



# Historian's Workshop

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## October 4, 2021

PNH Charemon Dunham

NADHAL



# History Book Timeframe

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- One year
- Installation of officers to next installation of officers
- (NO Perfect Book)



# Where Do You Get The Information?

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Individual Members Report



Checkbook Records



Call Members



Meeting Minutes



Post Calendar



News Clippings



# Gather Information Monthly

August

July

June

February

January

December

November

October

September

May

April

March



# The Historian Competition

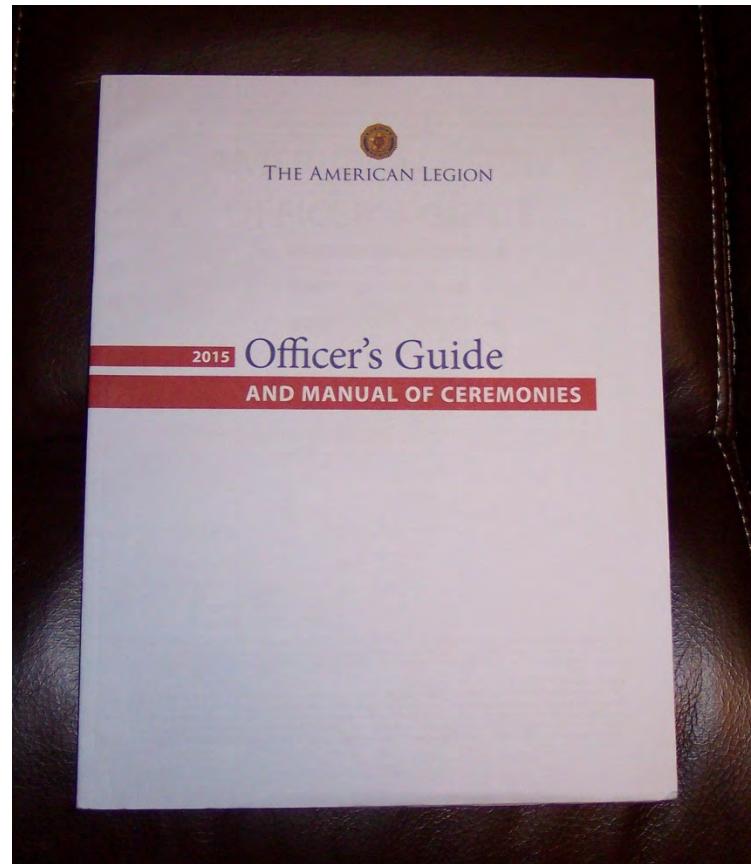
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Here are some of the things  
you need to keep in mind.



# Do you know where to find the history book guidelines?

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Check for most current version or at [www.legion.org](http://www.legion.org)



# Be Creative

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The Judges have optional points that they can award for items that are especially attractive or useful.



# Make sure pictures are clear

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- Crop Pictures
- Avoid Beverages or Cigarettes
- Don't paste too close to center of book.





# Use the K.I.S.S theory

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- Don't distract the viewer
  - Only three or four photos per event (recommended)
  - Leave Napkins and Matchbooks out
- You can add the “Fluff” back into your book when it's returned from competition.



# Make Sure You Follow The Rules

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For the  
Yearbook Contest

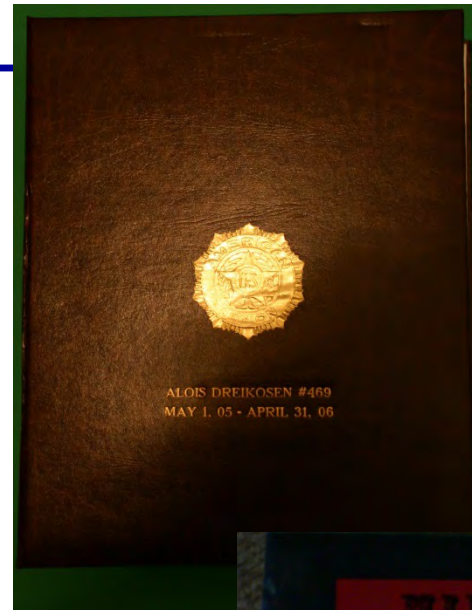
The Judging breaks  
out as follows:



# PART 1 – Format – Total 40 Points

## COVER (5)

- Size 12 X 15 max.
- Legion Emblem – centered  
L to R
- Name and Number of Post
- Volume Number if needed





# PART 1 – Format – Total 40 Points

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## COVER (5)

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 Points cont.

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## Name/Address (3)

- Full name and address of author
- Located in lower left corner
- Neatly typed
- Centered
- 3 x 5 index card

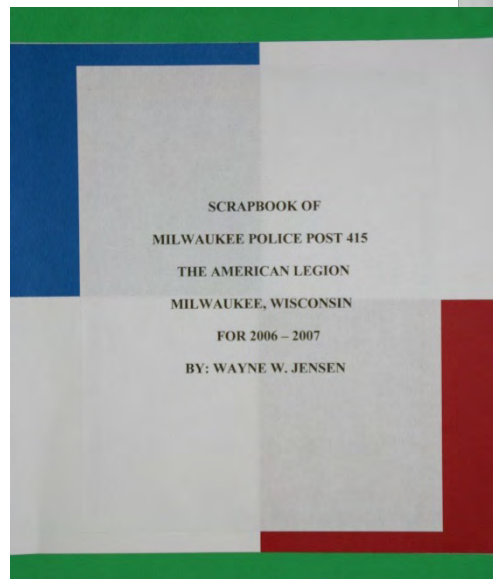
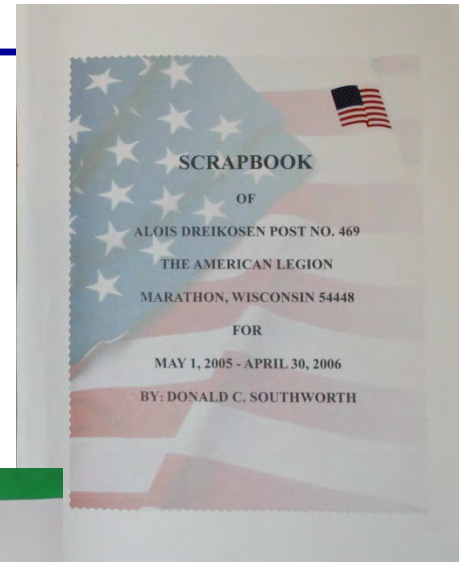




