



THE AMERICAN LEGION

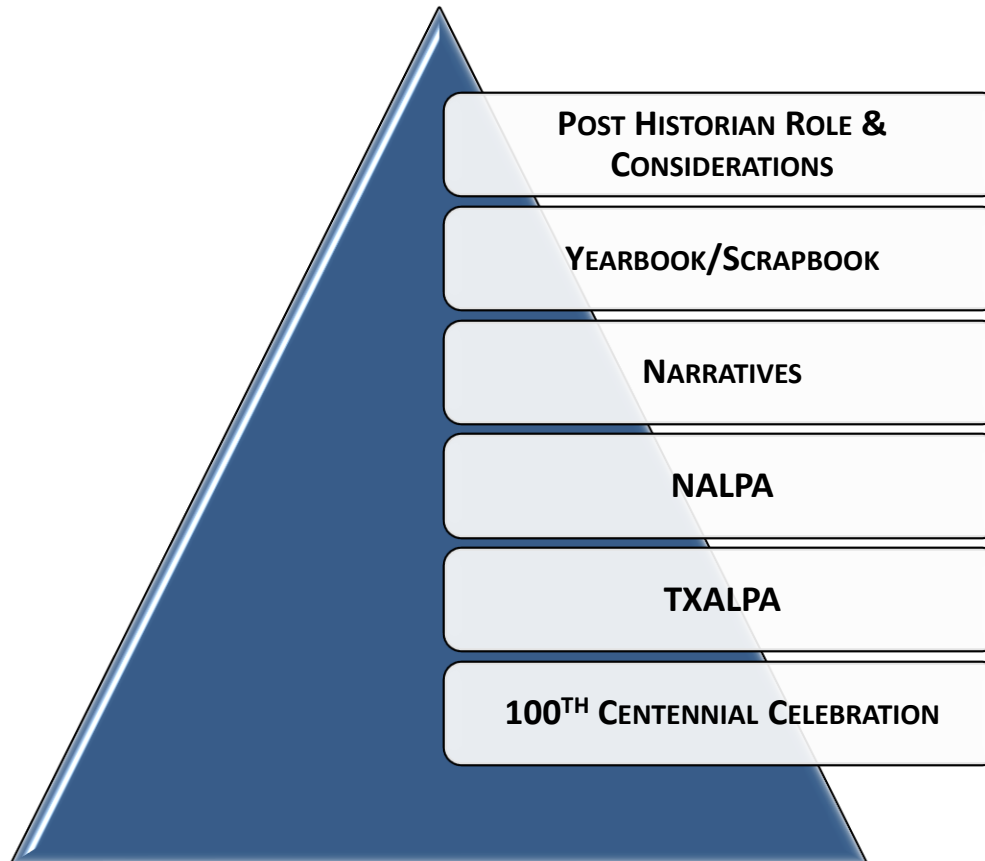
# DEPARTMENT OF TEXAS POST HISTORIAN BRIEFING



Al Alford - State Historian  
Department of Texas



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THE AMERICAN LEGION

# POST HISTORIAN ROLES & CONSIDERATIONS



- Preserving and compile records of post
- Provide annual report of Post Activities to Department convention
- Develop close and effective cooperation with Post Adjutant
  - Adjutant records matters of current interest
  - Historian records matters of historical interest



- Prepares annual yearbook/scrapbook
- Attends Post functions & documents events with narrative and photographs
- Mentors & trains replacement
- Work with Website and/or social media coordinator to reflect post history
- Share photos and narratives from major event(s) to Department Historian during year



## CONSIDERATIONS FOR HISTORIAN

- Historian's Work is cumulative
- At start of new post year, historian begin making permanent record of Post for year ahead
- **Yearbook/Scrapbook Timeframe:** - From installation of officers up to/and including installation of next year's officers
- Provide annual report of Post Activities to Department convention



## CONSIDERATIONS FOR HISTORIAN (CONT.)

- Two Options for documenting Post History
  - Yearbook/Scrapbook
  - Narrative
- Where possible -- **Record Oral Histories**
  - Cassettes or Digital Recording
  - Tape interview with American Legion Leaders
  - First hand, accurate info on historical event



## CONSIDERATIONS FOR HISTORIAN (CONT.)

- Oral Histories (Cont.)
  - Important Initiative – **American Folklife Center**
    - Part of Library of Congress
    - AFC to collect & preserve audio and video recorded oral histories of America's war vets
    - Also, capture documentary materials (e.g., letters & diaries)





## CONSIDERATIONS FOR HISTORIAN (CONT.)

- History Contest Information Sources:
  - The American Legion Officer's Guide and Manual of Ceremonies



THE AMERICAN LEGION

2018

Officer's Guide

AND MANUAL OF CEREMONIES

- **See “Post Histories” - The American Legion | Officer's Guide | 2018 p.139**



## **SUGGESTED HISTORIAN SOURCES**

- American Legion Basic Training  
([www.legion.org/alei](http://www.legion.org/alei))
- The American Legion magazine
- Post Officers (Past and Present)
- Meeting Minutes
- District/Department Proceedings
- Post Reports
- Biographies



