**ALA DEPARTMENT OF NORTH CAROLINA**

**HISTORY PLAN OF ACTION 2024-2025**

The heart of any organization’s history is in its records – items that officers, members, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization. The ALA of North Carolina has a long and proud history and it is up to us, the current members, to continue this legacy. Record a short conversation with senior members to learn what they remember as new members. Ask about the changes they have seen – both positive and negative. Encourage junior members to talk to the older members to find out why they joined the ALA. Please refer to the alaforveterans.org website for more details. Log in to “My Auxiliary” Member Portal, click on GUIDES, then PROGRAMS, and scroll down to Program Action Plans. The History portion starts on Page 115 and has lots of helpful information.

Also see my additional handout “Suggestions for Recording Your Unit’s History”.

**Information for your unit, particularly if a History will be submitted for Dept competition:**

* Appoint or elect a unit historian, and provide them with guidelines for doing a History.
* Take pictures for your Unit History, but there is a limit of five, and one of those must be of the unit president.
* Margins 1” on top and bottom, and 1.50” on left side; double spaced. Use Times New Roman or Arial font, 12 pitch.
* Must begin in the following order: Title page, Dedication, Prayer, Pledge, Star Spangled Banner, Unit President; then continue with your narrative writing.
* It will be a lot easier to begin keeping a record of unit activities **now**, rather than waiting until the end of the Auxiliary reporting year.

**Timeline/Recognition:**

* Submit your unit history report electronically to **ncalahq@nclegion.org** **by June 1.**
* Bring your hard copy in a 3-ring binder with Auxiliary emblem on cover to the June 2025 Department Convention if entering for Department competition.
* Unit Histories entered for judging at the Department level must be in place at the Historian display area **by noon on Friday** at convention.
* All entries will receive recognition, with special awards given to 1st - 2nd - 3rd place entries.