# PART 1 – Format – 40 Points cont.

## Title Page (5)

- First Page facing the reader
- Centered on Page
- Double spaced or more







# PART 1 – Format – 40 Points cont.

## Table of Contents (5)

- Separate units covering programs with page references
- If more than one volume, each volume should have a complete table of content

The image shows two pages of a Table of Contents for the American Legion. The left page is titled 'VIII. August - 2005 Past Activities' and the right page is titled 'IX. September - 2005 Past Activities'. Both pages feature a small American flag icon in the top right corner. The entries are listed with sub-points and page numbers.

Section	Item	Page
VIII. August - 2005 Past Activities	1. News Article	40
	a. August 7, 2005	
	(1) Legion Post 449	41-42
	2. Display of Unconquered Flag Ceremony	42
	3. Badge Day	43
	a. Andy Szemski	43
	a. Bill Butler	43
	3. Thank You Note	43
	a. Rob Franke	43
	4. Thank You Card	43
	a. Jerry Goff	43
	b. Al Back	43
	c. David-Lisa Bernick Family	43
7. Letter to T-Ball Parents	43	
8. Thank You Card	43	
a. Colleen and Cottle	43	
9. T-Ball Parents' Copies	46-51	
a. Kathleen Badden	46-51	
b. Brockley Myers	46-51	
c. Peoples State Bank	46-51	
d. County Museum	46-51	
e. Marathon Lane Sports Bar & Dining	46-51	
f. Bruce 'N' Sate's Burger's 'N' Shake's	46-51	
10. News Article	52	
a. August 10, 2005		
(1) Legion Baseball	53	
11. News Article	53	
a. August 10, 2005		
(1) Brisco Baseball	54	
12. News Article	54	
a. August 10, 2005		
(1) Parker J. Mennier - Obituary	55	
13. Athens Fair Parade	55	
a. Annual Letter 2005 Fair Days Queen	55	
b. 2005 Fair Days Queen Candidates	55	
c. Marathon High School Color Guard	55	
14. News Article	56	
a. August 24, 2005		
(1) Summer League Charge	56	
IX. September - 2005 Past Activities:	1. News Article	57
	a. August 31, 2005	
	(1) Marathon Fun Days This Weekend	58-59
	2. News Article	58-59
	a. September 7, 2005	
	(1) Marathon Fun Days	58-59
	(2) Marathon Fun Days	58-59
	3. News Article	60
	a. September 7, 2005	
	(1) LETTER TO THE EDITOR	61-64
	4. Marathon Fun Days - 2005	61-64
	a. Kiddie Day Parade	61-64
	b. Charmin Grill'd Chicken	61-64
c. Marathon High School Band	61-64	
d. Fun Days Queen & Her Court	61-64	
e. Legion Auxiliary Float	61-64	
f. Badge State Boy and Girl	61-64	
g. Mike Trimmer	61-64	
h. Parade-Marchals	61-64	
X. October - 2005 Past Activities:	1. News Article	65
	a. October 10, 2005	
	(1) American Legion	65
	2. Children & Youth Certificate Presentation	66
	3. Discussion @ Legion Meeting	66
	4. Thank You Card	66-69
	a. Pat Buchberger	66-69
	b. Marie Stibel	66-69
	c. Alan Szemski	66-69
	d. Werner Füllgraber	66-69
e. Brunsel Family	66-69	
f. Jeff Ratcliff	66-69	
g. Hilgard Rader	66-69	
h. Dick Southworth	66-69	
i. Cindy-Cole Creations	66-69	
5. Thank You Letter	70	
a. Marathon Branch Library	70	
6. Sponsor Fair Works Letter	71	
a. Marathon State Bank	71	

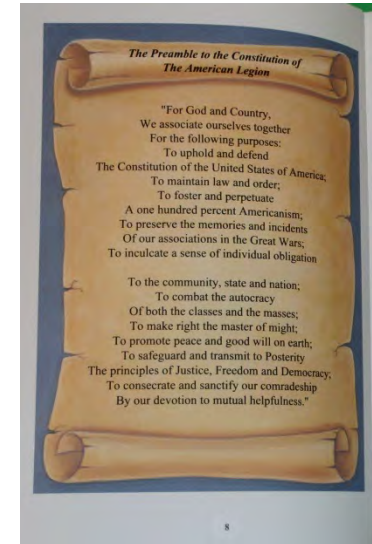
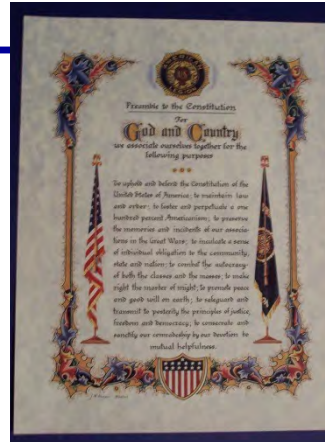




