

Historian

Angie La Casella

It is my great honor and privilege to be asked to serve President Sue Wells as her Department Historian. I thank you, Sue. I wish to congratulate all the newly appointed District and Auxiliary Historians. Our year starts after the state convention and it will be a great and wonderful year, full of challenges and rewards. So now, it is the time to press onward to the 2009 – 2010 ensuing year.

Sue's theme is **Service To Veterans Is Love In Action**, her symbol is the **Hummingbird** and her colors are **Burgundy and Gold**.

Our National President Jan Tittle has selected as her theme, **“It's Time for America's Military Heroes”** her symbol is the **“Hourglass”** and her colors are **“Burgundy and Pink”**.

The Historian is an important part of the Auxiliary or District; she is the scribe and the photographer. She is the record keeper of history, and the pictorial picture taker of the Auxiliary or District events and functions. The historian's duties on all levels is to keep a written report of the history of your Auxiliary or District President's year, to include the inspections, Schools of Instructions, District and/or Auxiliary Meetings attended, other District or Auxiliaries she has visited and other outside functions at which she has represented the Ladies Auxiliary. The written report will be part of your year-end report, to be submitted to the District Historian and the Department Historian. This way, you can look back on what was done, what was accomplished and who was there, and most importantly, where did you go (“Location” and why you were there). The book can also be used as a membership tool. This is what the Ladies Auxiliary to the Veterans of Foreign Wars does throughout the year. The events and functions put on, and the reasons for the fund raisers etc. It makes an interesting tool to show the new prospective member, what we do and how proud we are in doing it.

When preparing the pictorial history book for your President. Remember to prepare an introduction to tell of what the event entailed, however, remember to include the names of the people who are in the photographs. Remember the 5 W's: **Who, What, When, Where and Why**. These are important factors, as to when anyone is browsing the book it gives them the information they need and keeps your book interesting.

A copy of the written history report of the year's events will need to be sent to me as part of your year-end report. If you wish to send reports to me throughout the year you may do so. I plan to make a book for President Sue, of all the reports submitted by the Auxiliaries and/or Districts, in a separate book to show her how well the Auxiliaries and Districts are operating.

Program Reporting

We are requesting that all Auxiliaries and Districts report on the Historian Program at least once in a quarter. The year-end report is not a program report. For example you may want to select the convention or installation of District or Auxiliary Officers or a Council of Administration, or the Official Visit of the National President. These are all reportable, and will make a nice report

for your president's book. Sisters we are trying to have each one of the programs listed on the Program and Award Recognition Report with a percentage of 100% or close to that mark. We want the Department of California to shine at the National Convention and how is that done? By being 100% reported in all programs, donations and etc.

However, we can't do it by ourselves, we need your help. So take a little bit of time and fill out the report form and send a copy to your District Historian and another copy to the Department Historian. Be sure to keep a copy for your Auxiliary.

We can all make a difference and let's go for the **GOLD (100%)** in Reporting and (100%) in Participation. Let's all work together and make this a banner year for everyone.

If I can be of service to anyone please email me at angielacasella@aol.com or call me at (909) 595-9900.

DISTRICT HISTORIAN'S SPECIAL REPORT

In the past we have asked the District Historians to prepare a special report of the Official Visit. That request will be asked for again. This report is to be completed and sent to me **within two (2)** weeks after the official visit in your District, or as soon as possible. Below are the guidelines for the report.

Guideline for Special District Report

1. A copy of your itinerary for the visit.
2. A written report of what was done.
 - **Example:** District President Jane Doe, with the District Commander, met Department President Sue Wells at the Hilton Hotel on December 12, 2008. She was greeted by members of the District. After settling in her room she was taken to Mimi's Restaurant for a leisure lunch, after which she was taken to Post 1053 for a tour of the oldest post in the District, and all the memorials that were displayed. She (Sue) met and chatted with the Auxiliary and Post members present. Then on to Post 10010 in Duarte for a wonderful steak dinner, where she was introduced to the Major of Duarte John Doe. After introductions and speeches, we were treated to a wonderful dinner and then met the Auxiliary and Post members. The following day we had breakfast at Post 200 in Duarte, where the Ladies Auxiliary meeting was to be held. The meeting was called to order by District President Mary Jean Smith. The Colors and Conductress escorted Department President Sue Wells into the room, and on to the District President's Station. Following Sue were her Officers and Chairman. Introductions followed. The meeting was conducted according to the ritual. District President Mary Jean adjourned the meeting for a break and the Presidents and Historians were then driven to the Comrades meeting, where the ladies were escorted into the Comrades meeting and introduced. Messages and presentation were completed. Afterwards, the ladies were escorted from the Comrades meeting and returned to the Ladies Auxiliary meeting, where Sr. Vice President Mary Smith was conducting the meeting. The ladies returned to the room except for the District President. The Sr. Vice requested the Conductress and Colors to escort the District President back to her station. The District President then continued with the

