



NATIONAL HEADQUARTERS

441 NORTH LEE STREET

ALEXANDRIA, VA 22314-2344

September 2016

PLEASE GIVE TO YOUR HISTORIAN

TO: Historians, **ALL** Echelons

FROM: Margaret Mattei
62 Poplar Swamp Rd.
Bethany, CT 06524

SUBJECT: 2016-2017 NATIONAL HISTORIAN PROGRAM

Only the written history is to be submitted for judging at the 2017 National Convention. We will require one original copy and two photocopies of the written history in a bound cover. It must cover only the current year.

WRITTEN HISTORY

- Typed preferred, using only one side of paper, double-spaced.
- Pages must be numbered with margins.
- Concise, complete, and comprehensive in either literary style or diary form.
- Identify cities, towns, places, buildings, etc.

They will be judged on Unit, Chapter, and Department levels, where applicable.

We urge Units, Chapters, and Departments to make history books for their Presidents. They may be judged at Chapter and Department Conventions.

While assembling material for your history book, I would appreciate receiving from Historians pictures, news articles, and appropriate material that involved National President Sue Ranno. Together, we will be able to present our National President a history book filled with memories that she can look through and enjoy for years to come.

The office of Historian can be time consuming; the finished product is rewarding, if accomplished in a neat and orderly manner. You must be prepared, whenever you Unit, Chapter or Department participates in an event, to take pictures and record the happenings with the crucial “5 W’s” – **WHO, WHAT, WHERE, WHEN, and WHY**. This is very important. If you cannot attend an event, make arrangements with someone to cover the occasion for you.

In addition to photographs, your book should include a front page, table of contents, Officer’s programs, a written history of the Unit, Chapter, or Department, and newspaper articles; any other data that is considered pertinent to your particular echelon is also encouraged to be included.

You may use the following guidelines as a means to assist the Historian in the preparation of a book that you can be proud to present to your President. Please be guided by them and you will find an organized and attractive compilation of people and events arising out of the jumble.

The written History from any Unit should cover **ONLY** the period from October 1, 2016 through September 30, 2017. Any Chapter written History submitted should cover **ONLY** the period from January 1, 2016 through December 31, 2016. Any Department written History submitted should cover **ONLY** the period from Department Convention 2016 through Department Convention 2017. All written History inputs must be received by the National Historian by **JUNE 30, 2017**.

RECOMMENDED OUTLINE FOR HISTORY BOOK

1. BOOK

- a. Three-ring binder, any color (though black is preferred)
- b. Plain white paper
- c. Index sheets with tabs
- d. Optional: Plastic protectors for clippings, photos, etc.
- e. Optional: Black sheets taken from plastic protectors may be used for the photos

2. FRONT PAGE

- a. Name of Unit or Echelon
- b. Number of Members in Unit or Echelon
- c. Name of Town or State
- d. Date:
 - i. **Department Books** – 2016 Convention through 2017 Convention
 - ii. **Chapter Books** – January 1, 2016 through December 31, 2016
 - iii. **Unit Books** – October 2016 through September 30, 2017

NOTE: This is one full year which has gone through Chapter and Department intact.

3. DEDICATION

- a. Optional

4. INDEX

- a. List of contents in history book from beginning to end

5. LIST OF OFFICERS AND APPOINTEES

- a. Chaplain's spiritual message
- b. President's reports and accomplishments
- c. First Vice President's programs and reports
- d. Second Vice President's programs and reports
- e. Third Vice President's programs and reports
- f. Welfare Officer's programs and reports
- g. VAVS Projects
- h. Ritual Officer's report
- i. Historian's written History – not the minutes
- j. Special Committee programs and reports.

6. PHOTOS

- a. Should be relevant to our organization’s programs
- b. Names of individuals and places as well as dates (typed on white labels)
- c. Labels to be placed under or to the side of the photo

7. PUBLICITY

- a. Newspaper clippings must have the name and date of the newspaper (double-scotch tape is best to use on back of the articles)
- b. Clippings should be cut neatly, no fancy shears
- c. Clippings should be of your own Unit or echelon, or any other echelon with which your group participated

AWARDS FOR WRITTEN HISTORY

ECHELON	AWARD FOR 1ST PLACE	AWARD FOR 2ND PLACE
Department	\$25 Check and Citation	Citation
Chapter	\$25 Check and Citation	Citation
Unit, Up to 30	\$25 Check and Citation	Citation
Unit, 31 to 75	\$25 Check and Citation	Citation
Unit, 76 to 120	\$25 Check and Citation	Citation
Unit, 121+	\$25 Check and Citation	Citation

DEADLINE For written History ONLY: JUNE 30, 2017.

SEND TO:

**Margaret Mattei – National Historian
62 Poplar Swamp Rd.
Bethany, CT 06524**