# PART 1 – Format – 40 Points cont.

## Preamble (2)

- Multicolored print is available from Emblem Sales
- Be creative and make your own





# PART 1 – Format – 40 Points cont.

## Index (10)

Alphabetical index of

- Names
- Places
- Events

INDEX

-M-

Mc Guigan, Dottie	116	Malone, Marie	98
Mc Laughlin, Sherry	234,237	Malta, Walter	41
Maas, Robert	80	Manney, Sara	204,210
Maas, Mike	116	Manney, Deane	282
Maas, Robert	29,97,98	Manney, Ben	84
Maas, Joe	129,148	Manney, Lloyd	301
Maas, John	129,185	Manley, George	111
Memorial Committee	128	Marquist, John	109
Memorial Building Fund	120,121	Marque, James	264,290
	150,151,153		
	286,287,288	-N-	
Memorial service	41	Nacombwood Band	284
Menden, Christian A.	68,249	National Candidate School	
Meyer, Al	272,273	Graduation	41,44
Meyer, Gene	307	Nelson, Col. Gerald	40,42
Meyer, Sr. Lucy Ann	116		
Meyer, Shirley	171,172	Nelson, Royce	111,117
Membership Forum	307		
Michaela, Danielle	75	O'Hara, Linda	302
Midwest Express Center	137-164	Olsen, Robert	218
Midwinter Conference	178-180	Orlowski, Mrs.	214
Midwinter Snowshoes	314	Orsical, 198,199,200,201	
Mikolajick, Dorothy	129,290	Oshkosh Post 70	290,302
Miller, Cora	311	Ost, Betty	115,117,204
Milwaukee Police Post	302,307,310	Ost, Ed	177,204
Milwaukee Women Post	290		
Moore, Herb	319	-P-	
Moolter, Delores	306		
Muench, Barbara	306	Pago, Andrea	103,114,116
Muench, Louis E.	276,306		
Murphy, Father Bill	126	Palmer, Wayne	112,113,284
Murphy, Cara Lee	129	Parade, National	76
Murray, Lee	15,16,52,58,65	Parade, Waupun	31
	68,96,147	Post Commanders Club	267
Murray, Sharon	96	Paulson, Paul	300
Museum	226-229	Pechnack, Ben	198,203
Museum Committee	225	Peck, Bob	68
Museum sign	47	Peck, Russ	15,33,32,58
Muth, Bob	47		65,71,112,113,117,128,130
		National Commanders Dinner	92-93
		National Convention	66-111
		National Officers	11-13
		National Fall Meetings	127
		National Guard Song	41
		National Historians luncheon	80
		National Memorial service	102,103
		National Officers	13
		Nelson, Curtis	15,19,30,31,264

- This is at the end of the book
- If more than one volume, each volume should have a complete index



# PART 1 – Format – 40 Points cont.

## Page Numbering (5)

- 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 Points

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### Arrangement (20)

- Systematic and Logical
- Chronological Order
- Easy for reader to follow





# PART 2 – Account/Readability

## 40 Points

### Identification (10)

- Who – (use full proper name)
- What
- Where
- When

Identified Left to Right



Department Commander Charles Cooney (far right back row) along with Charter Members of Landt-Thiel Post 470 Saukville during the Post's 60<sup>th</sup> Anniversary celebration on November 11, 2006



# PART 2 – Account/Readability

## 40 Points

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### Clear Cut Photo (10)

- Clear and Sharp
- Blurry or Fuzzy will distract
- Proper arrangement





# PART 3 – Judges Option/Originality

## 10 Points

### Originality (10)

- Different in Thought
- Different in Presentation





# PART 3 Judges Option/Originality – 10 Points cont.

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- Items not readily cataloged under other headings
- Features that make the book more useful
- Inaccuracies will have a disqualifying effect





# Scoring

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- If an item is in the book, you can not give the book a zero (0) for that item
- Except, judges points start at zero



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# Any Questions About the Yearbook?



# NARRATIVES

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- 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 – Total 40 Points

## COVER (5)

- 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 Points cont.



## Name/Address (3)

- Full name and address of author
- Located in lower left corner
- Neatly typed
- 3 x 5 index card
- Centered

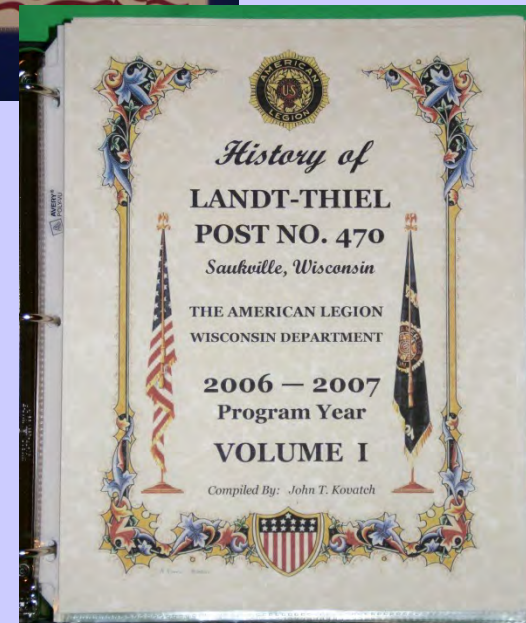
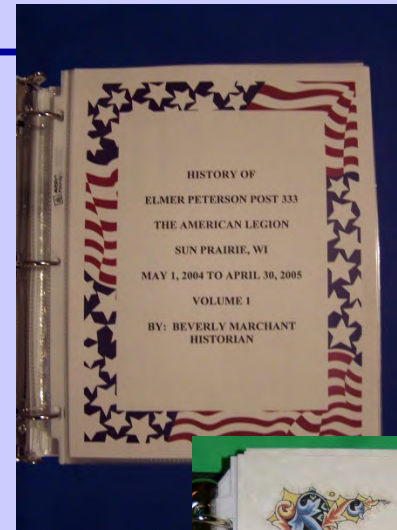




