



---

# Historian's Workshop Fall Conference 2025

Department of Florida

Historian

Edward Lewis

16history@gmail.com



# History Book Timeframe

---

- One year
- Installation of officers to next installation of officers
- (NO Perfect Book)



# Where Do You Get The Information?

---



Individual Members Report



Checkbook Records



Call Members



Meeting Minutes



Post Calendar



News Clippings



# Gather Information Monthly

August

July

June

February

January

December

November

October

September

May

April

March



# The Historian Competition

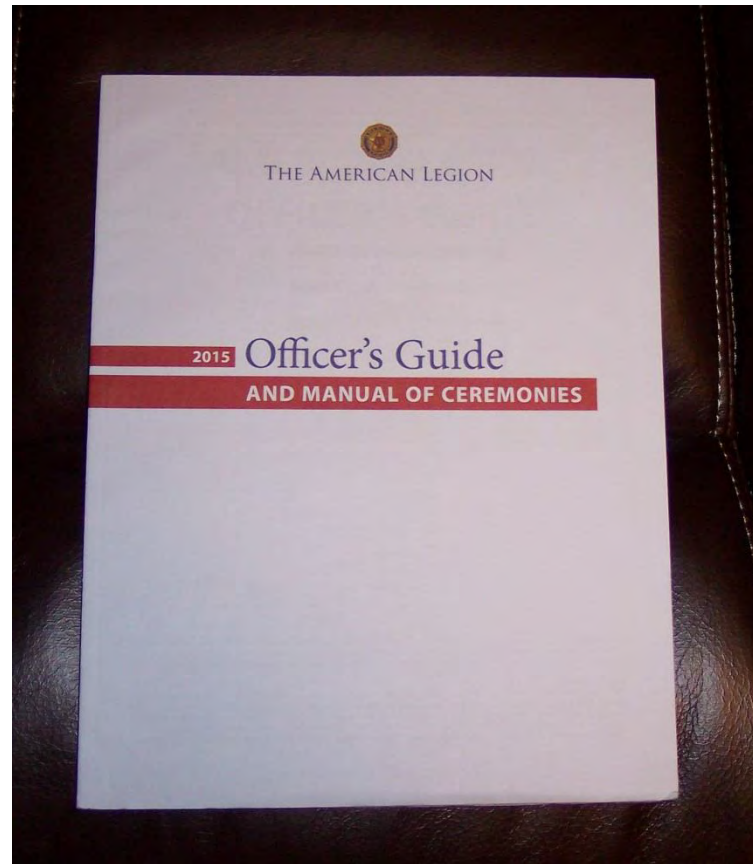
---

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



# Do you know where to find the history book guidelines?

---



Check for most current version or 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.



# Make sure pictures are clear

---



- Crop Pictures
- Avoid Beverages or Cigarettes
- Don't paste too close to center of book.





# Use the 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.



# Make Sure You Follow The Rules

---

For the  
Yearbook Contest

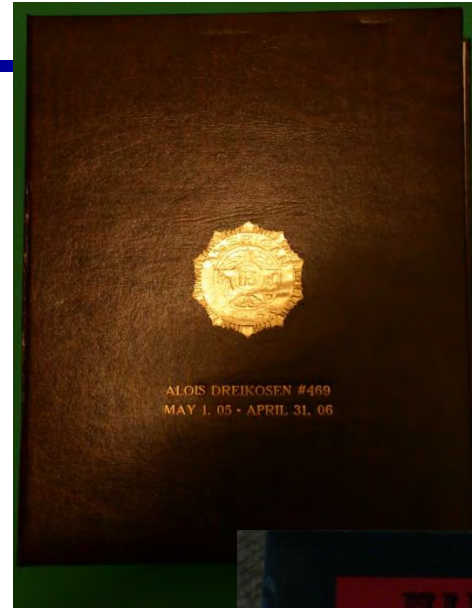
The Judging breaks  
out as follows:



# PART 1 – Format – Total 40 Points

## COVER (5)

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





# PART 1 – Format – Total 40 Points

---

## COVER (5)

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

Use Spacers to  
make both  
sides of book  
same thickness





# PART 1 – Format – 40 Points cont.

---

## Name/Address (3)

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

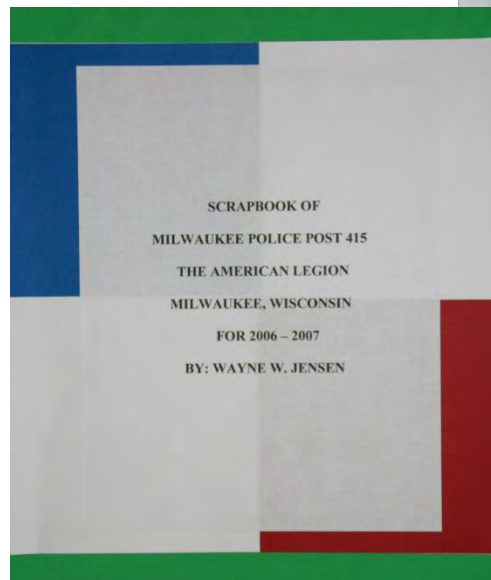
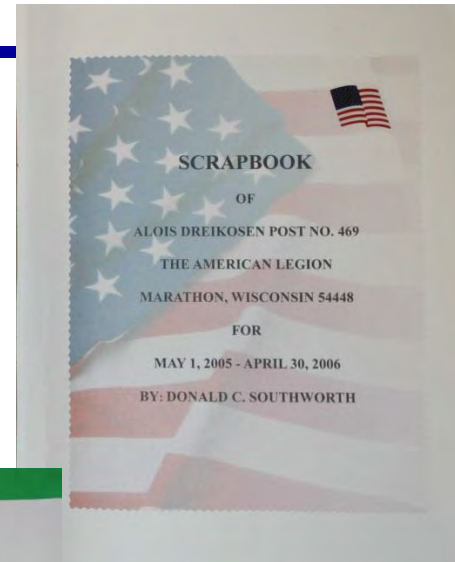




