



# The American Legion Historian's Toolkit



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# Historian's Toolkit Contents

- Covering Legion Events - Press Credentials
- Think Like a Historian
  - Telling a Story
  - Investigate - Ask Questions - Get Event Agendas
  - Research - Find Answers
  - Your History - Be the local Expert/Curator
- Your History Matters
  - Journalism - Writing Style Guide
  - Photojournalism - Ethical Media Awareness
  - Social Media Do's and Don'ts
- Budget Considerations
- Create A Digital Archive
- Annual History Report





# How to Tell A Story - Event Coverage

- Be Active in your Post/District
- Connect with your Commander and Adjutant
- Get copy of all Agenda or Order of Service
- Be at the event early - Login on-time (if Zoom)
- Get copies of any Handouts - Take Notes
- Focus on Legion to Public interactions
- Introduce Yourself to local Officials - Who's Who
- Get a Replacement, if you can't attend



# Think Like a Historian

- Telling the Story -
  - Only the Facts and attendees - Focus on reason for the event
- Be an Investigator - Ask Questions -
  - What, When, Where, How, and Why
- Research the Event history/Place/
  - Google It - Ask local Librarian - Search Newspaper archives
  - RESEARCH!!!!!! Learn about your subject
- Own your History -
  - Become the local Subject Matter Expert/Curator
- Compile a Clean History in Chronological Order





# You Matter - Your History Matters

- Journalism - Writing Style Guide
  - Every Post has a story
  - American Legion Style Guide  
<https://www.legion.org/sites/legion.org/files/legion/publications/Legion-Publication-Style-Guide.pdf>
  - PR Toolkit - <https://www.legion.org/prtoolkit>
- Photojournalism - Visual/Ethical Media Awareness
  - Promote a positive Legion image
  - Legion Caps mandatory
  - Smiles, Smiles, Smiles
  - No media of after parties/Hospitality Suites/alcohol consumption
- Social Media Do's and Don'ts
  - Publish only Legion events
  - No personal opinions to be published



# Historian Budget Considerations

- Make sure you are reimbursed for your time and effort
  - Get Commander's or Adjutant's permission
- Reimbursable Expenses - Know what is allowed
  - Mileage - Dept Calif \$0.40 per mile
  - Hotels
  - Meals - Per Diem
  - Airfare
- Online Cloud "Pro" Subscription Expenses
  - Flickr Pro, Instagram, Google Pro, etc.
  - Professional organizations/associations





# Create A Digital Archive

- Preparing a Digital Archive
  - Get a go-ahead with your Commander/Adjutant
  - Scan/photograph all historical documents
  - Digitize photos on walls - Use a cell phone if needed
  - Get help - Use Girl Scouts, Boy Scouts, High School Interns, Auxiliary
- Organize your Digital Archive
  - Outline Template available in History Center - Covers categories of topics
- Use Cloud Services for storing data - Most are free
  - Google Drive
  - Microsoft One Drive
  - Icloud
  - Other Subscription Cloud Services



# Annual History Report

- Digital Histories ONLY. No paper as of Nov 2023.
- Two Versions are Accepted
  - Narrative format
  - Annual Yearbook
  - Formats available on the History Center <https://calegion.org/historian-center/>
- History Contest Rules
  - <https://calegion.org/history-book-contest/>
  - Submit by May 30<sup>th</sup> to Department Historian
  - Judging will be in June
  - Awards/Certificates presented at Annual Dept Convention





# Additional Resources

- National Library/Archive Services
  - <https://www.legion.org/library>
- Get to know your Commissions & Committee Chairs
  - See Department List of Commissions/Committees  
<https://calegion.org/commissions-committees/>
- Department Contact
  - [historian@calegion.org](mailto:historian@calegion.org)