# PART I – Format – 40 Points cont.

## Title Page (5)

- First Page facing the reader
- Centered on Page
- Double spaced or more

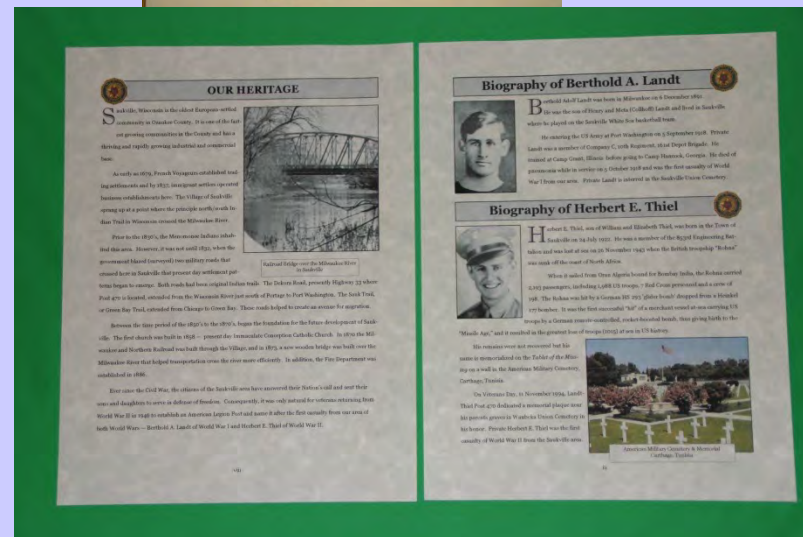
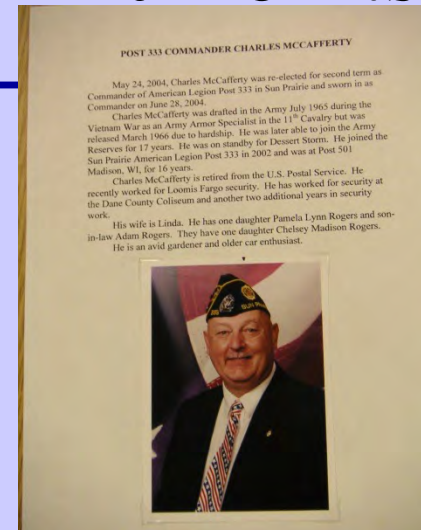




# PART I – Format – 40 Points cont.

## Introduction (5)

- Formation of National and Department
- How Post name was selected
- Brief resume of the community
- Post Home information
- Post Officer background





# PART I – Format – 40 Points cont.

## Table of Contents (5)

- Page reference of CHAPTERS and APPENDICES

TABLE OF CONTENTS	
VOLUME I	
	Pages
Title Page.....	i
Introduction.....	iii to x
Author's Notes.....	v
American Legion – Who we are.....	vi to vii
Our Heritage.....	viii
Biographies of Berthold A. Lamit and Herbert E. Thiel.....	ix
Photos of Post Clubhouse.....	x
Table of Contents.....	xi to xiv
Preamble to the Constitution of The American Legion.....	1 - 4
Chapter 1 – Roster of Officers.....	5 - 10
Department Commander, District and County Commanders and Adjutants.....	7
Post Commander, Post Officers, Executive Committee.....	8-9
Chapter 2 – Roster of Post Chairs.....	11 - 14
Chapter 3 – One Year Post Chronicle.....	15 - 50
Chapter 4 – Americanism and Children & Youth.....	51 - 72
Americanism and Children & Youth Committee.....	53
Patriotic Observances.....	54 - 58
Scout of the Year.....	59
Scout Service Projects.....	60 - 61
Eagle Scout Recognition.....	62 - 63
Patriotism Essay Contest.....	65
Youth Baseball.....	66 - 67
American Legion Badger Boys State.....	69 - 70
Scholastic Awards.....	71
Chapter 5 – Bingo.....	73 - 78

xii

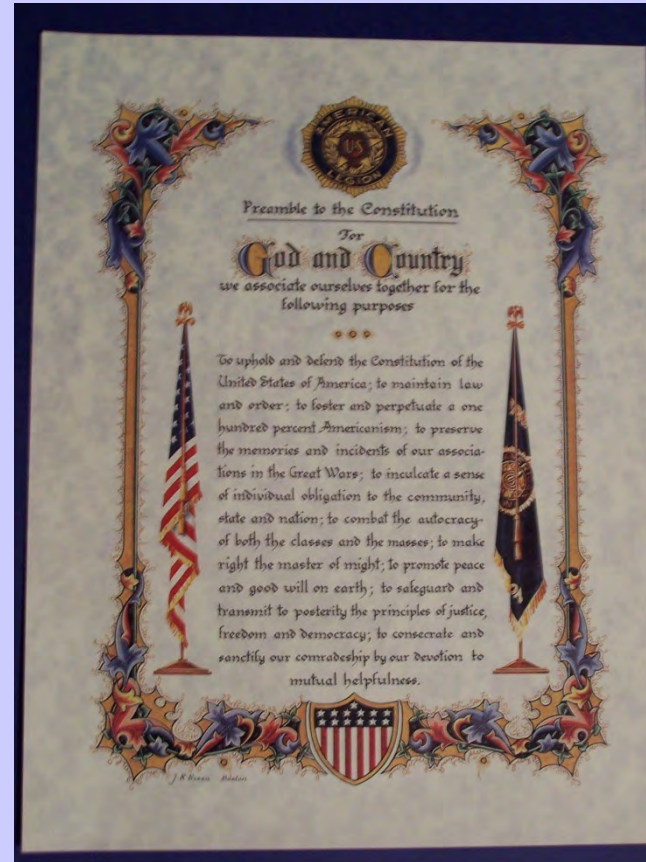




# PART I – Format – 40 Points cont.

## Preamble (2)

- Multicolored print is available from Emblem Sales
- Be creative and make your own