THE AMERICAN LEGION

# YEARBOOK/SCRAPBOOK



## WHERE TO GET INFORMATION?



Individual Members/  
Committee Reports



Checkbook Records



Call Members



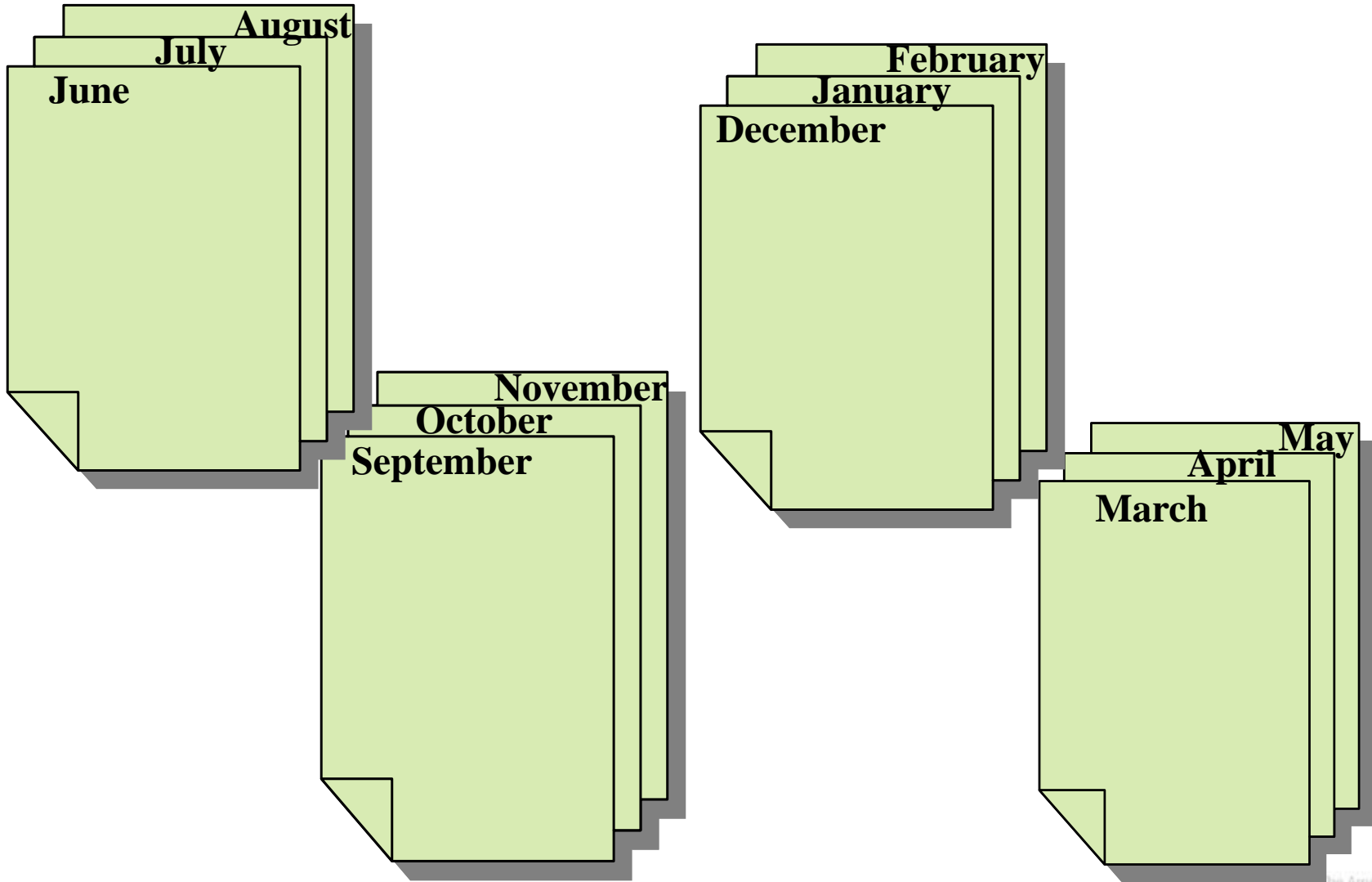
Post Calendar



News Clippings



# GATHER MONTHLY INFORMATION!





## IMPORTANT ITEMS TO KEEP IN MIND!

- Be Creative:
  - ❖ Judges have optional points that they can award for items that are especially attractive or useful
- Use the K.I.S.S theory
  - ❖ Only three or four photos per event (recommended)
  - ❖ Leave Napkins and Matchbooks out
  - ❖ Add any “Fluff” back into book when it’s returned from competition
- **Make Sure You Follow The Rules!**



THE AMERICAN LEGION

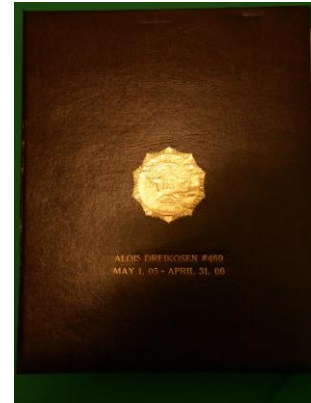
# YEARBOOK/SCRAPBOOK JUDGING



## PART 1 – FORMAT (40 PTS)

### A. THE COVER

- 5 POINTS
- SIZE 12 X 15 MAX.
- LEGION EMBLEM – CENTERED L TO R
- NAME AND NUMBER OF POST
- VOLUME NUMBER IF NEEDED
- BINDERY



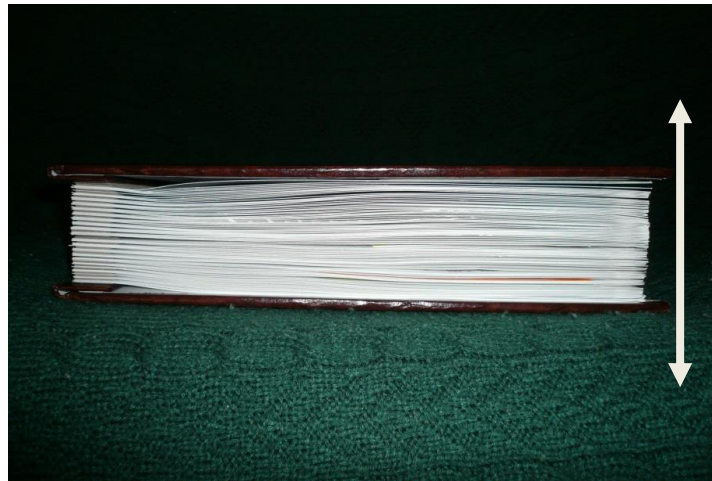




## PART 1 – FORMAT (40 PTS)

### A. THE COVER (CONT.)

- **5 POINTS**
- **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 PTS)

### ***B. NAME/ADDRESS***

- **3 POINTS**
- **FULL NAME AND ADDRESS OF AUTHOR**
- **LOCATED IN LOWER LEFT CORNER**
- **NEATLY TYPED**
- **CENTERED**
- **3 X 5 INDEX CARD**

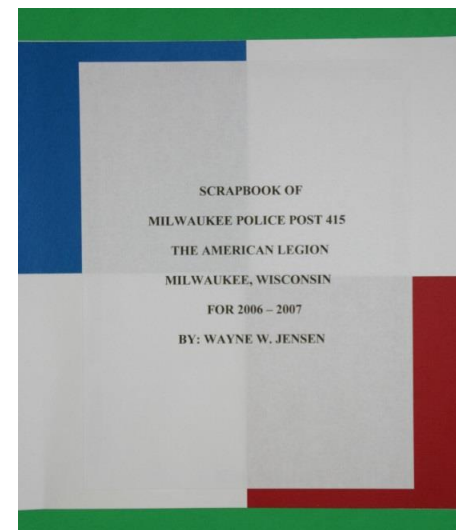
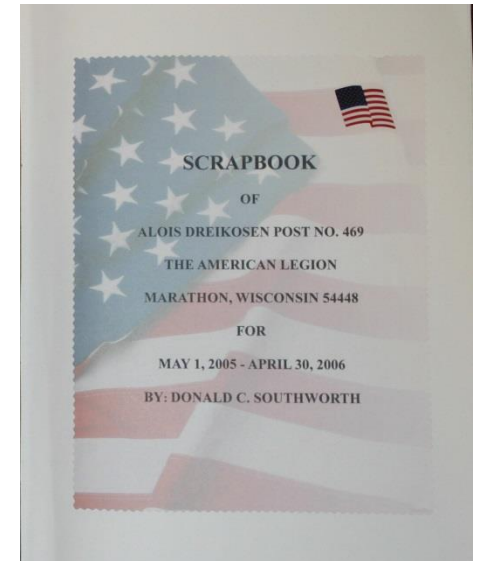




