

Department Historian
Plan of works 2023-2024
Cathy Perra - Chairman
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Purpose: To accurately write and compile a chronological record of events and accomplishments of the Unit and Members at all levels of participation which occur during the course of the year from April 1, 2023 thru March 31, 2024.

The Unit Historians responsibility is to record accurate information about the unit. Historians will have an easier time when they write their reports, if they document all year on a timeline, notes, or calendar. Historians should report special events in meetings, dinners, special guests, articles in the newspapers, declarations, media coverage, contests the unit holds. Do not forget members who go above and beyond volunteering. History is an important part of our organization. Without the written history from years gone by we would have no foot steps to follow today. We need to record what we do today to pass onto our future leaders of tomorrow.

Various ways to record and add to your Unit's History.

- Photos! Be sure to date each one and to name each person in the pictures
- Keep a copy of flyers promoting various events throughout the year.
- Encourage Junior members to participate in activities as they work towards earning the History Patch (grads 9-12).
- Take part in Women's History Month in March.

Trophies

Written Class I History Award – 10-99 members
Written Class II History Award – 100-199 members
Written Class III History Award – 200 + members

Barker Trophy – to the unit in Department Submitting the best overall Written History (Winner is picked from one of the three written Class winners).

Flethcher Burbank Photo History Award – to the Unit in Department submitting the best Photo History in their classifications (Award submitted by Marion Grant)

Class I Photo History – 10-99 Members
Class II Photo History – 100 – 199 members
Class III photo History – 200 + members

History books are due by April 10, 2024

Rules and Score sheet for Senior History

Uniform rules adopted at the June 17, 1993, Department Executive Board.

This years History books are due to the Historian by April 10, 2024

Use a standard 3 ring binder, dark blue, black with a 2 ½ or 3-inch Auxiliary emblem on the front cover. (2 points)

General Information:

- Use regular white paper, 8 ½ X 11" **(1 point)**
- Number pages in consecutive order **(1 point)**
- Neat typing or printing **(3 points)**
- White in third person (no, I, we, us, you) **(5 points)**
- Be clear and concise **(5 points)**

Title Page must use the following format (5 points)

History of _____ Unit # _____ District # _____

Historian's Name _____

April 1, 2023 to March 31, 2024

Forward or dedication **(2 points)**

President's picture with name beneath **(optional)**

List of current Unit Offices **(3 points)**

List of current Unit Chairman **(3 points)**

Historical content **(55 points)**

Write factual, chronological account in narrative form of your Unit's major programs and special projects for the year. Include unit members who are Department Offices or Chairman: who hold a National appointment and any National and/or Department awards received.

Index page(s) with subjects alphabetized shall be just before the signature page (10 points).

Last page must be a separate sheet with only the signatures of the President and Historian (5 points).

Signature of President

Signature of Historian

Newspaper clippings and pictures may be included following the signature page and are not judged. No stickers, underlining, decorations, or special effects with the typewriter or computer. (exception): there may be up to 5 photo images placed throughout the history. (optional)

Trophies

The Barker Trophy – Best History in Department

Written Class I	10-99 members
Written Class II	100-199 members
Written Class III	200 + members

Rules and Score sheet for Junior History

1. The first page of History will be the "Title Page"
History of the Junior Group (or Juniors) of _____
Unit # _____ Department of New Hampshire April 1, 2023 thru March 31,
2024, the name of the Junior Historian (or Junior writing the History) typed or
printed.
2. Page 2 shall contain the names of the Junior officers and Chairman (if a Junior
Group).
3. There is no limit to the length of the History. You may include up to 5 photo
images placed throughout the history. (optional)
4. A special page shall be used for the Special Project of the Juniors for the current
year.
5. The History WILL NOT contain the names of the Past Junior Chairman.
6. Index, with subjects in alphabetical order to follow the History.
7. Last page shall be:

Signature of Junior President

Signature of Junior Historian

General Information:

1. A regular black or dark blue notebook cover with a 2 ½" or 3" Auxiliary seal,
2. Plain white paper (8 ½ X 11) with black ink if the history is printed, and black
typewriter ribbon if typed. Use double spacing when typing.
3. History MUST be written by a Junior, in the third person (he, she, they, them) in a
factual, running story of the accomplishments of each program, not a compilation
of reports.
4. Newspaper clippings and pictures may be included following the index. They will
not be judged as part of the history. (exception: see #3)

History to be submitted at the Junior Spring Convention

Basis for scoring Junior History:

Introduction - Title page	10 Points
Historical Content – Officer, History	60 Points
Index	10 Points
Appearance – Cover, neatness, ext.	10 Points
Arrangement – Originality and Style	10 Points

Rules and Score sheet for the Fletcher Burbank Trophy And Photo-History Award

Uniform rules adopted at the June 17, 1993, Department Executive Board meeting.

Each year Histories are due to the Department Historian on April 10.

Use standard 3-ring binder, dark blue or black, with a 2 ½ or 3-inch Auxiliary seal on the front cover **(2 points)**

Title page must use the following format **(2points)**

History of _____ Unit # _____ District # _____

Historian _____

April 1, 2023 to March 31, 2024.

Forward or dedication is optional

Photo Contents (Photographs only):

Completeness of coverage of Unit activities **(60 points)**

Chronological arrangements **(10 points)**

Dates **(10 points)**

Appearance:

Each grouping of pictures must be clearly identified.

Neatness **(5 points)**

Clarity of wording on captions **(5 points)**

Originality **(4 points)**

An index is optional. If an index is used, it must be alphabetized and placed before the signature page.

Last page must be a separate sheet with only the signatures of the President and Historian **(2 points)**

Signature of President

Signature of Historian

All newspaper clippings and materials are to be placed after the signature page and are not judges. There will be no special effects with the typewriter or computer.

Classifications

There will be 3 trophies presented based on membership classifications as follows:

Class I 10-99 members

Class II 100-199 members

Class III 200+ members

End of Year Report
Department Historian

Cathy Perra
108 Kearsarge Street
Manchester, NH 03102
Email: perrahayden@comcast.net
Phone 603-540-2110

End of Year report is due back by April 1, 2024

Unit Name _____ Unit number _____

District # _____ Phone # _____

Chairman's Name _____

Address _____

Did your unit compile a written History Book? ____

Did your unit compile a photo History Book? ____

Did your unit bring a Junior to the Junior Spring Conference? ____

Do your Juniors participate in Unit activities? _____

How many patches have been earned by your Juniors? _____ was one a history patch?

If you have not submitted a written or photo history book please send me a record of events and accomplishments of your Unit. (If more room needed please continue on the back) _____

Please feel free to contact me any time during the year if you have questions regarding the History books.

Thank you
Department Historian, Cathy Perra