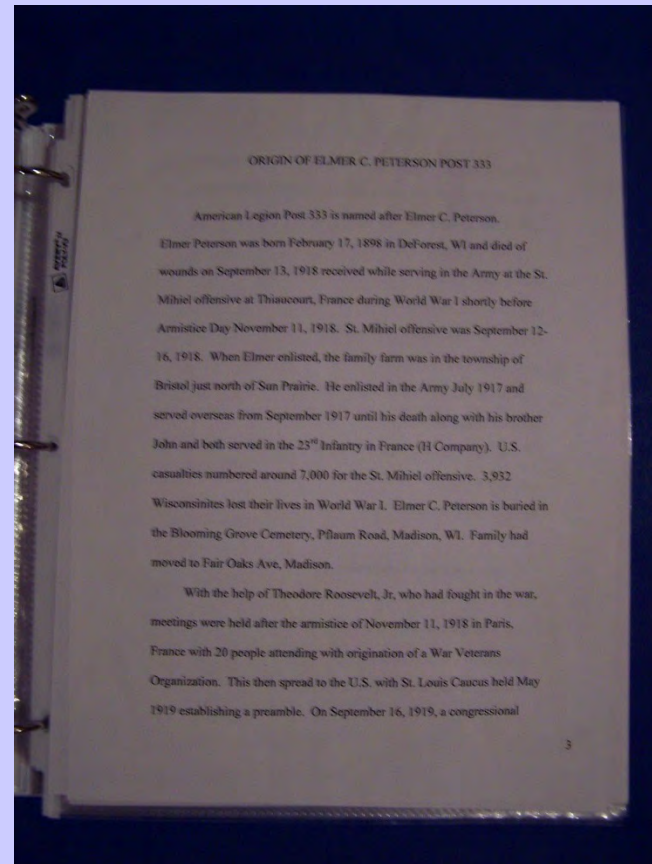




# PART I – Format – 40 Points cont.

## Page Numbering (5)

- Title Page 1 or i
- Introduction 2 or ii
- Table of Content 3 or iii
- Preamble 4 or iv
- The rest using Arabic Numbers





# CHAPTERS

## Chapter 1 – Roster of Post Officers

**Post Officers 2006-2007**



**John T. Kovatch**  
Commander



**Michael Holdway**  
1st Vice Commander



**Deborah Logerquist**  
2nd Vice Commander



**Jeffrey Baumann**  
Adjutant

PAGE 8

**Post Officers 2006-2007**



**Richard Kamm**  
Finance Officer



**Ronald Lucas**  
Chaplain



**Howard Rokus**  
Historian



**Bart Van Zandtbergen**  
Service Officer



**Roger Staton**  
First Sgt.-At-Arms



**Dennis Loof**  
Second Sgt.-At-Arms



**Matthew 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



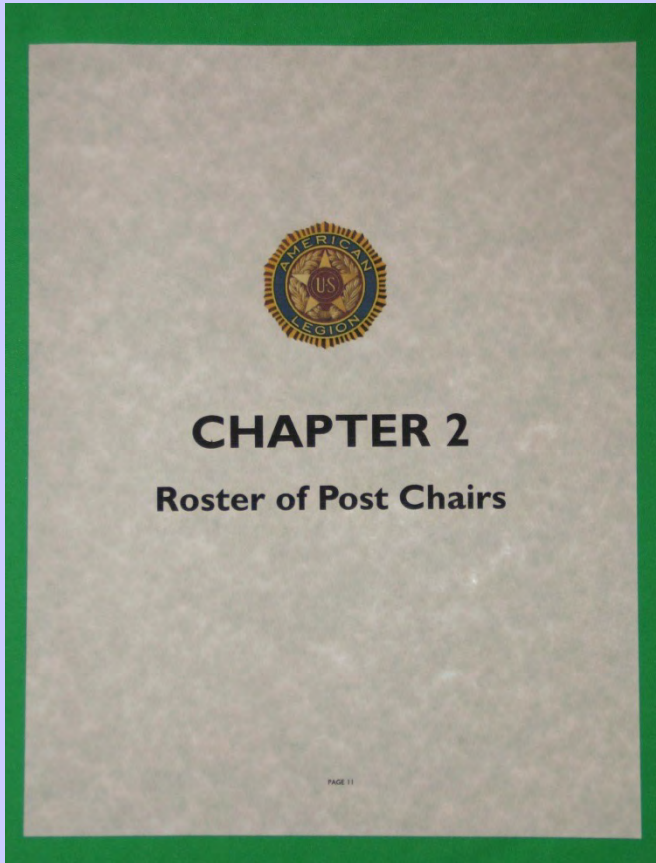
**Robert Dickmann**  
Executive Committee  
1 year term