## PART 1 – FORMAT (40 PTS)

### ***C. TITLE PAGE***

- **5 POINTS**
- **FIRST PAGE FACING THE READER**
- **CENTERED ON PAGE**
- **DOUBLE SPACED OR MORE**





## PART 1 – FORMAT (40 PTS)

### D. INTRODUCTION

- 5 POINTS
- FORMATION OF NATIONAL AND DEPARTMENT (BRIEF)
- HOW POST NAME WAS SELECTED (BRIEF)
- BRIEF RESUME OF THE COMMUNITY
- POST HOME INFORMATION
- POST OFFICER BACKGROUND

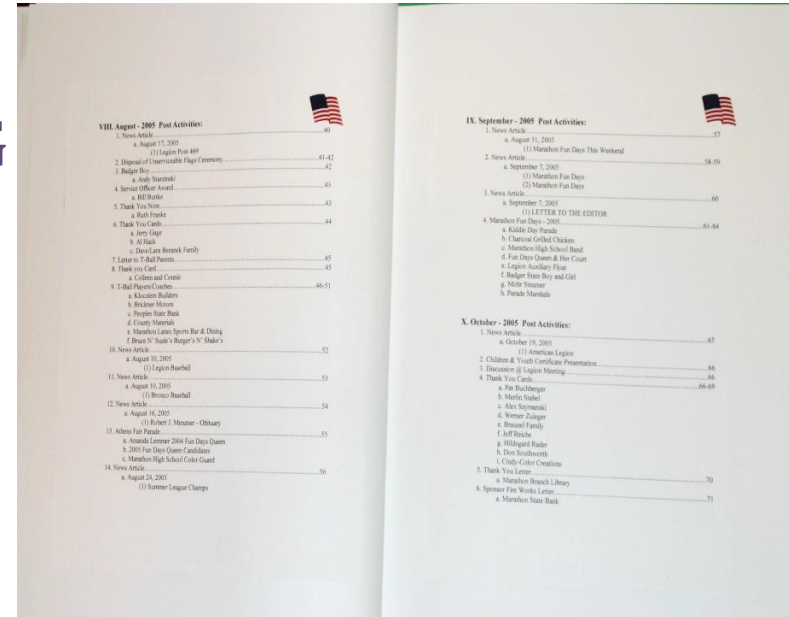




## PART 1 – FORMAT (40 PTS)

### E. TABLE OF CONTENTS

- 5 POINTS
- SEPARATE UNITS COVERING PROGRAMS WITH PAGE REFERENCES
- IF MORE THAN ONE VOLUME, EACH VOLUME SHOULD HAVE A COMPLETE TABLE OF CONTENT

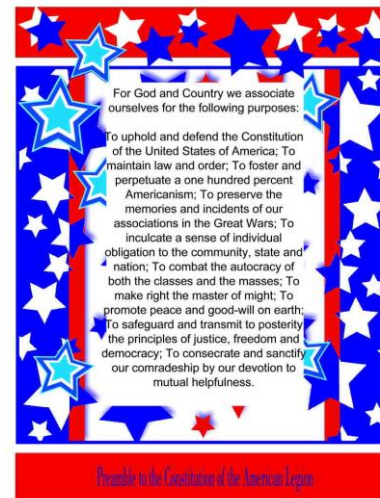
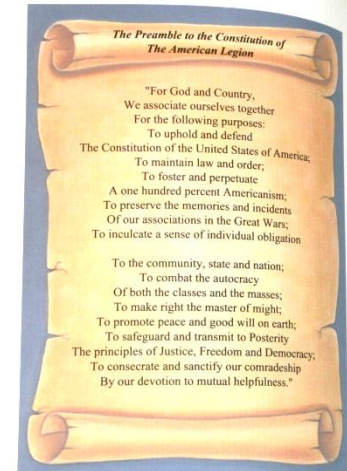
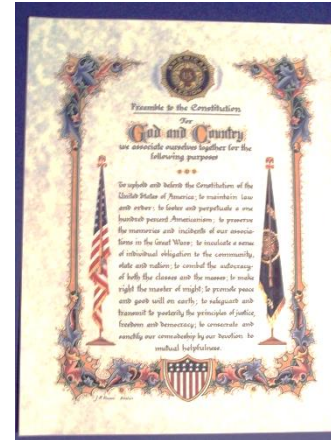




## PART 1 – FORMAT (40 PTS)

### F. PREAMBLE

- 5 POINTS
- MULTICOLORED PRINT IS AVAILABLE FROM EMBLEM SALES
- BE CREATIVE AND MAKE YOUR OWN





## PART 1 – FORMAT (40 PTS)

### G. INDEX

■ 10 POINTS

■ 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

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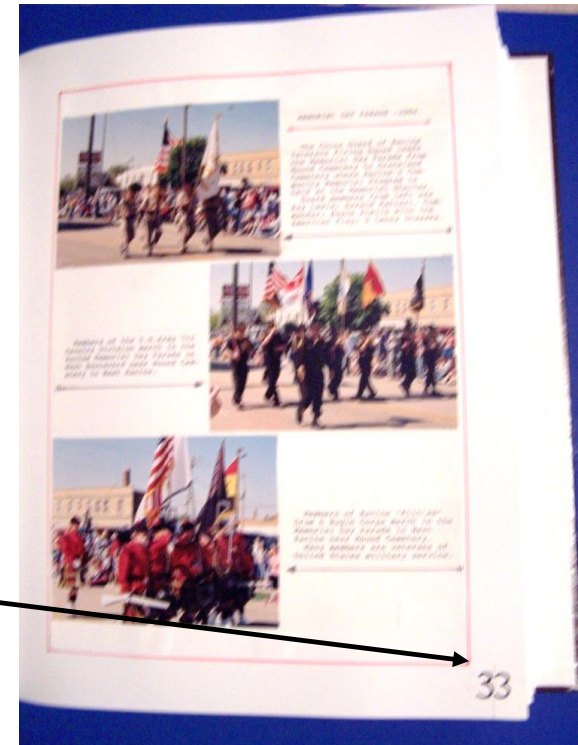
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## PART 1 – FORMAT (40 PTS)

### H. PAGE NUMBERING

- 5 POINTS
- 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”



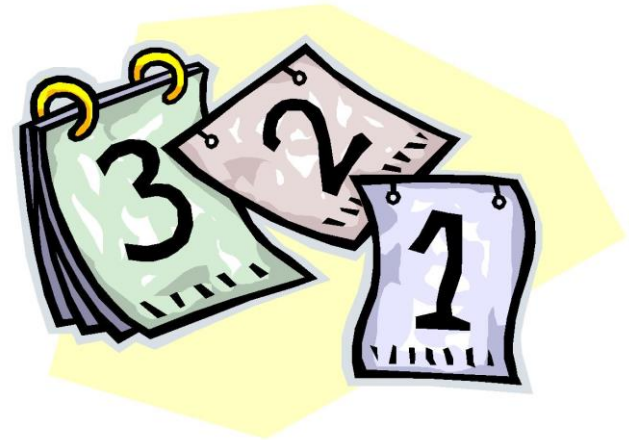




## PART 2 – ACCOUNT/READABILITY (40 PTS)

### ***A. ARRANGEMENT***

- **20 POINTS**
- **BE SYSTEMATIC AND LOGICAL**
- **CHRONOLOGICAL ORDER**
- **EASY FOR READER TO FOLLOW**





## PART 2 – ACCOUNT/READABILITY (40 PTS)

### ***B. IDENTIFICATION***

- **10 POINTS**
- **WHO – (USE FULL PROPER NAME)**
- **WHAT / WHERE / WHEN**
- **IDENTIFIED LEFT TO RIGHT & FRONT TO BACK**
- **LARGE GROUPS DON'T NEED IDENTIFICATION**