# PART 1 – Format – 40 Points cont.

## Title Page (5)

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







# PART 1 – Format – 40 Points cont.

## 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 cont.

## 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

**VIII. August - 2005 Post Activities:**

1. News Article.....	40
a. August 17, 2005.....	
(1) Legion Post 409.....	41-42
2. Dispatch of Unavailable Page Committee.....	42
3. Budget Day.....	43
a. Andy Harnisch.....	43
4. Service Officer Award.....	43
a. Bill Butler.....	43
5. Thank You Note.....	44
a. Ruth Franklin.....	44
6. Thank You Card.....	44
a. Jerry Gage.....	44
b. Al Back.....	44
c. David Lane Bennett Family.....	44
7. Letter to T-Shirt Parents.....	45
8. Thank you Card.....	45
a. Colleen and Gail.....	45
9. T-Shirt Parents' Cashes.....	46-51
a. Katherine Badden.....	46
b. Brinkley Murray.....	47
c. Douglas Scott Jacob.....	48
d. County Materials.....	49
e. Marjorie Lane Spurr's Bar & Dining.....	50
f. Bruce N. Sisk's Burger's N' Shake's.....	51
10. News Article.....	52
a. August 16, 2005.....	
(1) Legion Baseball.....	52
11. News Article.....	53
a. August 16, 2005.....	
(1) Briscoe Baseball.....	54
12. News Article.....	54
a. August 16, 2005.....	
(1) Robert L. Munster - Obituary.....	55
13. Alumni Fair Parade.....	55
a. August 16, 2005.....	
(1) Alumni Fair Parade.....	55
(2) 2005 Fair Days Queen Candidates.....	56
(3) Marjorie High School Color Guard.....	56
14. News Article.....	56
a. August 24, 2005.....	
(1) Summer League Changes.....	56

**IX. September - 2005 Post Activities:**

1. News Article.....	57
a. August 31, 2005.....	
(1) Marjorie Fair Days This Weekend.....	58-59
2. News Article.....	59-60
a. September 7, 2005.....	
(1) Marjorie Fair Days.....	59
(2) Marjorie Fair Days.....	60
3. News Article.....	60
a. September 7, 2005.....	
(1) LETTER TO THE EDITOR.....	61-64
4. Marjorie Fair Days - 2005.....	61-64
a. Kiddle Day Parade.....	61
b. Charlene Griffl Chicken.....	62
c. Marjorie High School Band.....	63
d. Fair Days Queen & Her Court.....	64
e. Legion Auxiliary Fund.....	65
f. Budget Fair Day and Gift.....	66
g. Mike Towner.....	67
h. Parade Marshals.....	68

**X. October - 2005 Post Activities:**

1. News Article.....	65
a. October 14, 2005.....	
(1) American Legion.....	66
2. Children & Youth Certificate Presentation.....	66
3. Discussion @ Legion Meeting.....	66
4. Thank You Card.....	66-69
a. Pat Schellinger.....	66
b. Martin Stahel.....	67
c. Alex Kowalski.....	68
d. Werner Zulliger.....	69
e. Bruner Family.....	70
f. Jeff Rucke.....	71
g. Hildegard Pader.....	72
h. Eric Kowalski.....	73
5. Thank You Letter.....	70
a. Marjorie Branch Library.....	70
6. Sponsor The World's Largest.....	71
a. Marjorie Fair Days.....	71

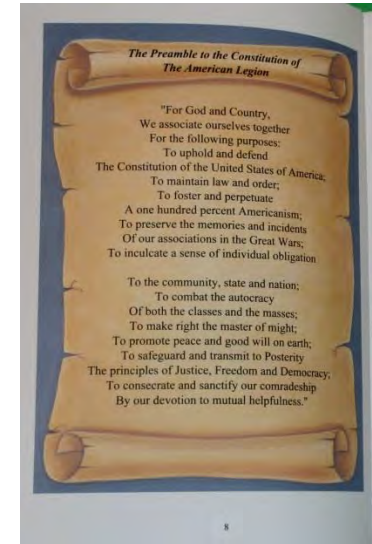
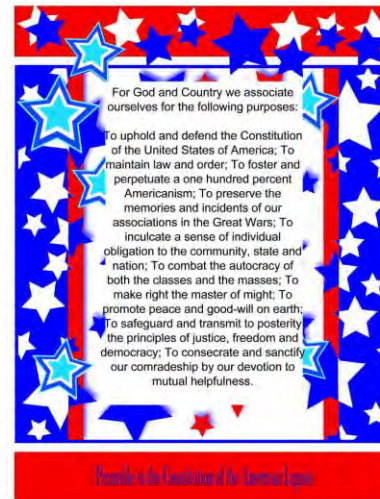
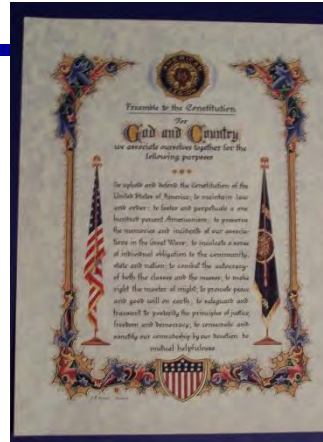




# PART 1 – Format – 40 Points cont.

## Preamble (2)

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





## 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
- 
- Copyright 2013

Copyright 2013 - The American Legion



# PART 1 – Format – 40 Points cont.

## 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



Department Commander Charles Cooney (far right back row) along with Charter Members of Landt-Thiel Post 470 Saukville during the Post's 60<sup>th</sup> 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 cont.