PAGE 9



# CHAPTERS

## Chapter 2 – Roster of Post Chairs





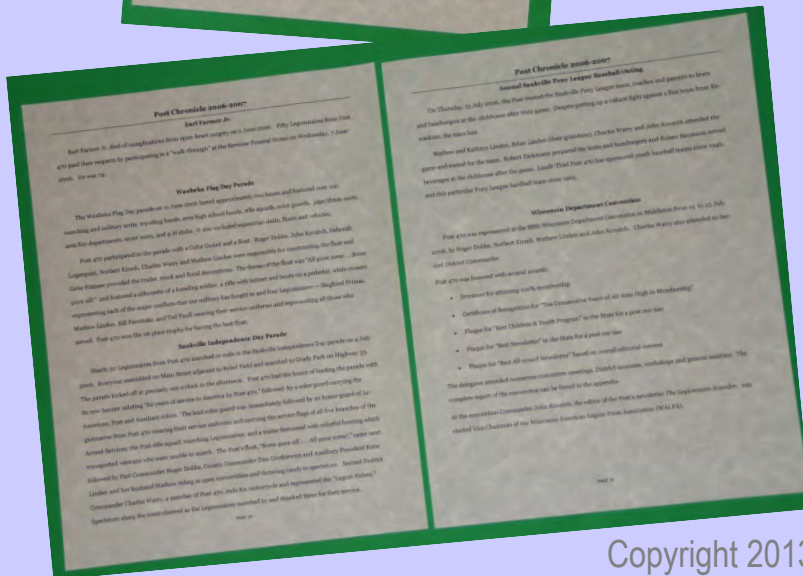
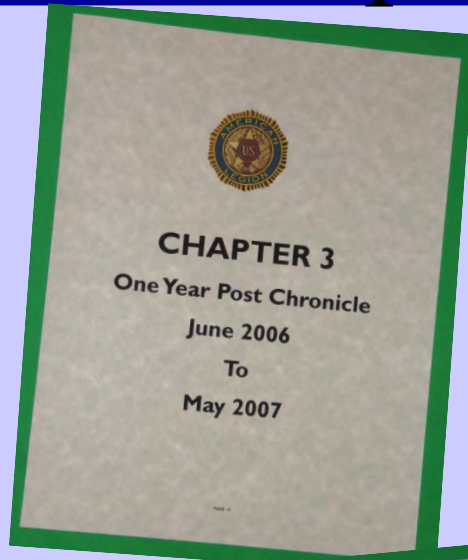
# CHAPTERS