**PAST DEPARTMENT OF TEXAS  
COMMANDERS AT 2018 DEC  
22**



## PART 2 – ACCOUNT/READABILITY (40 PTS)

### ***C. CLEAR CUT PHOTOS***

- **10 POINTS**
- **CLEAR AND SHARP**
- **BLURRY OR FUZZY WILL DISTRACT**
- **PROPER ARRANGEMENT**





**PART 3 – JUDGES  
OPTION/ ORIGINALITY  
(10 PTS)**

***D. ORIGINALITY (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, CAN NOT GIVE THE BOOK A ZERO (0) FOR THAT ITEM**
- **EXCEPT, JUDGES POINTS START AT ZERO**



THE AMERICAN LEGION

# NARRATIVES



## NARRATIVES

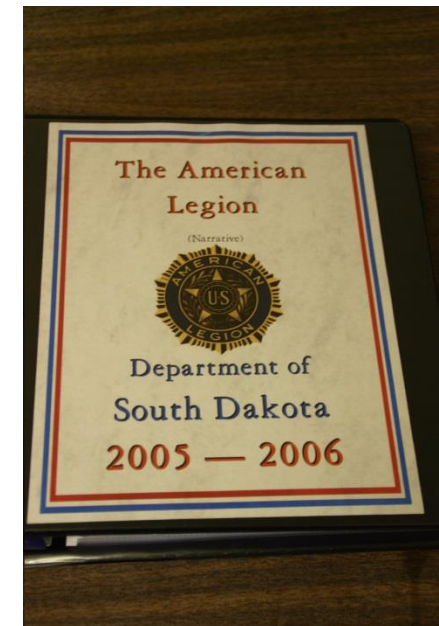
- **SOME ITEMS ARE THE SAME AS YEARBOOK, OTHERS ARE VERY DIFFERENT.**
- **RE-EXAMINE THE OUTLINE USING THE STANDARDS AS A CHECKLIST BEFORE SUBMITTING YOUR ENTRY.**



## PART I – FORMAT (40 PTS)

### A. THE COVER (CONT.)

- 5 POINTS
- 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 PTS)

### **B. NAME/ADDRESS**

- 3 POINTS
- FULL NAME AND ADDRESS OF AUTHOR
- LOCATED IN LOWER LEFT CORNER
- NEATLY TYPED
- CENTERED
- 3 X 5 INDEX CARD

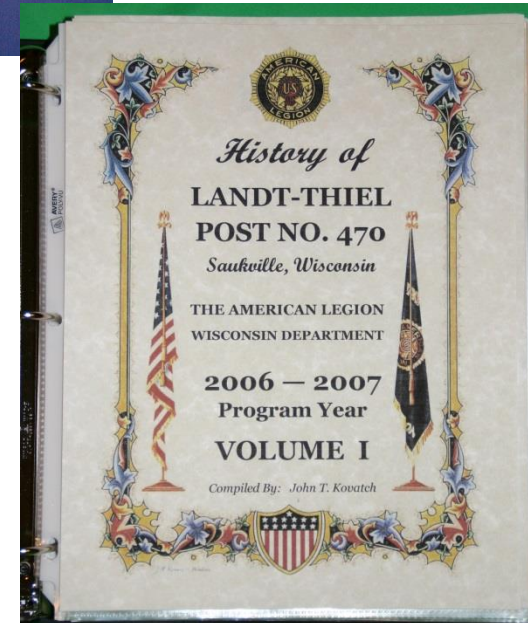
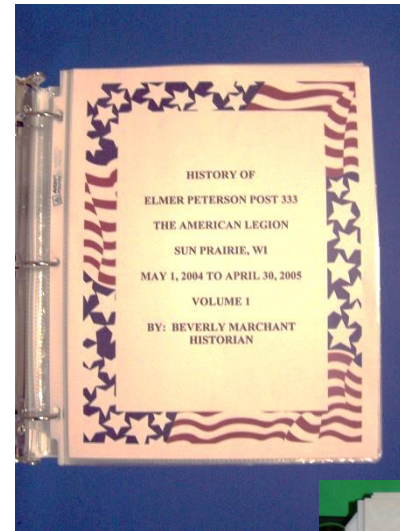




## PART I – FORMAT (40 PTS)

### C. TITLE PAGE

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**POST 333 COMMANDER CHARLES MCCAFFERTY**

May 24, 2004, Charles McCafferty was re-elected for second term as Commander of American Legion Post 333 in San Prairie and sworn in as Commander on June 28, 2004.

Charles McCafferty was drafted in the Army July 1965 during the Vietnam War as an Army Armor Specialist in the 11<sup>th</sup> Cavalry but was released March 1966 due to hardship. He was later able to join the Army Reserve for 17 years. He was on standby for Desert Storm. He joined the San Prairie American Legion Post 333 in 2002 and was of Post 501 Madison, WI, for 16 years.

Charles McCafferty is retired from the U.S. Postal Service. He recently worked for Loomis Fargo security. He has worked for security at the Dane County Courthouse and another two additional years in security work.

His wife is Linda. He has one daughter Pamela Lynn Rogers and son-in-law Adam Rogers. They have one daughter Cheyenne Madison Rogers. He is an avid gardener and older car enthusiast.



**OUR HERITAGE**

**N**orwalk, Wisconsin is the oldest European settled town in Winnebago County. It is one of the oldest growing communities in the County and has a thriving and rapidly growing industrial and commercial base.

As early as 1793, French voyageurs established trading settlements and by 1821, independent settler organized business establishments here. The village of Norwalk sprang up at a point where the principal north-south Indian Trail in Wisconsin crossed the Milwaukee River.

Prior to the 1870's, the Milwaukee Indian tribe, and the area. However, it was not until 1874, when the government Marshal conducted his military work that caused the settlement of Norwalk that present day settlement grew.

Between the year period of the 1870's, began the foundation for the Street Improvement of Norwalk. The first street was built in 1874 - present the Milwaukee Company Cable, Chicago. To enter the 1870's, and the Milwaukee Railroad was built through the Village, and in 1877, a new wooden bridge was built over the Milwaukee River that helped transportation cross the river more efficiently. In addition, the Fire Department was established in 1886.

Ever since the Civil War, the citizens of Norwalk have been successful their Patriotic call and send their sons and daughters to work in defense of freedom. Consequently, they were called to fight in various theaters from World War I to help to establish an American Legion Post and name it after the first casualty from our area of both World Wars - Berthold A. Landt of World War I and Herbert E. Thiel of World War II.