---

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





# 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



# Judging Format...



### National Judging Standards for a One-Year Post Yearbook Contest

You will note that Part I, Part II, and Part III, as identified above in Outline for a One-Year Post Yearbook, coincides with those listed below in the National Judging Standards. The “etc.” listed after several of the scoring elements on the National Judging Standards 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 entry for the contest. **Consult the Officer’s Guide for details.**

<b>PART I -- FORMAT--40 POINTS</b>		
<b>(1) COVER</b> - size of 12 x 15 inches, emblem, etc.	(5)	
<b>(2) NAME/ADDRESS OF COMPILER</b> - inside front cover/lower left-hand corner, etc.	(3)	
<b>(3) TITLE PAGE</b> - centered in logical arrangement/double line spacing plus, etc.	(5)	
<b>(4) INTRODUCTION</b> - background of Post; tie-in Department/National; community, etc.	(5)	
<b>(5) TABLE OF CONTENTS</b> - page references covering programs/events	(5)	
<b>(6) PREAMBLE</b> - to the Constitution of The American Legion, etc.	(2)	
<b>(7) INDEX</b> - comprehensive alphabetical listing carried at end of Yearbook	(10)	
<b>(8) PAGE NUMBERING</b> – carried on Post Memorabilia pages and index	(5)	
Subtotal	(40)	
<b>PART II -- PROGRAMS &amp; ACTIVITIES/READABILITY – 40 POINTS</b>		
<b>(1) ARRANGEMENT</b> - 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 (pictures, clippings, copies of programs, tickets, badges, etc.) with very little difficulty or confusion	(20)	
<b>(2) IDENTIFICATION</b> - 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 identifications	(10)	
<b>(3) CLEAR CUT PHOTOGRAPHS</b> - blurry/fuzzy prints will detract	(10)	
Subtotal	(40)	
<b>PART III – JUDGES OPTION/ORIGINALITY -- 10 POINTS</b>		
<b>JUDGES WILL CONSIDER</b> – a number of qualities or items of content in the yearbook that are not readily cataloged under the preceding headings. They may determine that some yearbooks contain items and features which make them attractive and especially useful.	(10)	
<b>TOTAL POINTS OF ENTRY</b>	(90)	



# 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 I – Format – Total 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 I – Format – 40 Points cont.



## Name/Address (3)

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



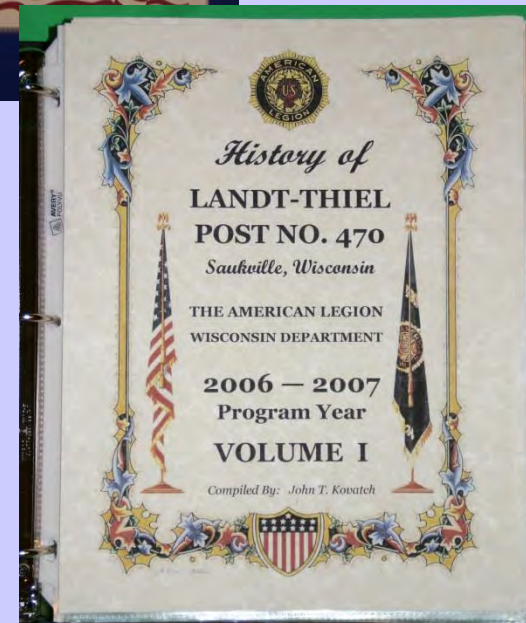
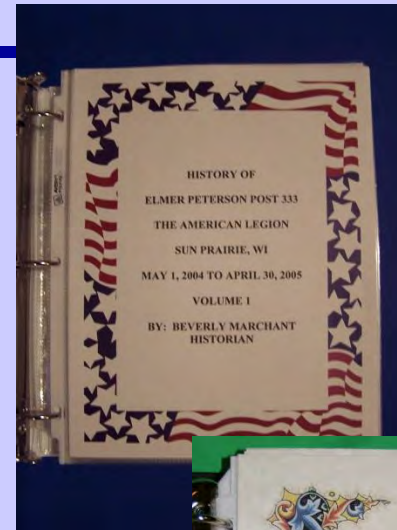