## Chapter 3 – One-Year Post

### Chronicle

Use minutes of meeting for information

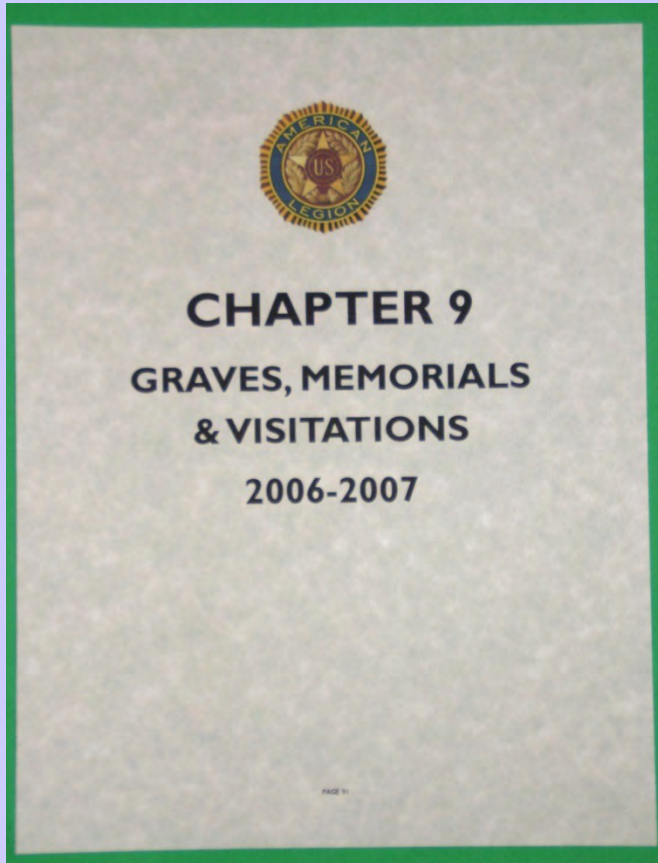
No photos or newspaper articles





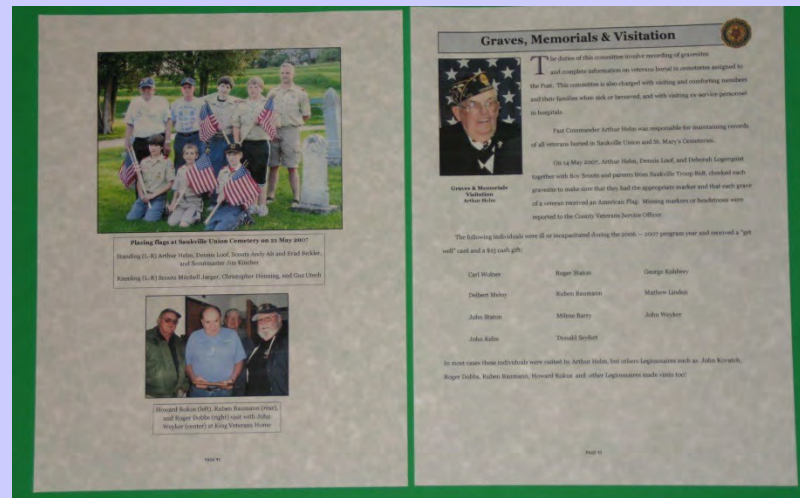
# CHAPTERS

## Chapter 4 (5, 6, etc.) Programs



Chapters dedicated to individual committees

Include photos with captions

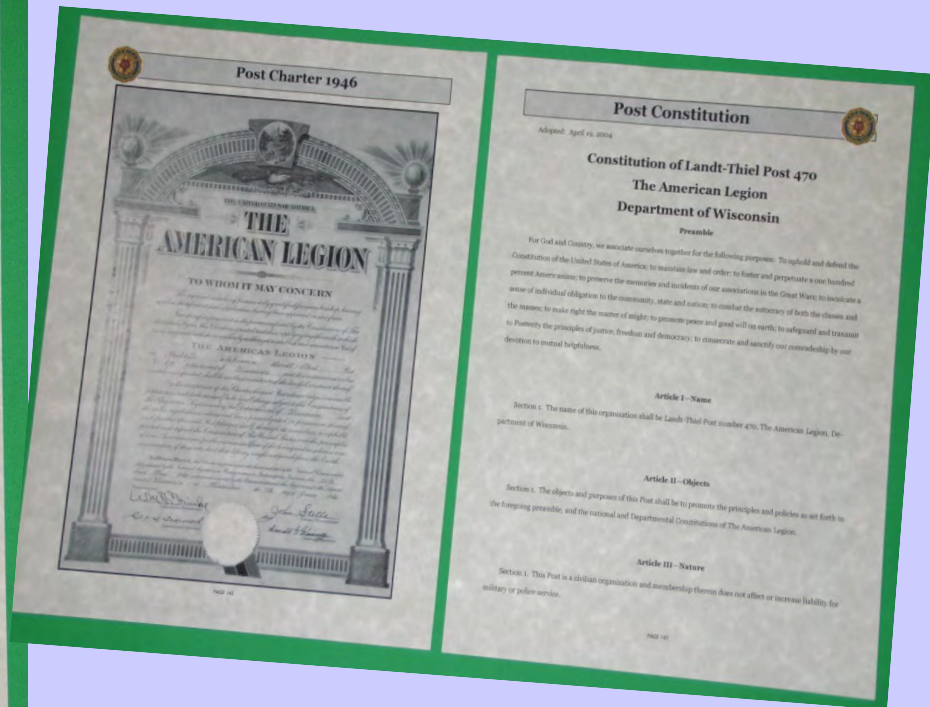
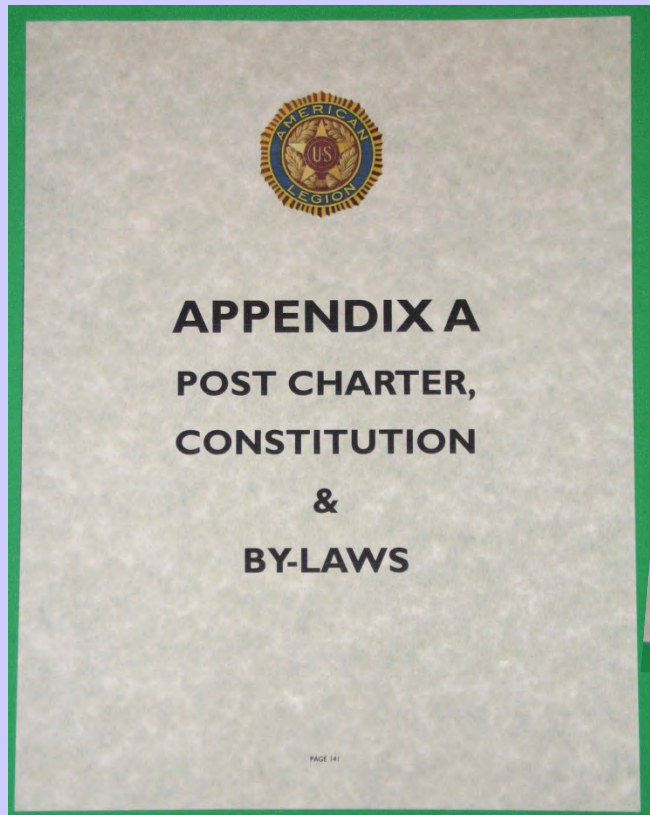




