

POST HISTORY

Dr. Harry A. Kretzler Post History Award

The Past Department Historian Dr. Harry A. Kretzler History Award trust fund interest will be used to reward history book winners. The amount spent shall not exceed the interest earned by the trust fund.

There will be two First Place awards made each year, and defined as follows:

1. Post Narrative History...Awarded the Dr. Harry H. Kretzler Plaque
2. Post Pictorial Yearbook...Awarded a Dr. Harry H. Kretzler framed certificate.

The History Book Committee will consist of: Department Historian, Chairman; Department Adjutant; Department Finance Officer; Department Judge Advocate. The criterion and forms used for judging are the same as used by the National Association of Department Historians American Legion (NADHAL). The winners will be certified by the Department Historian and entered in the National History Book Contest and Judged during the October NEC meetings.

Note: Dept. Hqs. must receive Post Histories not later than 20 days after the close of Dept. Convention. This will enable the Post Historians time to include Post participation in the Convention, Installation of Officers, etc., and give time for judging at Department and for the winning history to be submitted to National at that level.

Note: The Trophies and Awards Committee shall handle the rules and judging for the Newspaper Scrapbook. Not by the History Book Committee.

The Post History should cover a one-year period from the close of the Department Convention to the closure of the following convention. Below is an outline for the preparation of your history. Try to be original in your work so it stands out. Remember, what you say is more important than how you say it. Keep in mind that your book should be readable, comprehensive, have good arrangement, and be an interesting reference source on your Post.

Below are some things to remember when working on your book. For detailed instructions, look to the chapter, **histories are Important**, in your Officers Guide and Manual of Ceremonies. Each post officer should have a copy in his or her possession.

Part I - Format

Cover: The size of the yearbook cover must not be smaller than a standard three-ring binder or larger than 12 x 15 inches, with The American Legion emblem centered (left to right) on the cover with the post's name and number. Each book is not to exceed three inches between the front and back cover.

If you use two or more yearbooks, you must indicate on the cover and title page the wording, such as "Volume I, Volume II," etc. Acceptable yearbook binders and standard three-ring binders with the American Legion emblem embossed on the cover are available from Emblem Sales.

Name/Address of compiler: The full name and complete mailing address of the yearbook author should appear on the inside front cover on the lower left corner. It will be neatly typed or computer generated and centered on a 3 x 5 card.

Title Page: This should be the first page facing the reader as the yearbook is opened. It should be centered on the page (left to right, top to bottom) and be in a logical arrangement with double spacing or more and contain as a minimum the following:

YEARBOOK OF
(Name of post) POST NO. _____
THE AMERICAN LEGION

(city and state)
FOR 20____- 20____
BY: (person compiling yearbook)

Introduction: Every yearbook should have a forward or introduction, setting forth the reasons for the organization, and may include:

- o Selection of the post name, if named for a departed comrade or comrades, include a short biographical sketch of their lives and include available photographs.
- o If possible, include a brief resume of your community's history, especially the part played by that locality in furnishing men and women during wars and conflicts
- o Make mention of the founding of the national organization with a tie-in of the department and post.
- o If your post has a post home, you may want to include a photograph and street address.
- o Consider including a biographical background of the current post commander and/or the author of the history with photographs included.
- o Acknowledge any assistance or contributions used in compiling the history.

Table of contents: This is a must for any good history, which will list the pages of the chapters and appendices and should be in the front of the history immediately following the introduction. If there is more than one volume, each should contain a complete table of contents.

Preamble to the Constitution of The American Legion: Identifying the principal aims of The American, the preamble is fitting introduction and should follow the table of contents. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored 8 ½ x 11 prints of the preamble may be purchased through Emblem Sales.

Note: the above format must be used in the order listed in the Narrative & Yearbooks. Also, make sure you number all your pages, one of the things judges look for first.

After the above-required format you can list your chapters on a month-by-month basis or in the order of the sequence of events.

Index: The alphabetical index of names, places and events mentioned in your yearbook shall be at the end, with page references. If there is more than one volume, each should contain a complete index.

Page Numbering: Do not forget to number the pages. Be consistent in placing page numbers, either at top or bottom of pages. Numbering will start with the title page.