# PART I – Format – 40 Points cont.

## Title Page (5)

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

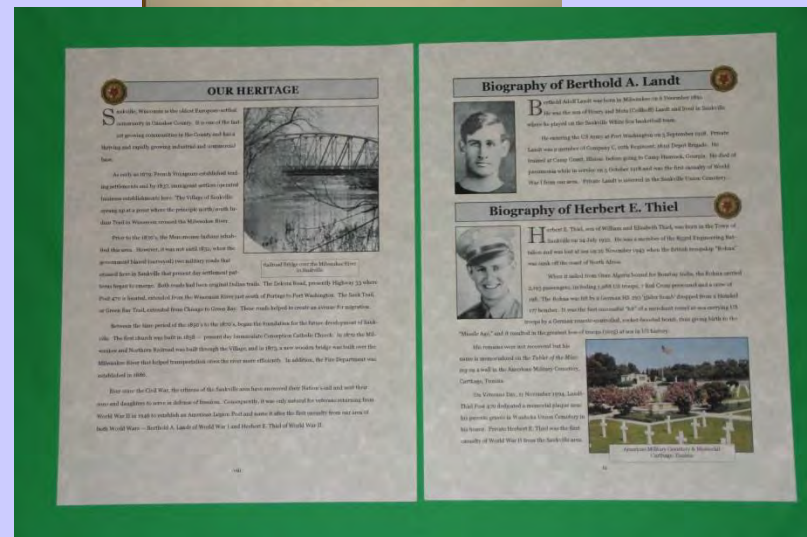
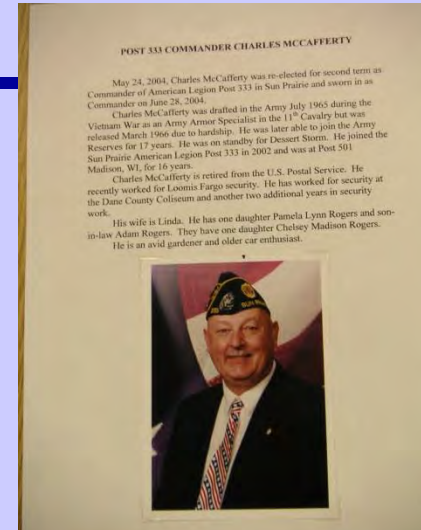




# PART I – Format – 40 Points cont.

## Introduction (5)

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







# PART I – Format – 40 Points cont.

## Table of Contents (5)

- Page reference of CHAPTERS and APPENDICES

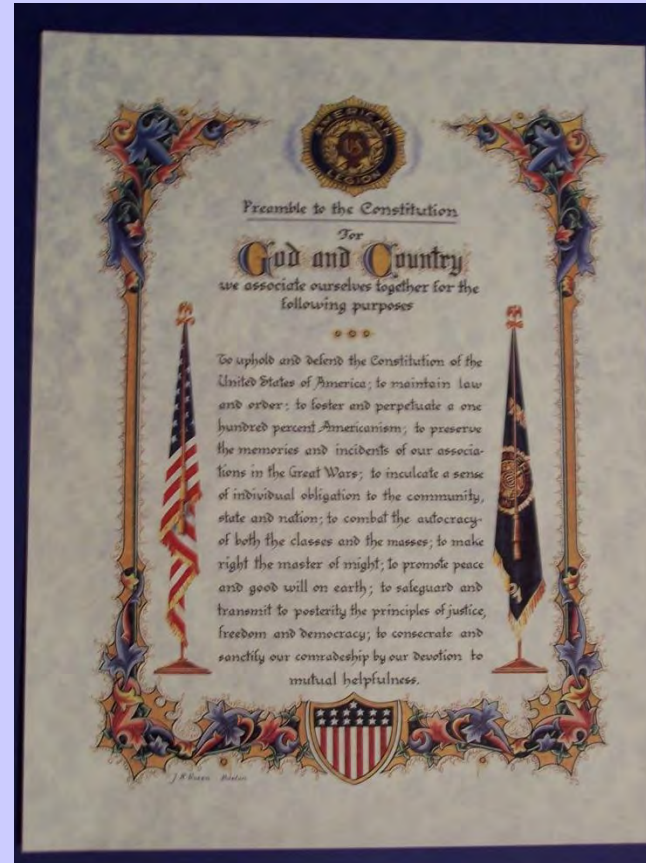
TABLE OF CONTENTS	
VOLUME I	
	Pages
Title Page.....	i
Introduction.....	iii to x
Author's Notes.....	v
American Legion – Who we are.....	vi to vii
Our Heritage.....	viii
Biographies of Berthold A. Landt and Herbert E. Thiel.....	ix
Photos of Post Clubhouse.....	x
Table of Contents.....	xi to xiv
Preamble to the Constitution of The American Legion.....	1 - 4
Chapter 1 – Roster of Officers.....	5 - 10
Department Commander, District and County Commanders and Adjutants.....	7
Post Commander, Post Officers, Executive Committee.....	8-9
Chapter 2 – Roster of Post Chairs.....	11 - 14
Chapter 3 – One Year Post Chronicle.....	15 - 50
Chapter 4 – Americanism and Children & Youth.....	51 - 72
Americanism and Children & Youth Committee.....	53
Patriotic Observances.....	54 - 58
Scout of the Year.....	59
Scout Service Projects.....	60 - 61
Eagle Scout Recognition.....	62 - 63
Patriotism Essay Contest.....	65
Youth Baseball.....	66 - 67
American Legion Badger Boys State.....	69 - 70
Scholastic Awards.....	71
Chapter 5 – Bingo.....	73 - 78



