

Historian



DIRECTOR

Barbara Boerger
501 Euclid Avenue South
Crookston, MN
56716-2509

TIME is ever-changing, time never stands still in our lives, time is continuous and *It's Time for America's Military Heroes*. As Historians you will be keeping a pictorial record of the coming year to help fulfill our National President's ideals of honoring our veterans and Auxiliary members. Time is on our side to continue recording events and functions for our Auxiliaries, Districts or Departments.

In order to accomplish our duty as Historians, we must collect the basic information for each event or function. Who, What, When, Where and Why are the important items needed to compile the history of our Auxiliary each year.

AUXILIARY, DISTRICT OR COUNTY COUNCIL HISTORIAN

It shall be your responsibility to keep a written report of the history of your Auxiliary, District or County Council and submit a report at the end of the year to your respective Presidents.

DEPARTMENT HISTORIAN

It shall be your responsibility to keep a complete record of the Department President's activities. This record should include her travels, official visits and various other functions. Collect all authentic material, in written form, pertaining to the history of the Department. At the end of the year, prepare a written report archiving the details of the Department President's year.

All records should be kept in chronological order, from the President's installation through the day she leaves office. If a pictorial scrapbook is kept, it should be presented to the President at the end of her year.

NATIONAL HISTORIAN

It is my duty as National Historian to record the travels and activities of our National President during her year of *It's Time for America's Military Heroes*. The reports and photographs I receive from the Department Historians are essential to complete the recorded memories of our National President. Through her travels, we will be reminded to remember our American military heroes as she continues to promote our Ladies Auxiliary programs that benefit our veterans, their families and our communities. When she is turning the pages of her pictorial scrapbook, she will be able to relive her travels during her year as National President.

NATIONAL PRESIDENT'S OFFICIAL VISIT:

DEPARTMENT HISTORIAN

Submit all materials to:

Editor-in-Chief

Ladies Auxiliary VFW Magazine
406 W. 34th St., 10th Floor
Kansas City, MO 64111

WRITTEN REPORT

- Forward a detailed, WRITTEN REPORT within 15 days of the National President's Official Visit. The TIME LIMIT will be considered in qualifying for awards.
- Include ALL activities from arrival to departure.
- Typed reports should be double-spaced on 8 ½" x 11" white paper.
- If not typed, write legibly on lined paper, one side only.
- Staple pages in upper left corner.
- Number pages in upper right corner.
- Spell names correctly, including first name and title. Example: Jane Doe, Department President. DO NOT use "Mrs." Jane Doe.

PHOTOGRAPHS

- DO NOT HOLD the report for the photographs, but forward them as soon as they are available.
- DO NOT send disks or CDs please. If you take digital pictures, please have them printed.
- Send only clear, sharp photographs. (If photographs do not look clear to you, they will not improve when printed in the magazine.)

- Send no fewer than 15, BUT NO MORE THAN 30 PHOTOGRAPHS.
- Number each photo on the back, upper right corner with a felt tip pen.
- On a separate sheet of paper, identify people from left to right (as you look at photograph.) Do not write anything but the photo's number on the back.
- DO NOT paste, staple or tape photos to paper.

NEWSPAPER ARTICLES

- When sending newspaper clippings, include all clips as well as articles published in Department papers.

- Each clip should include the newspaper's name, city, state and date.
- DO NOT paste, staple or tape articles on paper.

AWARDS FOR DEPARTMENTS & DEPARTMENT HISTORIANS:

\$25 to the Department and a **"It's Time for America's Military Heroes" Plate** to the Department Historian in each Membership Group with the best selection of requested material on the coverage of the National President's Official Visit within the specified time; Runner-up: \$15 to the Department and a citation to the Department Historian.