# APPENDICES

## Statistical data

after the Chapters before Index  
Post Constitution and By-Laws







# APPENDICES

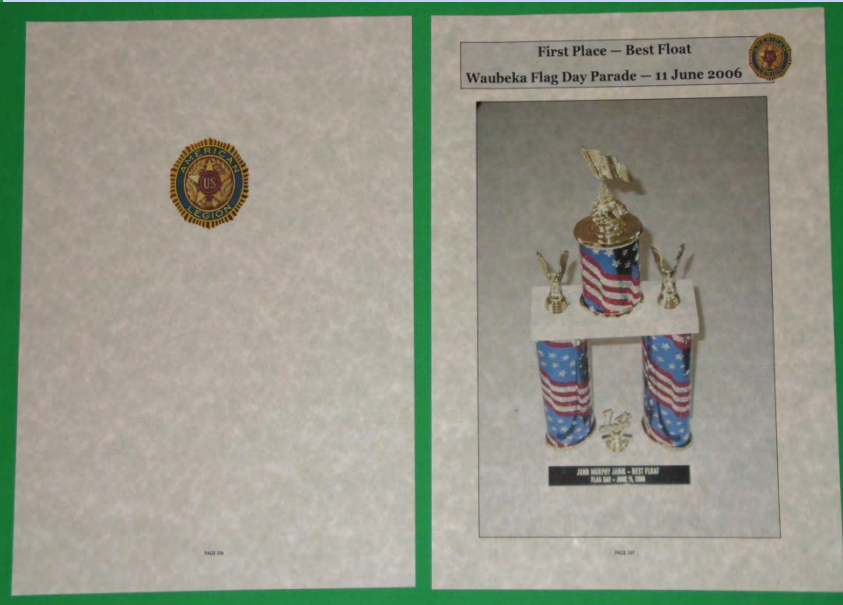
## Roster of Past Commanders





# APPENDICES

## Citations and Awards

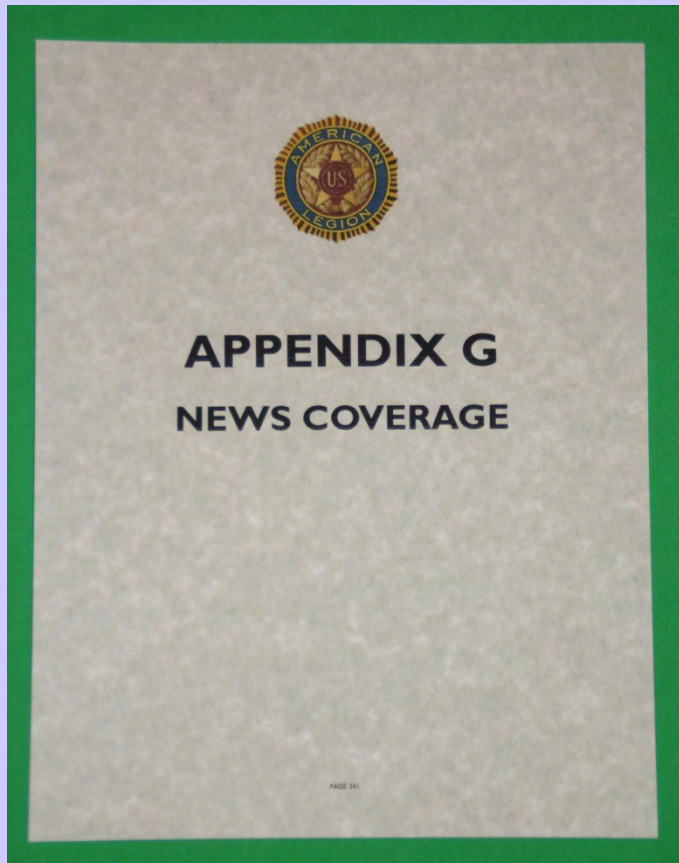




# APPENDICES

## News Coverage

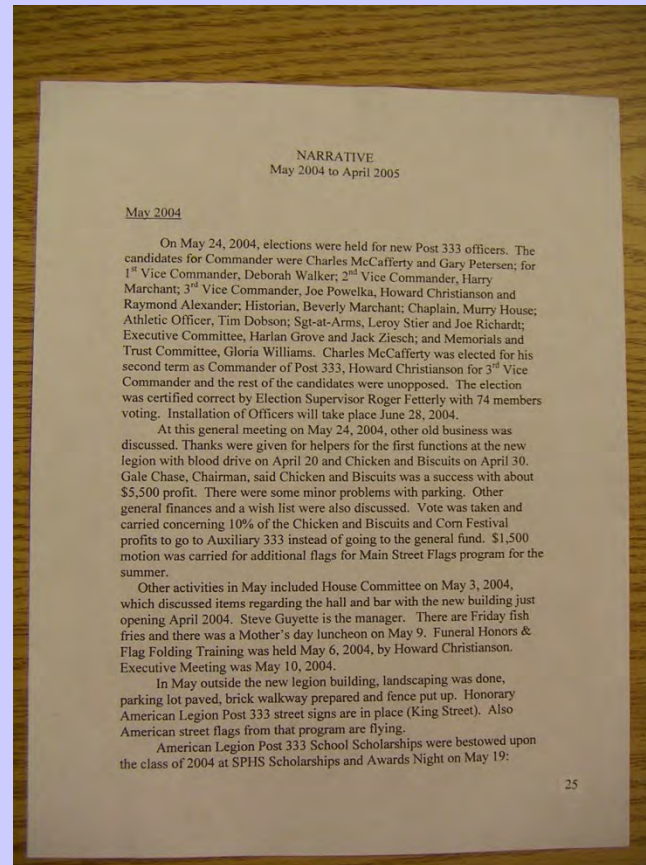
This is where news clipping are displayed.





# PART II – Graphic Account/ Readability – 30 Points

- Narrative not statistical style
- Pleasing to general reader
- Write in third person
- Chronological / detailed account
- No analysis or interpretation





# PART III– Illustration – 10 Points

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- Arrangement (5)
  - All photos identified
    - Who – (use full proper name)
    - What
    - Where
    - When
  - Identified Left to Right
  - Check for relation to text
- Clear-Cut Photo (5)



# PART IV – Judges Option – 10 Points

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- Items not cataloged under other headings
- Features that make the book more useful
- Inaccuracies will have a disqualifying effect



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Don't Forget to Have Fun!

Questions?

Good Luck!



# Judging

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- Top three books can not be a tie.
- Numbers should reflect who should be 1st, 2nd, 3rd





# 100<sup>th</sup> Anniversary

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- Website <http://centennial.legion.org>
- Post histories and pictures on website
- National convention 2018 to Veterans Day 2019



THE AMERICAN LEGION  
*Centennial celebration*

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# NADHAL

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- National Association of Department Historians of the American Legion
- Oct collect \$1 for Christmas greeting for NADHAL fund
- Membership 1 Jan to 31 Dec