meeting. The Comrades also visited with the ladies. They were escorted into the meeting by the Colors and Conductress. The District President introduced the District Commander who in turn introduced the Comrades and Department Commander. The Comrades were escorted out of the meeting after speech and gifts were exchanged. After the Comrades left, the meeting was continued. The District President introduced Department President Sue, and asked her to speak. President Sue was presented her with a gift from the District President. President Sue also presented the District President with a gift. Sue spoke to the ladies and then the District President asked the Chaplain to close the bible while the love gift presentation was made. Afterwards the Chaplain was asked to reopen the bible, and the meeting was continued. The other guests spoke and the meeting was adjourned, with an ending to a wonderful Official Visit.

- a. As you can see the report is a short one and encompasses the total Official Visit.
3. You will also be requested to send in pictures. Those pictures may be of the Official Visit, at your choosing. Again remember, photos, on the back, are numbered in the upper right hand corner. The description of the photos goes on a separate sheet of paper. You do not need to mount the pictures, just send them in. These reports and pictures will be incorporated in President Sue's book. So please send them in as soon as possible. This report will also count as one of the items you will be judged on when the year-end judging takes place.

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Pictorial Record Book (History Book) Contest Rules

If you plan on submitting a pictorial book (history book) for 2009-2010, and you are going to submit to the Department Historian for judging at the end of the year, the following guidelines are to be used when putting your book together. There are several required items, so be sure that they appear where they are supposed to appear.

1. The cover of the History book is to include the following:

Auxiliary Must Requirements:

- The Auxiliary Logo
- The Name of the Auxiliary President
- The Name of the Auxiliary
- The Number of the Auxiliary
- The year 2009-2010
- Location of the Auxiliary
- The above information is not limited to the above it maybe embellished upon.

District Must Requirements:

- The Auxiliary Logo
- The year 2009-2010
- The District Location
- The District Number
- The Name of the District President
- The above information is not limited to the above it maybe embellished upon.

Booklet Size

- It is preferred that the books be 12 x 12 in size.
 - However, you may use a regular scrapbook which is 11 ½ by 14 or a little larger.
2. The period covered is; the installation of the 2009-2010 Officers and Chairmen to the installation of the 2010-2011 Officers and Chairmen. **Please pay close attention to this rule. Do not included material before the 2009-2010 installation or past the 2010-2011 installation.**
 3. The **first page** of the **Auxiliary Book** (first page is the front of the first page of the book), must include the Auxiliary President's Picture with an information box to include; the Presidents Name, the Auxiliary Name and Number and this statement: "This History Book has been compiled by Auxiliary Historian Mary Jones, Auxiliary Historian 2009-2010". Please note the above is not limited to the information set forth, but maybe embellished upon.

Example

Picture of the President

Name of the President

Auxiliary Name and Number

This History Book has been compiled by Mary Jones, Auxiliary Historian 2009-2010

4. The **first page** of the **District Book** (first page is the front of the first page of the book), must include the District President's Picture with an information box to include; The President's Name, the District Number the Auxiliary name and number the President is

from, followed by: “This History Book has been compiled by Nan Adams, District Historian 2009-2010, from Auxiliary Name and Number”.

Please note the above is not limited to the information set forth but may be embellished upon.