# PART I – Format – 40 Points cont.

## Preamble (2)

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





# PART I – Format – 40 Points cont.

## Index (10)

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

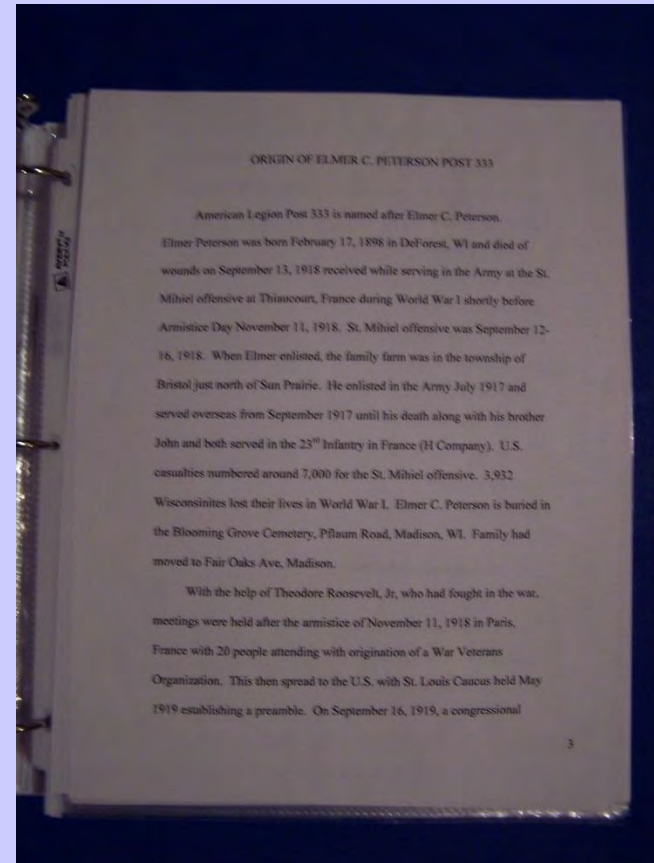




# PART I – Format – 40 Points cont.

## 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

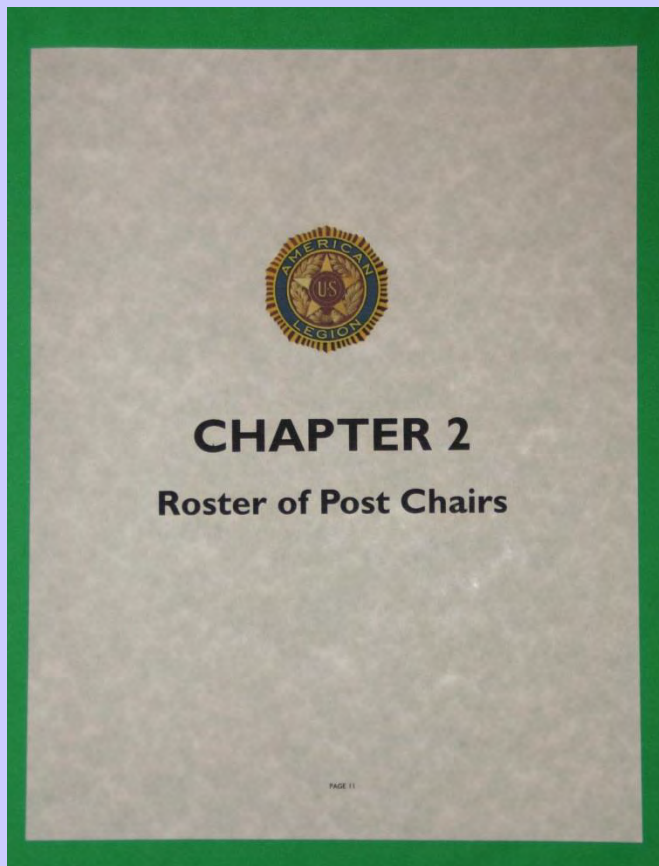
## Chapter 1 – Roster of Post Officers





# CHAPTERS

## Chapter 2 – Roster of Post Chairs





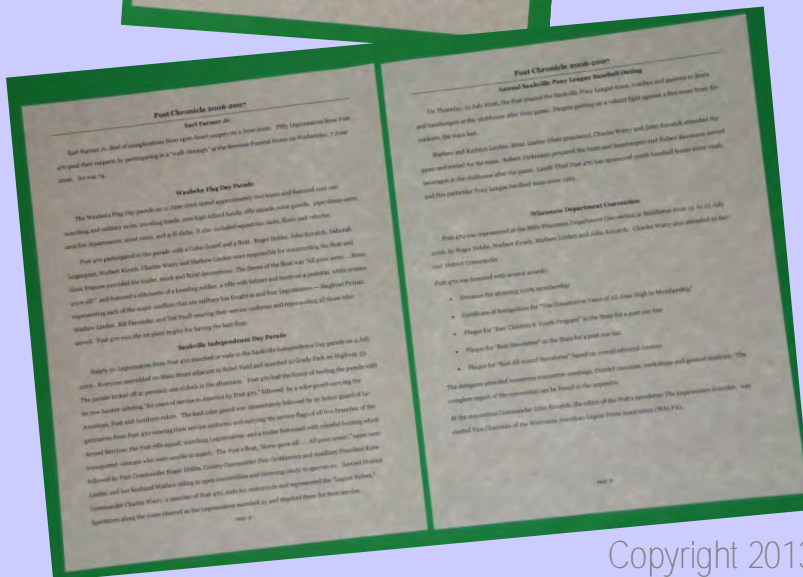
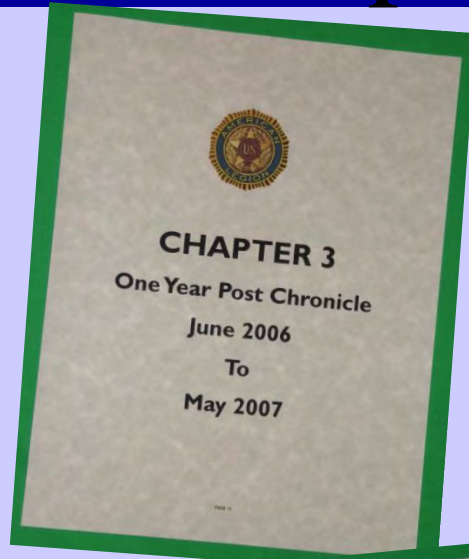
# CHAPTERS

