Ohio Unit Plan of Action

HISTORY

CITATION OF MERIT

Department of OHIO

REQUIREMENT

HISTORIAN

Dana Slattman
18792 RD 18E
Continental, OH 45831
Email - slattmand@yahoo.com

REPORT DUE TO DEPARTMENT CHAIRMAN BY: May 1, 2027

Department Report Form

This Form should be attached to each narrative submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information completely and accurately. A Unit must submit this report form with boxes completed and answer the questions below to earn the Citation of Merit. Narrative word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following with the complete name of your Unit: _____

District: _____	Unit #: _____	Unit Membership Goal: _____	Unit Membership Total as of Report: ____
Name of Person Completing Report:		Unit Chair	Unit President
Phone #		Email:	Membership ID (if available)
Specific Award Name (if applicable)			

Narrative Deadline: April 15, 2027

Narrative Guidelines:

Narrative must be typed written in narrative form.
Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)
Narrative may include photographs and news articles.

The Unit History consists of what the Unit/members did in each program (ie…Americanism, Children & Youth, Education, VA&R, and National Security, etc…). History should include non-members and volunteer contributions as well.

Answer the following Questions in your narrative.

How many senior and junior members, non-members and volunteers helped serve and/or participate in the year's activities and events? (Give separate numbers for each group). Describe the kinds of activities and events completed. _____

_____

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_____

Ohio Unit Plan of Action

How many veterans were served and how many patriotic activities and events were planned or presented. Select one (1) activity or event that was most memorable and showed the spirit of serving. Write a short story based on this 1 activity or event. _____

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If your Unit includes Jr. members, did you encourage them to earn their "History Patch"? Who? And what did they learn? _____

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_____

What was the total amount of funds raised from all activities and events? How and where were the funds distributed i.e., presented by check or in person and to what program and or charity? _____

_____

_____

How did your Unit "Get on Board" ? _____

_____

_____

Did your unit interview, video tape and post on You Tube and the ALA National History Facebook page senior and junior members stories for the "Members Remember Project". Please elaborate on what was learned about your member(s). _____

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_____

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How is your unit archiving their history? Are you sharing the unit's events and memories with other members and the public? If so, how are you sharing with the public? Did you submit an article to the Dept. Secretary, area newspapers/newsletters, or submit articles for the Buckeye messenger? _____

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Who was the honored veteran interviewed for the Veterans History Project by your junior member(s)? Summarize what was learned about the veteran's service i.e., when and where they served, and the branch of service. Was the entire package submitted to Washington DC Library of Congress? Share a brief summary story on Legiontown USA. _____

_____

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_____

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March is Women History Month. Did you honor anyone in your Unit for going above and beyond our ALA mission? Who did you honor and why? Submit your story to Facebook and to the American Legion Auxiliary Magazine. _____

_____

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_____

What was your goal quota membership, and did you reach goal? Any new or old members you would like to highlight? _____

_____

_____

_____

MAIL TO DEPARTMENT HISTORIAN

Dana Slattman
18792 Road 18E
Continental, OH 45831
Slattmand@yahoo.com

HISTORY

Responsibilities of an American Legion Auxiliary Historian

The recording of the American Legion Auxiliary's history at all levels (unit, district/county/council, department, and national) is important so that everyone will know who we are, what we do, and why we matter. Other responsibilities of a historian are:

- Assist in developing a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information.
- Participate in and promote the "Members Remember" history project.
- Work with the Junior Activities chairman to promote the History Patch available to Junior members in 9^{th} – 12^{th} grades.
- **Encourage Senior and Junior historians to participate in the Veterans History Project**

Key Program Statements:

The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization.

- Maintaining and preserving our records are invaluable to society by serving as informative and educational resources to a variety of potential users. In other words, an organization benefits itself and the public by preserving its records and making them available for use by everyone inside and outside the organization.

- Members are able to look back and learn what efforts were successful, or unsuccessful, and why. Understanding the missteps as well as the achievements can assist in determining a stronger future strategy.

1. **Objective Goal:** The heart of the organization - your Unit members - who they are and how they have served.
   a. **Action Step:** Have each officer or member provide a biography of themselves, (i.e., how they are eligible to be a member, how many years as a member, what offices they have held and what is their "why" they are involved with the organization).
   b. **Action Step:** Take a photo of each officer and with their "bio" post it on social media, at your post/unit and publish it in your local paper to introduce them to the community. Archive it in your records.

2. **Objective Goal:** Maintaining and preserving Unit records – Keep good records, update yearly with minutes, newspaper clippings, POA's and awards.
   a. **Action Step:** Know where your Unit records are and that they are in a safe accessible location.
   b. **Action Step:** Update your records monthly, quarterly, or annually or based on your Constitution & Bylaws. Create a digital record for additional safekeeping.