Example:

Picture of the President

President’s Name

District Number

Auxiliary Name and Number

This History Book has been compiled By Nan Adams District Historian 2009-2010 From Auxiliary Name and Number

5. The second page of the **Auxiliary Book** (First page of book, but it is the back side of the page.) **Must** include the **Auxiliary Historian’s** picture, following the historians picture is an information box. Contents must be; Auxiliary Historian, historian’s name, Auxiliary name and number. This page you may add embellishments such as the presidents symbol and theme, and her colors, or the district’s, or the department’s.

Example:

Picture of the Historian

Jane Doe Auxiliary Historian

Sacramento Aux. 1000

6. The second page of the **District Book** (First page of book but it is the back side of the page.) **Must** include the **District Historian’s** picture, following the Historian’s picture is an information box. Contents District Historian historian’s name, district number, her auxiliary name and number. This page you may add embellishments such as the president’s symbol and theme and her colors or the district’s or the departments.

Example:

Picture of the Historian

Jane Doe District Historian

District 00

Sacrament Aux 1000

7. The third page of the **Auxiliary Book** (Second page front side of page 2), **must include** the District President’s picture and her name, followed by Department President for the 2009-2010 ensuing year, her symbol, theme and colors.

Example:

Picture of the Department President Sue Wells (back side of page 2)

Department President for the 2009-2010 ensuing year

Her Symbol: The Hummingbird

Her Theme: “Service to Veterans is Love in Action”

(Note incorporate her colors on this page, Colors: Burgundy and Gold)

8. The book **must not exceed 75 pages.** Two (2) sided pages for a total of 150 pages for your book. Please note if your book exceeds the limit remove some of the pages before entering your book, and replace them after competition.
9. The book **must be** in chronological order; starting with the President’s installation and ending with next year’s installation.
10. The book **must** use the Department President’s theme, symbol and colors, within the contents of the book. Also, the National President’s theme, symbol and colors should be

used. If you wish to include your District or Auxiliary colors, symbols and themes you may do so.

11. Pictures should be labeled and should include the names and titles of the people in them whenever possible. However, if you have a picture of your President attending a public function, and there are people in the photo that are unknown to you, don't worry about it. Just be sure to identify the function and tell the story of what was happening. Remember, the **WHO, WHAT, WHEN, WHERE AND WHY**. Also, the printing in your book **must** be the same throughout the book. If you beginning with a type written label the whole book must be type written. If you are handwriting the book, then all labels and information boxes are to be handwritten (neat and legible).
12. The Historian information of the events of the Auxiliary should be included in the book you are going to present to your President. You can add the information as it occurs in the book or you can create a special section to add the written/typed history. When you are doing the history book please either write through the entire book, or type, not both. Keep it consistent. Don't forget the **Historian** is the scribe and another sister can be the photographer. I find it easier to do both then I know what I've taken, and I have a written memo or document on the event.

Due Date

1. Auxiliary History Books **MUST** be submitted to your District Historian within a two week period, after the Auxiliary Installation of the 2010-2011 Officers. The District Historian will then have the Auxiliary books judged. Only one auxiliary winner from that District is to be sent, or delivered, to the Department Historian. All other books are to be returned to the Auxiliaries.
2. The District Historian is to conduct the judging of the Auxiliary History Books and determine the winner. There can be only **ONE** winner per District. Remember, Auxiliary History books, other than the one determined to be the winner by the District Historian, will not be accepted for judging at the Department level. **One winning history book per District.**
3. The winning Auxiliary History Book and the District Historian's Book **MUST** be submitted to the Department Historian for judging at the last C of A in June, before the Convention starts.
4. Winners for each category will be announced during the Historian's report at the convention in 2010.

YEAR END REPORTING RESPONSIBILY

A copy of the year-end report, to be completed and sent in by the Auxiliary and District Historians follows this article. Be sure to pay close attention throughout the year so you will have the necessary information to complete the report successfully. Remember, department citations are not only judged for participation, they are also judged on the reporting. They are based on the combination of; participation, reporting on your year-end report and reports submitted throughout the year. Extra credit is given if a history book has been turned in for judging at the District level, even if it is not the District winner. District Historian citations and standings also include the information about activities and materials used by the District Historians, to inform and promote the Historian program to the Auxiliaries in the District. (Note; Whatever you, as the District Historian, send to your Auxiliaries should also be submitted to the Department Historian, as your promotional material).