## Chapter 3 – One-Year Post

### Chronicle

Use minutes of  
meeting for  
information

No photos or  
newspaper  
articles

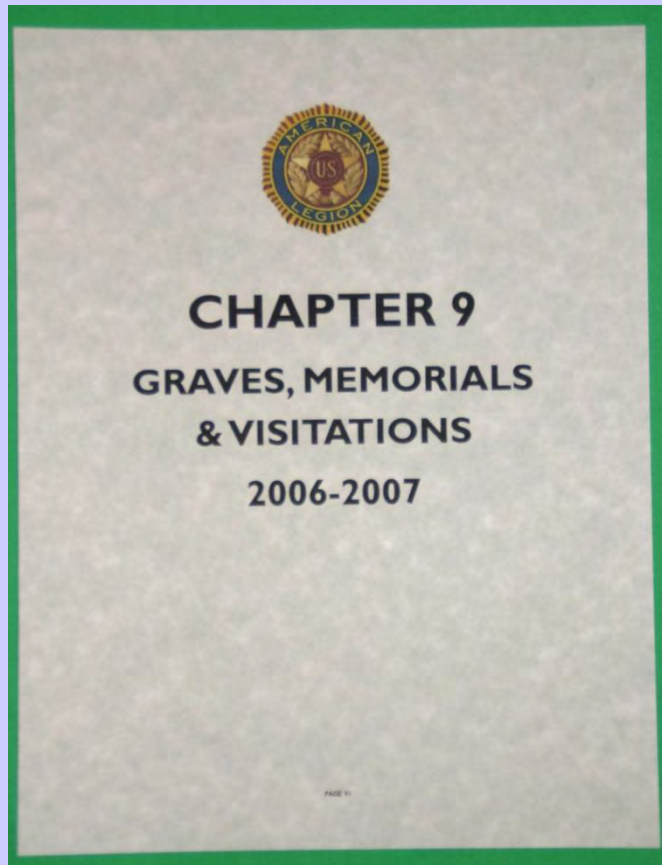






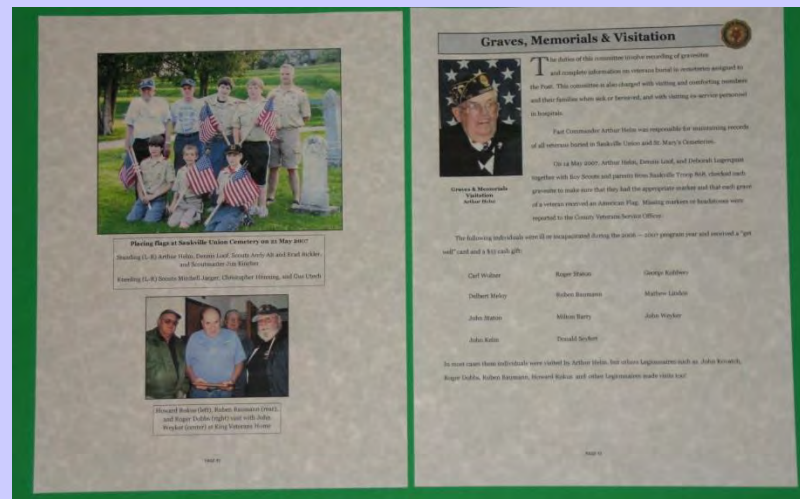
# CHAPTERS

## Chapter 4 (5, 6, etc.) Programs



Chapters dedicated to individual committees

Include photos with captions



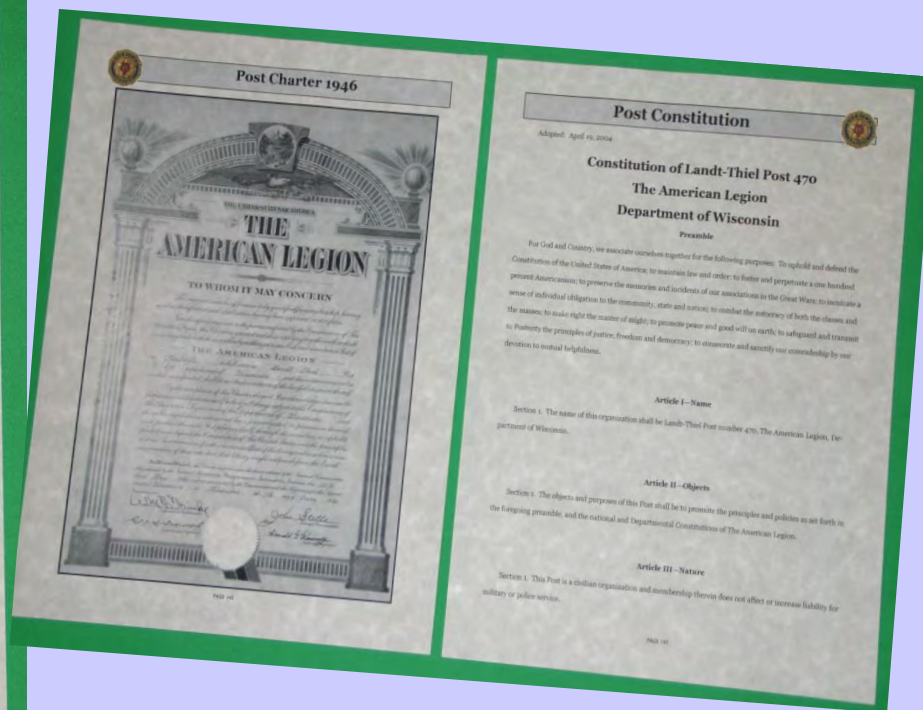
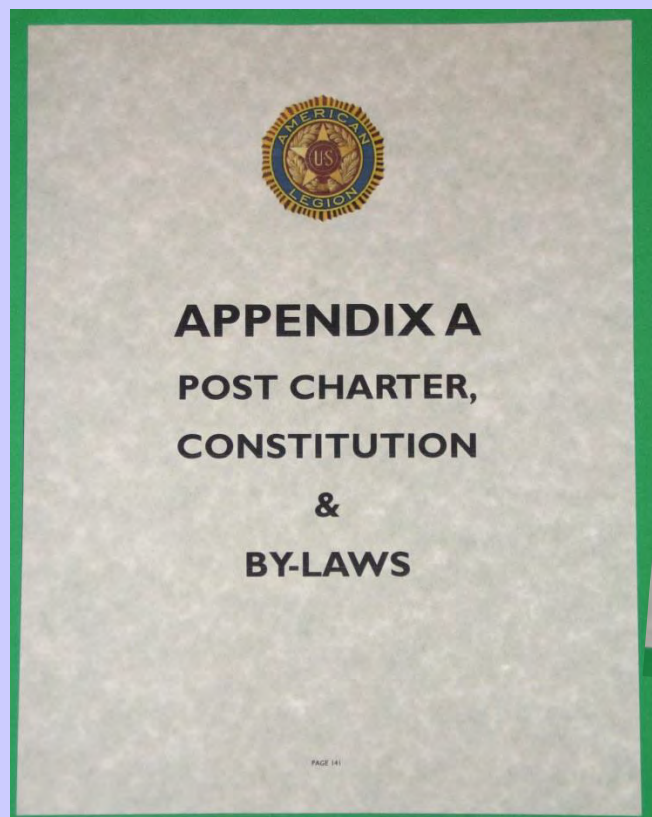




# APPENDICES

## Statistical data

after the Chapters before Index  
Post Constitution and By-Laws





# APPENDICES

## Roster of Past Commanders

Past Commanders & Charter Members					
					
Tony Wallas 1943-47 Charter Member	Melvin Reif 1947-48 Charter Member	Robert Grady 1948-49 Charter Member	Miles Rudolph 1949-50 Charter Member	Carl Gouwehr 1950-51 Charter Member	Elroy Maebble 1951-52 Charter Member
					
Merle Dorge 1952-53 Charter Member	Roy Minshall 1953-54 Charter Member	LaVern Gouwehr 1954-55 Charter Member	Fred Schanen 1955-56 Charter Member	Harold Schultz 1956-57 Charter Member	Herb Schowalter 1957-58 Charter Member
					
Leroy Thielke 1958-59 Charter Member	John Leinberg 1959-60 Charter Member	William Leider 1960-61 Charter Member	Arthur Helm 1961-63 1980-82 Charter Member	John Seyfert 1963-64 Charter Member	Ben Jamney 1964-65 Charter Member
					
