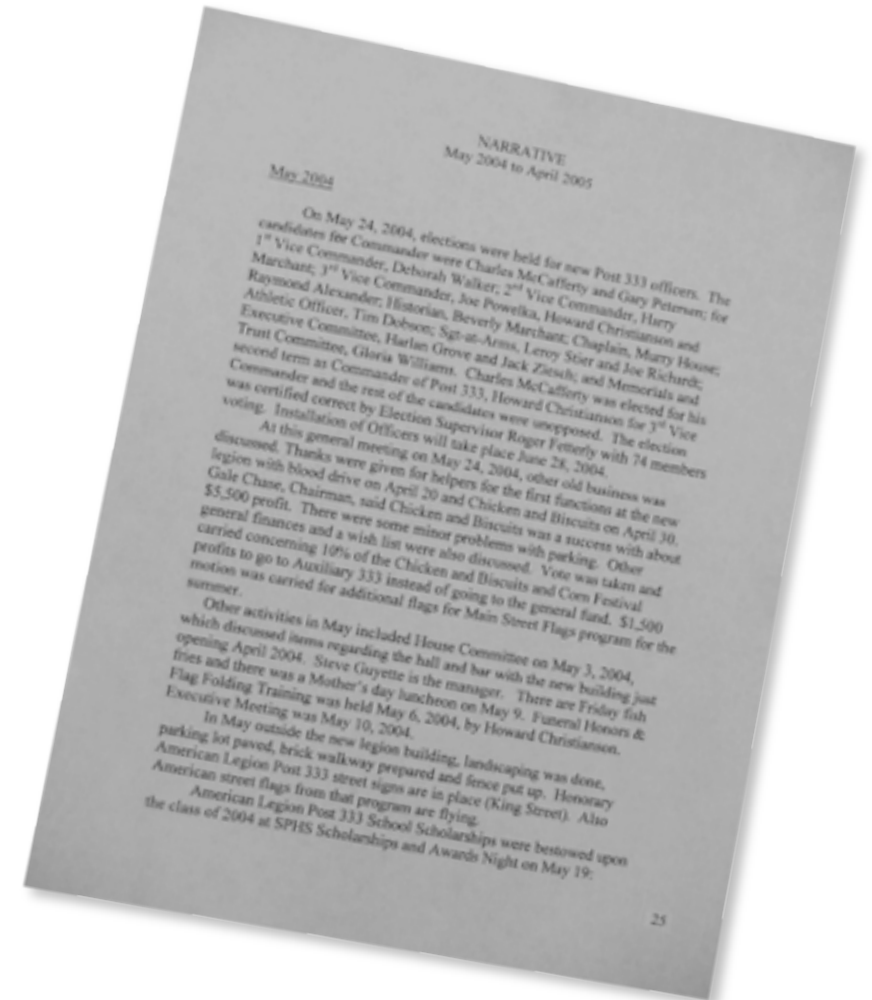
# Appendices

**News Coverage –**  
This is where news  
clippings are  
displayed.  
  
Newspaper  
deteriorates so use  
photo copy.



## Part 2 – Graphic Account / Readability – 30 Points

- Narrative not statistical style
- Pleasing to general reader
- Write in third person
- Chronological / detailed account
- No analysis or interpretation





## Part 3 – Illustration - 10 Points

- **Arrangement (5)**

- All photos identified
  - Who – (use full proper name)
  - What
  - Where
  - When
  - Identified Left to Right
  - Front to back
- Check for relation to text

- **Clear-Cut Photo (5)**

## Part 4 – Judges Option - 10 Points

- Items not cataloged under other headings
- Features that make the book more useful
- Inaccuracies will have a disqualifying effect

# Questions?



**Please leave feedback.**