**Biography of Berthold A. Landt**

**B**erthold A. Landt was born in Milwaukee on 4 December 1891. He was the son of Henry and Mary (Caldwell) Landt and lived in Southville until he joined in the United States Army in 1917.

He received the US Army at Fort Washington on 5 September 1918. Private Landt was a member of Company C, 16th Regiment, 1st Air Depot Brigade, 1st Division of Army Corps (France) before going to Camp Hancock, Georgia. The first of his military service was on 1 October 1918 and was the first casualty of World War I from our area. Private Landt is buried in the Southville Veterans Cemetery.

**Biography of Herbert E. Thiel**

**H**erbert E. Thiel, son of William and Elizabeth Thiel, was born in the State of Wisconsin on 14 July 1910. He was a member of the 892d Engineering Battalion and was lost at sea on 28 November 1943, when the British transport "Herald" was sunk off the coast of North Africa.

When he sailed from Okla. Agents looked for Berthold Landt, the father carried in 1918, Berthold Landt US Army, and 1919, and 1920, and 1921, and 1922, and 1923, and 1924, and 1925, and 1926, and 1927, and 1928, and 1929, and 1930, and 1931, and 1932, and 1933, and 1934, and 1935, and 1936, and 1937, and 1938, and 1939, and 1940, and 1941, and 1942, and 1943, and 1944, and 1945, and 1946, and 1947, and 1948, and 1949, and 1950, and 1951, and 1952, and 1953, and 1954, and 1955, and 1956, and 1957, and 1958, and 1959, and 1960, and 1961, and 1962, and 1963, and 1964, and 1965, and 1966, and 1967, and 1968, and 1969, and 1970, and 1971, and 1972, and 1973, and 1974, and 1975, and 1976, and 1977, and 1978, and 1979, and 1980, and 1981, and 1982, and 1983, and 1984, and 1985, and 1986, and 1987, and 1988, and 1989, and 1990, and 1991, and 1992, and 1993, and 1994, and 1995, and 1996, and 1997, and 1998, and 1999, and 2000, and 2001, and 2002, and 2003, and 2004, and 2005, and 2006, and 2007, and 2008, and 2009, and 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## PART I – FORMAT (40 PTS)

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- 5 POINTS
- PAGE REFERENCE OF CHAPTERS AND APPENDICES

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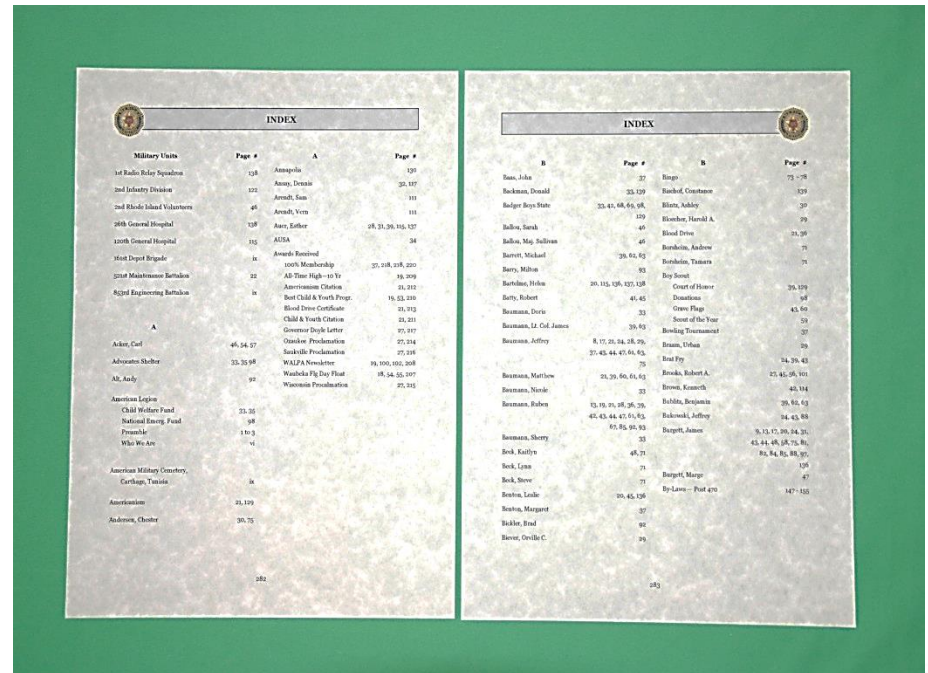
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### F. INDEX

- 10 POINTS
- ALPHABETICAL INDEX OF

- ❖ NAME
- ❖ PLACES
- ❖ EVENTS

- PLACE AFTER THE APPENDICES

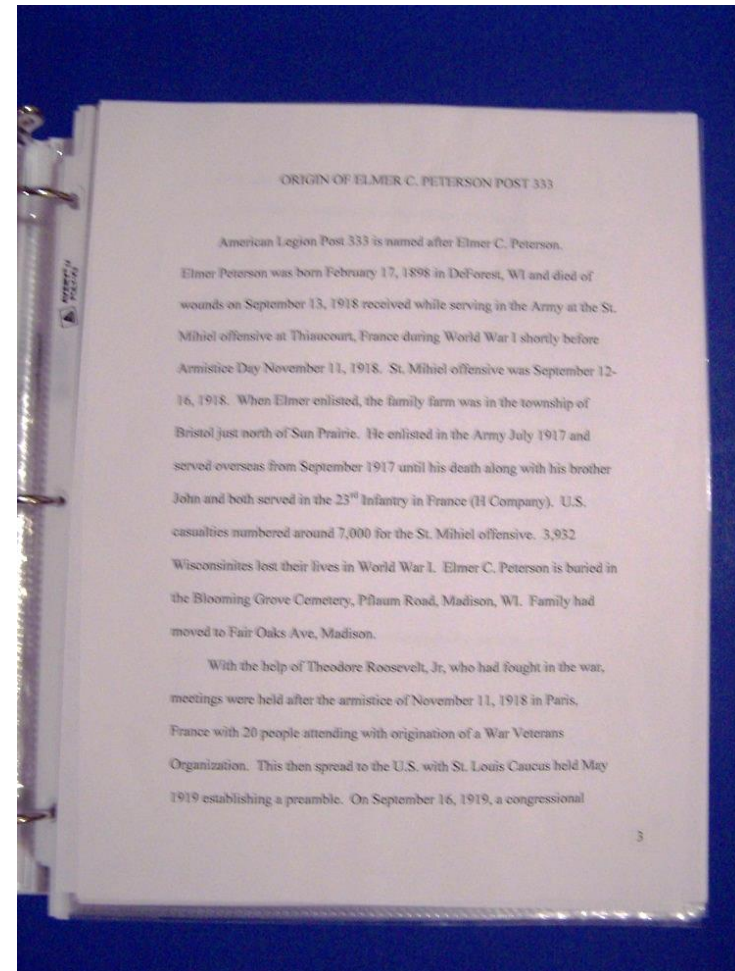




## PART I – FORMAT (40 PTS)

### G. PAGE NUMBERING

- 5 POINTS
- TITLE PAGE 1 OR I
- INTRODUCTION 2 OR II
- TABLE OF CONTENT 3 OR III
- PREAMBLE 4 OR IV
- THE REST USING ARABIC NUMBERS