Walter Fieber 1965-66 Charter Member	Paul Thelen 1966-67 Charter Member	Chester Andersen 1967-69 1973-74 Charter Member	James Haybers 1969-70 Charter Member	Ellsworth Isaacson 1970-72 Charter Member	Steve Palka 1972-73 Charter Member

PAGE 148

Past Commanders & Charter Members					
					
Gerald Willbrandt 1974-75 Charter Member	Harvey Stephan 1976-78 Charter Member	Richard Hackl 1978-80 Charter Member	Dennis Loof 1982-84 Charter Member	Joseph Tippy 1984-86 Charter Member	Jack Garbarek 1986-89 Charter Member
					
Kenneth Mehring 1989-90 Charter Member	Richard Kamm 1990-92 Charter Member	Norbert J. Kirsch 1992-93 Charter Member	August Cervantes 1993-95 Charter Member	Charles Watry 1995-97 Charter Member	Mathew Linden, Jr. 1997-2000 Charter Member
					
Mathew Diker 2000-02 Charter Member	Lloyd Auer 2002-04 Charter Member	Howard Rokus 2004 Charter Member	Roger Dobbs 2004-06 Charter Member	John Kovatch 2006-Present Charter Member	
					
Wilmer Helm Charter Member	Reginald W. Mueller Charter member	Siegfried B. Primas Charter Member	Arthur E. Schmidt Charter Member	Ronald J. Schowalter Charter Member	

