MARINE CORPS LEAGUE AUXILIARY

INSTRUCTIONS FOR DEPARTMENT AND/OR UNIT HISTORIAN

Please read the instructions carefully and completely before you begin.

A. All History Books will be in 3-ring binder with 8 ½" x 11 pages with approximately 1" margins using 12-point font in Times New Roman for text. Headlines shall be bold and 14 point.

B. Both sides of each page must be used and numbered, with odd numbers on front of the sheets and even numbers on the back of the sheets.

C. History Books should be brought to National Convention and turned in on the first day of the Convention. They will be judged on originality, neatness, clarity, and accuracy in following the given instructions. The books are the property of the respective Units/Departments and need to be reclaimed at the end of Convention.

D. At the end of the Historian's term, the History Book is turned over to the successor. The new Historian will continue in the same book until it becomes a necessity to start a new book. A limited number of photos of officers, special events, or groups may be, but are not necessary, to be included. No newspaper clippings are to be put in the History Book. History Books are to be done annually going from year-to-year. Since information from the annual reports are included, you may want it to be the same, or from National Convention to National Convention. It must be year-to-year, regardless.

MODEL OR EXAMPLE

Page1 (Flyleaf) — History – Name or Unit (or Department), Date, Compiled by: (Name of Historian)

Page 2 — Officers – With positions, names and addresses. Unit may also list Department Officers. Departments are to include name of each Officer's home Unit and office.

Page 3 — Installation – Include Installing Officers, ceremonies, date, time and place. Photos are sometimes used here.

Page 4 — Meetings – Include number per year, when and where held, as well as presiding officer.

Page 5 — Membership – Departments list name and address of each of the Units in the Department, along with names of Presidents. The Unit should list the names and address of each member. Each year you may refer back to the previous year, if the list is too long to repeat, but will use the same notebook. Indicate any alterations such as deaths, dropped members or transfers.

Example: Same as Page 5 of 1990 except for:

a. Ann Smith who dropped membership
b. Betty Miller who passed away
c. Joan Rogers who transferred to ABC Unit.

New members added are:
a. Roma Bartlett of 10 Main Street, Anytown
b. Sally White of 20 Main Street, Anytown
We now have a Total of 111 members.

Page 6 Hospital – Chairperson's name or CDCE Representative's name, name of the hospital affiliated with the Unit, name of workers and number of hours each contributed, as well as any special social events. Departments are to compile reports of Units listing same as above as well as any Department CDCE Representatives or Hospitals affiliated with the Department.

Page 7 Rehabilitation – Name of Chairperson and brief description of the program for the year as compiled in your report.

Civics – Name of Chairperson and brief description of the program for the year as compiled in your report.

Child Welfare and Youth Activities - Name of Chairperson and brief description of the program for the year as compiled in your report.

Americanism – Name of Chairperson and brief description of the program for the year as compiled in your report.

Page 8 Awards - Name of the Award, who received it and for what it was received. Indicate any projects involved.

Page 9 Annual Department Convention - Place, time and events. **Departments** list the names of the delegates and members attending, along with the name of the Unit each person represents. List the total number attending, including guests. **Units** list their delegates and members attending. You may list Department officers here. List the total number attending, including guests. **National Convention** - Place, time and events. List the names of the delegates and members of Units or Department attending. You may list National officers here. List the total number attending, including guests.

Page 10 Memorial and Special Day Observances - Brief description of each.

Page 11 Comments of Historian - Along with signature, this is the final sheet (Rev. 08/21)