## CHAPTER I – ROSTER OF OFFICERS



### Post Officers 2006-2007



John T. Kovatch  
Commander



Michael Holdway  
1st Vice Commander



Deborah Logerquist  
2nd Vice Commander



Jeffrey Baumann  
Adjutant



### Post Officers 2006-2007



Richard Kamm  
Finance Officer



Ronald Lucas  
Chaplain



Howard Rokus  
Historian



Bart Van Zandbergen  
Service Officer



Roger Staton  
First Sgt.-At-Arms



Dennis Loof  
Second Sgt.-At-Arms



Mathew Linden  
Legislative Officer



Roger G. Dobbs  
Immediate Past Commander  
Ex-officio Member



James Burgett  
Executive Committee  
3 year term



Joseph Tippy  
Executive Committee  
2 year term



Robert Dickmann  
Executive Committee  
1 year term



## ROSTER OF PAST COMMANDERS

### Past Commanders & Charter Members

					
Tony Wallus 1945-47 Charter Member	Melvin Reif 1947-48 Charter Member	Robert Grady 1948-49 Charter Member	Miles Rudolph 1949-50 Charter Member	Carl Gosewehr 1950-51 Charter Member	Elroy Macchle 1951-52 Charter Member
					
Merle Doege 1952-53 Charter Member	Roy Minshall 1953-54 Charter Member	LaVern Gosewehr 1954-55 Charter Member	Fred Schanen 1955-56	Harold Schultz 1956-57	Herb Schowalter 1957-58 Charter Member
					
Leroy Thielke 1958-59	John Lehnberg 1959-60	William Leider 1960-61 Charter Member	Arthur Helm 1961-63 1980-82 Charter Member	John Seyfert 1963-64	Ben Januszy 1964-65 Charter Member
					
Walter Fieber 1965-66 Charter Member	Paul Thelen 1966-67	Chester Andersen 1967-69 1973-74	James Huybers 1969-70	Ellsworth Isaacson 1970-72	Steve Pulka 1972-73

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### Past Commanders & Charter Members

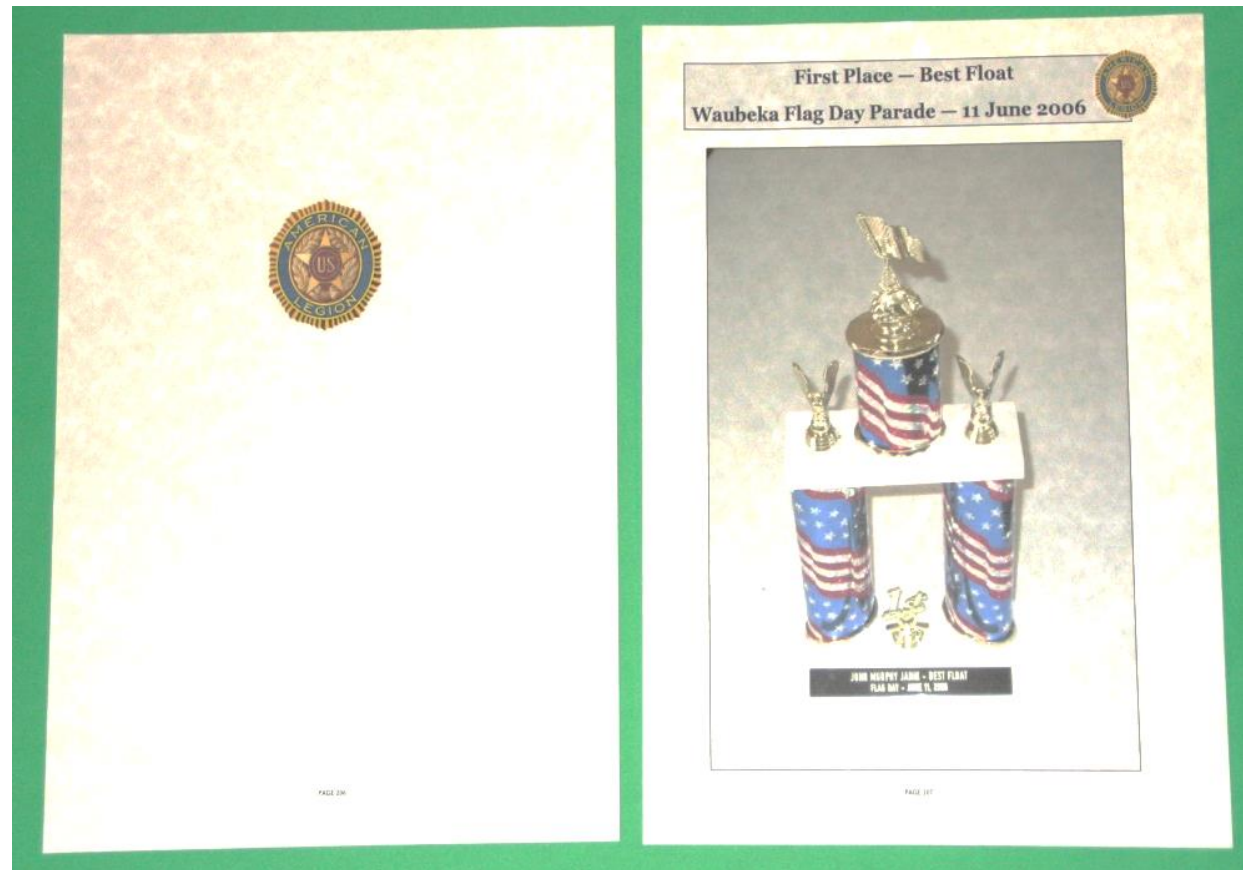
					
Gerald Willbrandt 1974-76	Harvey Stephan 1976-78	Richard Hackl 1978-80	Dennis Loof 1982-84	Joseph Tippy 1984-86	Jack Garbarek 1986-89
					
Kenneth Mehring 1989-90	Richard Kamm 1990-92	Norbert J. Kirsch 1992-93	August Cervantes 1993-95	Charles Watry 1995-97	Mathew Linden, Jr. 1997-2000
					
Mathew Diker 2000-02	Lloyd Auer 2002-04	Howard Rokus 2004	Roger Dobbs 2004-06	John Kovatch 2006-Present	
					
Wilmer Helm Charter Member	Reginald W. Mueller Charter member	Siegfried B. Primas Charter Member	Arthur E. Schmidt Charter Member	Ronald J. Schowalter Charter Member	

