

MARINE CORPS LEAGUE

INSTRUCTIONS FOR DEPARTMENT AND/OR DETACHMENT HISTORIAN

Please read the instructions carefully and completely before you begin:

- A. An Example of a History Book can be bound books 8 1/2" x 11" (or slightly larger), with lined pages with approximately 1 1/2" margins. History book can be written in longhand in ink or computer generated. Both sides of each page can be used and numbered.
- B. All Detachments must submit all information on disk to the Department Historian so it can be compiled into a Department history book to be presented at the Annual Department Convention.
- C. 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. Newspaper clippings can 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. It must be year to year, regardless.

The following is a description of each page. Remember, both sides of all pages can be used with numbered starting with the flyleaf as "Page 1". More pages may be used, as the subject requires. Therefore, you may use ten pages to cover membership, but they will all be numbered "Page 5". In the case of Page 7, you will use at least four (4) pages all numbered "Page 7" with the sub-division as listed in the example. Use as many pages as needed, but the number should be the same as the subject.

MODEL OR EXAMPLE:

Page 1 HISTORY - Name of Detachment (or Department), Date, Compiled by: (Name of Historian)
(Flyleaf)

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

Page 3 Installation - Include Installing Officers, ceremonies, date, time and place. Photos can also be used here.

Page 4 Meetings & Activities - Include number of meetings per year, when and where held, as well as presiding officer. Meeting minutes may be included to document history.

List activities, such as participation in parades, fundraisers, ceremonial events, etc. This is also the section where you would describe an special programs, such as scholarship awards, Toys for Tots, Young Marines, Veteran Support activities, and other Community Support activities. (Note: Some of these activities may be more appropriately addressed in Page 7 - Community Relations).

Page 5 Membership - Departments list name and address of each Detachment in the Department, along with names of Commandants. The Detachments should list the name 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 be in the same bound book. Indicate any alterations such as deaths, dropped members or transfers.

Example: a) John Smith who dropped membership. b) Betty Miller who passed away. c) John Rogers who transferred to ABC Detachment. New members added are: a) Roman Bartlett of 10 Main Street, Any town b) Sam White of 20 Main Street, Any town We now have a Total of 111 members.

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

Page 7 Community Relations Toys for Tots etc...:

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

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 Finance - Complete annual financial statement indicating what money came in and what went out, as well as from to where. Be sure to also indicate Balance on Hand.

Page 9 Awards - Name of award, who received it and for what it was received. Indicate any projects involved.

Page 10 Annual Department Convention - Place, time and events. Detachments list the names of the delegates and members attending, including guests. National Convention - Place, time and events. List the names of the delegates and members of Detachment or Department attending, including guests.

Page 11 Memorial, Veteran, and Special Day Observances - Brief description of each, coupled with any photos.

Page 12 Comments of Historian - Along with signature, this is the final sheet.