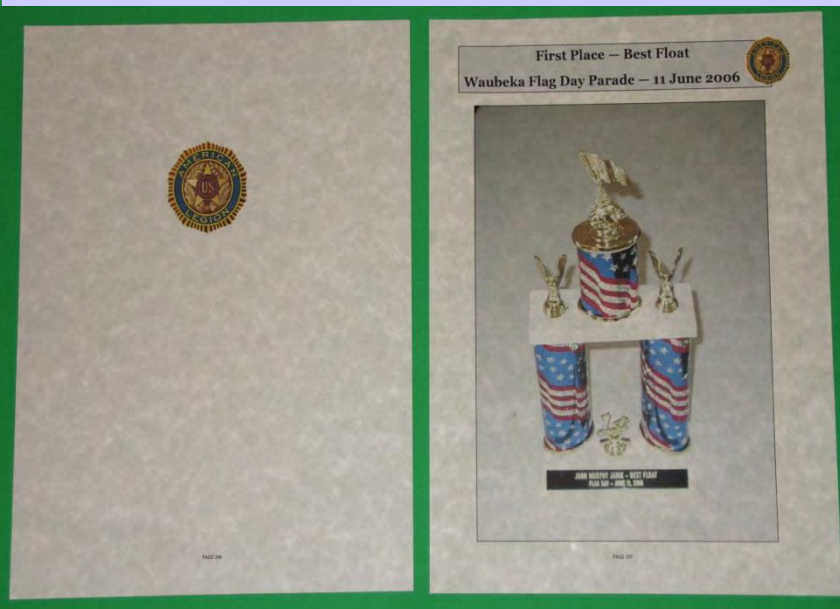
PAGE 149





# APPENDICES

## Citations and Awards






# APPENDICES

## News Coverage

This is where news clipping are displayed.



### APPENDIX G

### NEWS COVERAGE

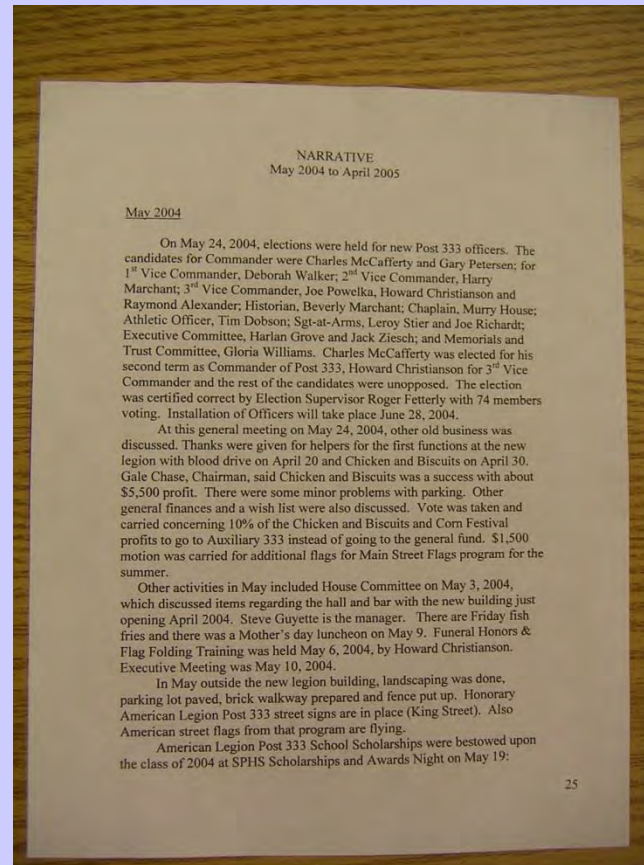
PAGE 341





# PART II – 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 III– Illustration – 10 Points

---

- Arrangement (5)
  - All photos identified
    - Who – (use full proper name)
    - What
    - Where
    - When

Identified Left to Right

- Check for relation to text

- Clear-Cut Photo (5)
-





# PART IV – Judges Option – 10 Points

---

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



### National Judging Standards for a One-Year Post Narrative History Contest

You will note that Part I, Part II, Part III, and Part IV, as identified above in Outline for a One-Year Post Narrative History, coincides with those listed below in the National Judging Standards. The "etc." listed after several of the scoring elements on the National Judging Standards 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 entry for the contest. **Consult the Officer's Guide for details.**

<b>PART I -- FORMAT--40 POINTS</b>		
(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, etc.	(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)	
<b>PART II -- GRAPHIC ACCOUNT/READABILITY -- 30 POINTS</b>		
(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)	
Sub total	(30)	
<b>PART III -- ILLUSTRATIONS -- 10 POINTS</b>		
(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)	
<b>Part IV -- JUDGES OPTION/ORIGINALITY -- 10 POINTS</b>		
(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)	
<b>TOTAL POINTS OF ENTRY</b>	(90)	



---

Don't Forget to Have Fun!

Questions?

Good Luck!



# Judging

---

- Top three books can not be a tie.
- Numbers should reflect who should be 1st, 2nd, 3<sup>rd</sup>
- There will be 2 Honorable Mentions.
- 1st place will go to National for judging.



# Miscellaneous

---

- Bring all History Books for competition to the Department Convention, at **Hilton Orlando Lake Buena Vista, FL 32830**
- There will be a big table set up in the Headquarters Office for you to place your book on.
- **The DEADLINE is the First day of Convention**
- Don't forget to submit your book's application on the correct form.

**YEARBOOK?.....NARRATIVE? Judging sheets**

- American Legion Riders are judged on the same standards.
- **NO PAGE TABS!!**
- If you wish your book to be returned to you, please notify the Department Historian and arrangements will be made to ship it to you.



# Miscellaneous-cont'd

---





# NADHAL

---

- National Association of Department Historians of the American Legion
- Oct collect \$1 for Christmas greeting for NADHAL fund
- Membership 1 Jan to 31 Dec



# Share your thoughts!

---