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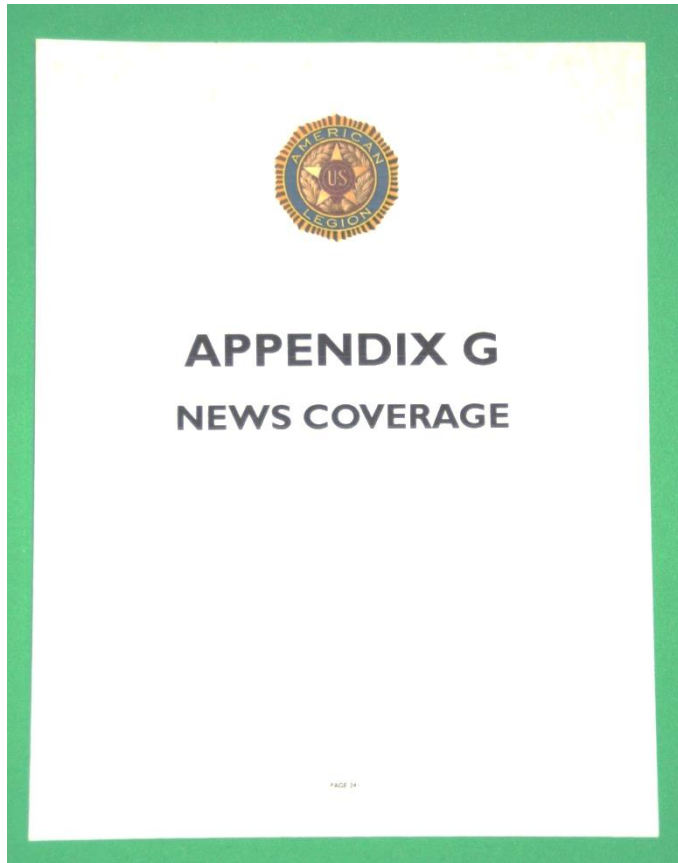
## CITATIONS & AWARDS





## NEWS COVERAGES

- LOCATION FOR DISPLAYING NEWS CLIPPINGS. RECOMMEND USING PHOTOS OF NEWS CLIPPINGS BECAUSE NEWSPAPER DETERIORATES OVER TIME





## PART II – GRAPHIC ACCOUNT / READABILITY (30 PTS)

- NARRATIVE NOT STATISTICAL STYLE
- PLEASING TO GENERAL READER
- WRITE IN THIRD PERSON
- CHRONOLOGICAL / DETAILED ACCOUNT
- NO ANALYSIS OR INTERPRETATION

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## **PART III – ILLUSTRATION (10 PTS)**

### ■ **ARRANGEMENTS (10 PTS)**

#### ✓ **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 PHOTOS (5 PTS)**



THE AMERICAN LEGION

# NATIONAL AMERICAN LEGION PRESS ASSOCIATION (NALPA)



- **POST/DISTRICT/DIVISION HISTORIANS ARE ENCOURAGED TO JOIN NATIONAL AMERICAN LEGION PRESS ASSOCIATION (NALPA) & TEXAS AMERICAN LEGION PRESS ASSOCIATION (TXALPA)**
- **NALPA ESTABLISHED IN 1922 TO FACILITATE COMMUNICATIONS, FROM THE NATIONAL ORGANIZATION TO THE POST LEVEL, WITHIN THE AMERICAN LEGION.**
- **NALPA MISSION - FOSTER PUBLICATIONS AND ADVANCE THE STANDARDS AND PRACTICES OF COMMUNICATION WITHIN ALL LEVELS OF THE AMERICAN LEGION FAMILY.**



■ **OBJECTIVES INCLUDE:**

- ❖ **PROMOTE EXCHANGE OF COMMUNICATION IDEAS, EXAMPLES, AND BEST PRACTICES WITHIN OUR ASSOCIATION;**
- ❖ **PROMOTE THE DEVELOPMENT, UNDERSTANDING, AND APPLICATION OF EXISTING AND FUTURE MEDIA COMMUNICATION TECHNOLOGY;**
- ❖ **DEMONSTRATE THE PRACTICAL VALUE OF EFFECTIVE COMMUNICATION AND PUBLIC RELATIONS THROUGHOUT OUR LEGION FAMILIES, LOCAL COMMUNITIES, AND COMMERCIAL MEDIA OUTLETS.;**
- ❖ **PROMOTE TRAINING AND DEVELOPMENT OF OUR MEMBERS**
- ❖ **PRODUCING QUALITY PUBLICATIONS AND OTHER MEDIA CONTENT.**
- ❖ **PROVIDE AN ANNUAL MEDIA AWARDS CONTEST TO HIGHLIGHT MEDIA COMMUNICATIONS EXCELLENCE AND BEST PRACTICES.**



## **MEMBERSHIP ELIGIBILITY**

- **PUBLIC RELATION OFFICERS**
- **HISTORIANS**
- **STAFF MEMBERS OF PUBLICATIONS OF THE AMERICAN LEGION FAMILY**
- **PERSONS CLOSELY ALLIED WITH PUBLIC RELATIONS PROGRAMS, PUBLICATIONS AND NEWS SERVICES OF THE AMERICAN LEGION**
- **MEMBER IN GOOD STANDING OF THE AMERICAN LEGION FAMILY.**
- **DUES: \$15/YR. (JAN 1 – DEC 31)**





## ■ NALPA ANNUAL AWARDS PROGRAMS:

- ❖ TO BE ELIGIBLE FOR ANNUAL AWARDS – SUBMITTERS MUST BE A MEMBER NALPA.
- ❖ FOR INFORMATION ABOUT NALPA AWARDS PROGRAM - GO TO - <https://www.legion.org/nalpa/awards>
  - RULES FOR BASIS OF JUDGING
  - ENTRY INSTRUCTIONS

## ■ NALPA AWARDS.

- ❖ **NEWSPAPERS: LOCAL, COUNTY, DISTRICT, STATE AND NATIONAL NEWS**
- ❖ **EDITORIALS**
- ❖ **WEBSITES**
- ❖ **SOCIAL MEDIA SITES**
- ❖ **VISUAL MEDIA**
- ❖ **ENTRY MAILED DIRECTLY TO NALPA POINT OF CONTACT**



THE AMERICAN LEGION

TEXAS AMERICAN LEGION  
PRESS ASSOCIATION (TXALPA)



## ■ PURPOSES:

- ❖ PROMOTE UNDERSTANDING, COOPERATION AND AN EXCHANGE OF IDEAS AMONG MEMBERS.
- ❖ PROMOTE DEVELOPMENT AND APPLICATION OF IMPROVED METHODS AND PROGRAMS OF COMMUNICATIONS.
- ❖ DEMONSTRATE PRACTICAL VALUE OF EFFECTIVE COMMUNICATION AND PUBLIC RELATIONS, BOTH INTERNAL AND EXTERNAL.
- ❖ PROMOTE TRAINING AND DEVELOPMENT OF INDIVIDUAL MEMBERS THROUGH COLLECTION AND DISSEMINATION OF INFORMATION OF VALUE AND INTEREST TO THE MEMBERS..
- ❖ ENCOURAGE PROFESSIONAL DEVELOPMENT OF MEMBERS
- ❖ TO ASSIST IN PROMOTING THE PURPOSES AND PROGRAMS OF THE AMERICAN LEGION.



