

POST HISTORIAN



The work of post historian is cumulative. It is wise to leave it in the hands of one person as long as it's being handled well. The office is a suitable position for a past post commander.

There should be close cooperation between the post adjutant and the historian. The former works with the records on matters of current interest, the latter on matters of historical interest. The post historian should also keep in touch with the department historian and be prompt in answering inquiries. An annual report should be made to the department historian just before the department convention.

Copies of whatever is printed concerning the post should be deposited in local and state libraries, as well as in the post and department archives. This will prevent complete loss of valuable records through fire or other calamity, as well as provide material for those looking for information about the Legion. An outline for a one--- year post narrative history and yearbook is provided in the appendix (see pages 145---154).

The post historian should attend department conventions and make a point of knowing what historians of neighboring posts are doing. The department historian can advise post historians on department and national post history contests, historians associations, and materials that will assist in doing a better job.

EACH POST HAS A STORY



Displaying what your post does can help recruit new members, officers and committee chairman.

It allows the community to see what you are doing visually

It does not need to be in the form of a traditional history book



Proudly display your post's contributions to the community - giving both participants and donors a sense of pride in their contribution.

CREATE A PHOTO ALBUM



Create a small photo album for the membership team to carry

Create a small photo album for the membership team to carry for a visual presentation to answer the question - what does your Post do?

EVENTS



Or, highlight a particular event

Or, highlight a particular event - show visitors to your post all recent publicity.

MODERN TECHNOLOGY

- Create slide shows or DVDs to run on Post televisions while community events are taking place.
- Put pictures and Post Newsletter on a post website
- mylegion.org

With modern technology the possibilities are endless.

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Put pictures and Post Newsletter on a post website mylegion.org

MENTORING CHAIRMEN



- Book or folder for each program or event
- Copies of letters, budget and expenses CD containing documents or where to locate on Post computers
- Names of contacts
- Timeline for event

Your priority should be to mentoring new Chairmen by creating:

- Book or folder for each program or event
- Copies of letters, budget and expenses CD containing documents or where to locate on Post computers
- Names of contacts
- Timeline for event

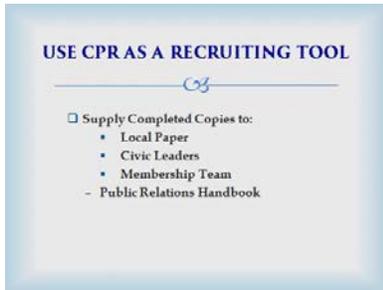
EVENT, PROGRAMS AND REPORTS



- Consolidated Report
- Children & Youth
- Americanism Awards
- Other Special Awards

Every event and program should be documented and reported in:

- Consolidated Report
- Children & Youth
- Americanism Awards
- Other Special Awards

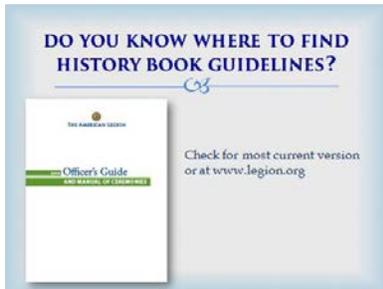


Use the Consolidated Post Report as a recruiting tool

Supply completed copies to:

- Local Paper
- Civic Leaders
- Membership Team

Use the examples in the Public Relations Handbook to disseminate information about your events and programs.



Do you know where to find the history book guidelines?

Check for most current version or at www.legion.org

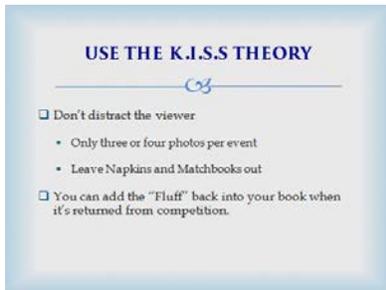


Be creative the Judges have optional points that they can award for items that are especially attractive or useful.



Make sure pictures are clear

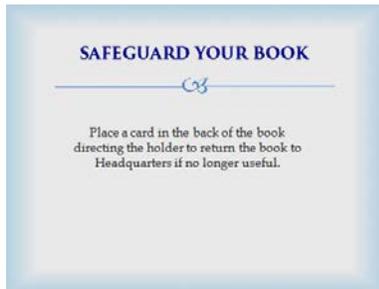
- Crop Pictures
- No Beverages or Cigarettes
- Don't paste too close to center of book.



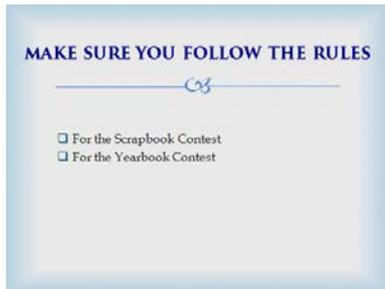
Use the K.I.S.S theory

- Don't distract the viewer
 - Only three or four photos per event
 - Leave Napkins and Matchbooks out

You can add the “Fluff” back into your book when it’s returned from competition.



Make sure the book is not lost by placing a card in the back of the book directing the holder to return the book to Headquarters if no longer useful.



If you want to participate in the Scrapbook and/or yearbook contest you must follow the rules in the Officers Guide.



Don't Forget to Have Fun!