3. **Objective Goal:** Every effort matters as we learn from them, whether successful or not, as it will help us move forward in our future achievements.
   a. **Action Step:** At each meeting, ask your members about the most recent or last event – list what worked and what did not work.
   b. **Action Step:** Have a discussion on how the event could be improved or new ideas for another event. Keep this information in your history journal that can be shared and archived.

HISTORY RESOURCES

- Historians National Facebook page: https://www.facebook.com/groups/ALAHistorians/
- ALA National website: https://member.legion-aux.org/member/committees/history
- Veterans History Project, Library of Congress: https://www.loc.gov/vets/kit.html
- LegiontownUSA: http://www.legiontown.org/share
- American Legion Auxiliary Magazine: https://www.legion-aux.org/magazine

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each Unit History chairman is required to submit a narrative report by **May 1, 2027,** to the **Department Historian, Dana Slattman.** (Address on front of POA)

DEPARTMENT AWARDS & DEADLINES

1. Certificate(s) of Achievement will be awarded to the Unit submitting the best annual narrative report.
2. Certificate(s) of Achievement will be awarded to the Unit submitting the best History Scrapbook.
3. Certificate(s) of Achievement will be awarded to the Junior submitting the best History Scrapbook.
4. Certificate(s) of Achievement will be awarded to the Junior submitting the best Junior History.
5. Plaque will be awarded to the Unit with the best all-around Senior History.

Ohio Unit Plan of Action

Rules For Senior History Narrative

I. INTRODUCTION (10 POINTS)

(This section should be single spaced and centered in the middle of the page.)

A. Title Page
- i. History of Unit Number _____
- ii. District number
- iii. Name of Unit Historian
- iv. Date: 2026 – 2027

B. Forward or Dedication
C. Picture of Unit President (optional)
D. Prayer
E. Pledge of Allegiance
F. First verse of "The Star-Spangled Banner"
G. Preamble to the Constitution

II. HISTORICAL (70 POINTS)

A. List of all elected officers with names
B. List of all appointed officers with names
C. List of all chairmen with names
D. The history should be written as factual narrative beginning with the installation of officers and ending with the summary of end-of-year reports and closing events for the administrative year.
E. The signature of the Unit Historian shall immediately follow the last paragraph.
F. Index (optional)

III. APPEARANCE (10 POINTS

A. Cover: binder for loose-leaf paper, preferably blue with 2.5" gold foil American Legion Auxiliary seal centered on the cover, or a regulation binder with an imprinted seal.
B. Paper: plain 8 ½" x 11"
C. Page Setup:
- i. Margins should be set as follows: left and right margins should be 1.25"; top and bottom margins should both be 1".
- ii. Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5" from the bottom.

D. Spacing: **Double-spaced,** with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Unit President, Pledge of Allegiance, "Star Spangled Banner" and Preamble), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
E. Text: 12-point font, Times New Roman or Arial style font. Black type only.
- i. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

IV. ARRANGEMENT (10 POINTS)

A. Written in narrative form in the third person.
B. Clear, concise language with correct spelling.
C. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, photographs, newspaper articles and/or clippings.
D. Be original and unique in thought and presentation.

DEADLINE: HISTORY NARRATIVE MUST BE RECEIVED BY MAY 1, 2027 BY DEPARTMENT HISTORIAN, DANA SLATTMAN. WILL ACCEPT VIA MAIL OR EMAIL.
Address and Email location on first page.

Ohio Unit Plan of Action

Rules For Junior History Narrative

I. INTRODUCTION (10 POINTS)

- A. Title Page
  - i. History of Junior name and number of Unit Junior Group
  - ii. Name and address of Junior
  - iii. Date: 2026 – 2027
- B. Forward or Dedication
- C. Picture of Honorary Junior President (Department, District and/or Unit)
- D. Prayer
- E. Pledge of Allegiance
- F. First verse of "The Star-Spangled Banner"
- G. Preamble to the Constitution of the American Legion Auxiliary

II. HISTORICAL CONTENT (70 POINTS)

- A. List of elected or appointed Honorary Junior Officers 2026-2027
- B. List of Honorary Junior Unit Chairman or committee appointments held by your Unit 2026 – 2027
- C. The history shall be written as factual narrative, beginning with the installation of 2026 – 2027 Junior Unit officers and ending with the summary of end-of-year reports and closing events of the administrative year.
- D. The signature of the Junior is to immediately follow the final paragraph of the history.
- E. Index (optional)

III. APPEARANCE (10 POINTS)

- A. Cover: binder for loose-leaf paper, preferably blue, with 2.5" gold foil American Legion Auxiliary seal centered on the cover, or a regulation binder with an imprinted seal.
- B. Paper: Plain white 8 ½" x 11".
- C. Page Setup:
  - i. Margins for left and right margins should be 1.25"; top and bottom margins should be 1".
  - ii. Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5" from the bottom.
- D. Spacing: **Double-spaced,** with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Honorary Junior President (Department, District and/or Unit), Pledge of Allegiance, "Star Spangled Banner" and Preamble), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
- E. Text: 12-point font, Times New Roman or Arial style font.
- F. Technology:
  - i. Computer preferred, but not necessarily in the third person
  - ii. Clear, concise language with correct spelling.
  - iii. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings.
  - iv. Be original and unique in thought and presentation.