## **MEMBERSHIP ELIGIBILITY**

- **PUBLIC RELATION OFFICERS**
- **HISTORIANS**
- **STAFF MEMBERS OF PUBLICATIONS OF THE AMERICAN LEGION FAMILY**
- **PERSONS CLOSELY ALLIED WITH PUBLIC RELATIONS PROGRAMS, PUBLICATIONS AND NEWS SERVICES OF THE AMERICAN LEGION**
- **MEMBER IN GOOD STANDING OF THE AMERICAN LEGION FAMILY.**
- **DUES: \$5/YR. (JAN 1 – DEC 31)**



## ■ TXALPA ANNUAL AWARDS PROGRAMS:

- ❖ TO BE ELIGIBLE FOR ANNUAL AWARDS – SUBMITTERS MUST BE A MEMBER TXALPA.
- ❖ FOR INFORMATION ABOUT TXALPA AWARDS PROGRAM - GO TO - <https://txlegion.org/affiliated-org/texalpa/>
  - CONTEST RULES & JUDGING CRITERIA
  - JUDGING CRITERIA



## ■ TEXALPA AWARDS.

- ❖ CATEGORY 1: NEWSLETTERS OR ONLINE PUBLICATIONS:  
CHUCK DONALDSON PLAQUE
- ❖ CATEGORY 2: WEBSITES:  
DAN FALLON PLAQUE & LEONARD MILLS PLAQUE
- ❖ CATEGORY 3: FACEBOOK PAGES:  
PATSY PALMQUIST PLAQUE
- ❖ CATEGORY 4: PRESS SCRAPBOOKS: JIM LANDERS PLAQUE



<https://txlegion.org/affiliated-org/texalpa/>



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THE AMERICAN LEGION

100<sup>TH</sup> ANNIVERSARY  
CENTENNIAL CELEBRATION



# THE AMERICAN LEGION **CENTENNIAL CELEBRATION**

- **THE 100TH AMERICAN LEGION NATIONAL CONVENTION IN 2018 - KICKS OFF A 15-MONTH COMMEMORATION.**
- **EVENTS AND ACTIVITIES AT POSTS ALL AROUND WORLD WILL SHOWCASE THE AMERICAN LEGION "STILL SERVING AMERICA."**
- **THE AMERICAN LEGION CENTENNIAL CELEBRATION 100TH ANNIVERSARY OBSERVANCE COMMITTEE PROVIDED TOOLS TO ASSIST POSTS WITH PLANNING & EXECUTING CENTENNIAL CELEBRATIONS:**
  - ❖ **WEBSITE**
  - ❖ **WORKBOOK**
  - ❖ **VIDEO TUTORIAL**  
([https://www.youtube.com/watch?v=O8P27GxOPhc&list=UUIEg8BvcEH4ZV kK6f9s\\_Z6Q](https://www.youtube.com/watch?v=O8P27GxOPhc&list=UUIEg8BvcEH4ZV kK6f9s_Z6Q))







## SUGGESTED TASKS FOR POSTS

- ESTABLISH PROJECT OFFICER/POINT OF CONTACT/CHAIR PERSON
- ESTABLISH CENTENNIAL COMMITTEE
- SEPARATE FROM TRADITIONAL POST HISTORIAN OFFICES.
- DEVELOP A PLAN OF ACTION
- COLLABORATION WITH THE SONS OF THE AMERICAN LEGION AND THE AMERICAN LEGION AUXILIARY ENCOURAGED.



## **STEP 1: COLLECT DETAILS UNIQUE TO YOUR POST**

- **WHO FOUNDED POST, AND WHEN?**
- **ID NAMES ON ORIGINAL POST CHARTER?**
- **WHO (IF ANYONE) WAS POST NAMED AFTER, AND WHY?**
- **HAS POST ALWAYS BEEN AT CURRENT LOCATION? IF NOT – NAME OTHER LOCATIONS?**
- **ID NOTABLE MEMBERS IN POST’S HISTORY?**
- **ID IMPORTANT DATES IN HISTORY OF POST, AND WHAT HAPPENED TO MAKE THEM IMPORTANT?**
- **ID FAMILIES INVOLVED WITH POST FOR MULTIPLE GENERATIONS?**
- **WHAT COMMUNITY SERVICE ROLE POST PLAY NOW OR PLAYED IN PAST?**



## STEP 2: POST HISTORY RESOURCES

- **LIBRARIES**
  - **LOCAL HISTORY AND GENEALOGY HOLDINGS**
  - **LOCAL AND COUNTY HISTORIES**
  - **NEWSPAPER ARCHIVES**
  - **HOLDINGS BY FAMILIES, CHURCHES, CENSUSES, ETC.**
  - **CLUBS, ASSOCIATIONS, ORGANIZATIONS**
- **HISTORICAL SOCIETIES**
- **LOCAL MEDIA OUTLETS (NEWSPAPERS, RADIO, TV, ETC.)**



## STEP 3: USE AMERICAN LEGION TOOLS

- **CENTENNIAL CELEBRATION WEBSITE**
  - PROVIDES INFORMATION ABOUT LEGION'S 100TH ANNIVERSARY, AND AN INTERACTIVE MODULE FOR POST MEMBERS TO UPLOAD TEXT, PHOTOS AND VIDEO
  - [WWW.LEGION.ORG/CENTENNIAL](http://WWW.LEGION.ORG/CENTENNIAL)
- **CENTENNIAL CELEBRATION WORKBOOK - OFFERS GUIDANCE AND FORMAT FOR POSTS TO SUBMIT THEIR LEGACIES AND VISIONS**
  - INCLUDE TIPS FOR GATHERING MATERIALS



## STEP 4: SHARE POST STORY

**THERE ARE A NUMBER OF WAYS TO PRESENT AND SHARE POST INFORMATION:**

- **AMERICAN LEGION CENTENNIAL CELEBRATION WEB PAGE -**
  - **OFFERS CONVENIENT WAY TO PRESENT POST HISTORY, IN WORDS AND IMAGES, FOR ALL TO SEE - [WWW.LEGION.ORG/CENTENNIAL](http://WWW.LEGION.ORG/CENTENNIAL)**
- **CENTENNIAL HISTORY BOOK ABOUT POST**
- **FACEBOOK PAGE: DEDICATED TO HISTORY OF POST**
- **SERIES OF STORIES OR COLUMNS -**
  - **ABOUT POST HISTORY BY LOCAL NEWSPAPER, TELEVISION OR RADIO STATION**
- **CENTENNIAL EXHIBIT --**
  - **AT POST OR TRAVELING AT LOCAL MUSEUM OR SPECIAL EVENTS**



## THE AMERICAN LEGION

**GET INVOLVED! ITS UP TO YOU!**

**“DON’T FORGET OUR HISTORY.  
IT PAVES THE WAY TO THE FUTURE.”**