Order of page numbering: The above pages should appear in order with Arabic or Roman numerals:

Title Page	1 or i
Introduction	2 or ii
Table of Contents	3 or iii
Preamble	4 or iv

The following units will list each page in consecutive order using Arabic numerals. If you use Arabic numerals, the next number will follow your last number (e.g. if the preamble is 4, the first page of the history is 5). If you use Roman numerals, the first page of the history is 1 (e.g. if the Preamble is iv, then the first page of the history is 1)

Chapters

Following the preamble, the chapters may be sequenced in this suggested manner:

Chapter 1 A roster and photographs of current post officers should be included. If it's not possible to obtain photographs of every officer, make a special effort to include photographs of the commander and the adjutant.

Chapter 2 Include a roster of post chairs with photographs, if available.

Chapter 3 This should be a one-year post chronicle. The history is to cover one year, beginning with the installation of officers, up to and including the installation of the next year's officers. This timeframe may vary in some departments. This is the most important chapter in your history, and must be as complete as possible with a graphic account of the post and its activities. The historian should relate in narrative form, and chronological order, all important events and programs conducted during the year by the post or events conducted jointly with the Auxiliary, Sons of The American Legion, or county, district, department and national levels.

Historians may use the minutes of meetings as a basis for information about the post's activities. Then contact members who were chairs of the committees for further details. Include anything that you deem a special attribute of the post, setting it apart from all others.

Other Chapters While many American Legion programs and post projects are of a continuing nature and may run through several administrations, such activities might be better covered in a separate chapter following those devoted to the individual administration.

The activities of all standing post committee should be given considerable coverage, particularly if one committee performs an outstanding service. You may want to include each committee in separate chapters: Americanism, Membership, Boys State, School Award Medals, Oratorical Contest, Junior Shooting, Baseball, Children & Youth, Sons of The American Legion, patriotic observances, post parties, Boy Scout troops and other sponsored groups, to name a few. Collect and record for posterity all post activities.

Including photographs in the committee chapters adds to the attractiveness of the entry. Give attention to the arrangement of illustrations in relation to the text and use of captions.

Appendices

Appendices are pages of statistical data that should be carried at the end of the history, following the chapters and before the index, and might include:

- o The organization of the post with a list of charter members and the dates of the temporary and permanent charters.
- o A roster of all past post commanders and adjutants since the charter date with their years served.
- o If the post is not too large, add a roster of members listed in alphabetical order. This may include each member's name, the member's branch of service or the date he or she joined the post.
- o A record of the post's citations and awards received, as well as awards presented by the post. A list of members who served as delegates to the national and department conventions or national and department officers and commission and committee appointees, including the district.
- o Complete records of annual elections showing all nominations and votes received by various nominees.
- o The post's membership standings by year since the charter date; a list of new members for the current year; a list of life members and Paid-Up-For-Life (PUFL) members; "In Memoriam," also known as Taps or Post Everlasting,

listings for the current year; the post's constitution and by-laws; the annual post budget; and any other important statistics.

Index

The alphabetical index is the last "must" for any good history. This comprehensive index of names, places and events mentioned in your history, with page references, shall be at the end of the history following the appendices. If there is more than one volume, each volume should have a complete index.

Part II - Illustrations

All photographs must be identified by occasion, individuals, date and place of event with the exception of individual photographs of post officers and chairs (name and title / committee only). Provide left-to-right subject identification, and if necessary, by row.

Be sure all photographs are clear, as blurry prints will not aid materially and will take away from rather than enhance your history. Proper arrangement with the text is a must to achieve an eye-catching history book. Avoid using pictures with alcohol in them.

Part III - Originality

Under this category, judges will consider a number of qualities or items of content in the history that are not readily cataloged under the preceding headings. Some histories, for example, have complete roster of members. In other words, judges will determine features that make a history especially attractive or useful. By the same token, if inaccuracies come to the judges' attention, they would have a negative scoring effect.

Page format suggestions

Use plain and unruled 8 ½ x 11, white and/or colored bond paper for your history binder filler.

The history should be typed or computer generated on one side of the paper using black ribbon or print. Single sheets of paper may be placed back-to-back using transparent plastic protective covers.

Margins are a must for neatness, readability and standardization. Use a 1 inch margin on all sides (except one inch from the perforation side of paper, if necessary).

Where feasible, provide double-spaced copy on pages with a three - to six space indentation for new paragraphs and single-spaced ones for photographs identifications.

If you have any doubt of the spelling of a work, use a dictionary. Also double-check the spelling of all names.

Chapter IV

Outline for a one year post yearbook

A post yearbook is a pictorial history of the post. Remember, though, that this is a permanent record that will be seen by others for years to come, so the suggested outline should be followed as closely as possible. It would be advantageous to check any compilation against this outline so as to include as much of the material suggested here as possible.

Have questions contact the Department Historian for assistance.