DEADLINE: HISTORY NARRATIVE MUST BE RECEIVED BY APRIL 1, 2027 BY DEPARTMENT HISTORIAN, DANA SLATTMAN. WILL ACCEPT VIA MAIL OR EMAIL.
Address and Email location on first page.

Ohio Unit Plan of Action

Senior Unit Scrapbook Contest

Document and submit a narrative on your Unit's events and activities. Display your "Service Not Self" by putting together a scrapbook with photos, programs, and newspaper articles that your Unit can look at for years to come. Don't forget to have your Juniors write about their history, events, and activities. The rules for all of these submissions are included in this Ohio Unit Plan of Action. Please make sure you follow all deadline dates.

Rules For Senior Unit Scrapbook Contest

I. CONTENT

- A. Title Page
  - i. "Scrapbook of Unit (Number, Name, District)"
  - ii. Name and Address of Unit Historian
  - iii. Date: 2026 – 2027
- B. Chronological History
  - i. Pictures (brief captions and dates) of Officers and Chairmen
  - ii. Pictures (brief captions and dates) of Unit activities
  - iii. Newspaper articles
  - iv. Programs

II. FORMAT

- A. Red or blue notebook with paper size of 8 ½ x 11 inches or larger
- B. Typewritten, word processor or computer may be used
- C. "Scrapbook" should appear on front cover
- D. Signature of entrant

III. DEADLINE: SCRAPBOOKS MUST BE RECEIVED BY MAY 1, 2027

Send your Scrapbook to: Department Historian

DEADLINE: HISTORY NARRATIVE MUST BE RECEIVED BY APRIL 1, 2027 BY DEPARTMENT HISTORIAN, DANA SLATTMAN. WILL ACCEPT VIA MAIL OR EMAIL.
Address and Email location on first page.

Rules For Junior Scrapbook Contest

I. CONTENT

- A. Title Page
  - i. "Scrapbook of (Junior Name, Unit Number and District)"
  - ii. Name and Address of Junior
  - iii. Date: 2026 – 2027
- B. Chronological History
  - i. Pictures (brief captions and dates) of Officers and Chairmen (can be Department, District and/or Unit)
  - ii. Pictures (brief captions and dates) of activities Junior was involved in.
  - iii. Newspaper articles
  - iv. Programs

II. FORMAT

- A. Red or Blue notebook with paper size of 8 ½ x 11 inches or larger
- B. Typewritten, word processor or computer may be used
- C. "Junior Scrapbook" should appear on front cover
- D. Signature of entrant

III. DEADLINE: SCRAPBOOKS MUST BE RECEIVED BY APRIL 1, 2026

DEADLINE: HISTORY NARRATIVE MUST BE RECEIVED BY APRIL 1, 2027 BY DEPARTMENT HISTORIAN, DANA SLATTMAN. WILL ACCEPT VIA MAIL OR EMAIL.
Address and Email location on first page.

HOW TO RECORD AND POST TO "MEMBERS REMEMBER"

Committee: History

Contact Information for Questions: History @ALAforVeterans.org

Objective: Record the ALA's history through the eyes of its members

Background Information

The history of the American Legion Auxiliary begins back in November 1919 and continues with you. The organization's history, like any other history, is more than names and dates. It is about its membership and how it developed the ALA's programs and projects to fulfill our mission of serving the veterans, servicemembers, and their families who sacrifice much for this country of ours.
A written history can only tell so much. However, when an organization 's history is told through the eyes of its membership, everyone learns a great deal more about who we are, what we do, and why we matter.

Step-by-Step Instructions Here are some tips:

- This is a two-person project so find someone to assist. This is a good time to enlist the help of your 9th -12th grade Junior members as it is a required activity in earning the History Patch. If your unit does not have Junior members, enlist the assistance of college students.
- Find longtime members of the Auxiliary and ask them to share their stories in a video.

These stories can be about:

- A special project,
- A particular highlight during her membership.
- How many generations of her family have been members and why.
- If a chartered member, her experience in starting the unit.
- Find a location where it is quiet and where there will be no interruptions.
- Record with iPhones/Smartphones. Please keep in mind that your video file must be either a .mov; .avi; .mpeg; or a .wmv file extension.
- Each recording should be no longer than five (5) minutes long. You may make more than one. Cover one topic in each video.
- Post the video on YouTube. An instructional video on how to upload is located at www.youtube.com/watch?v=_07iUiftbKU.
- Go to YouTube at https://www.youtube.com
- Give the video the following title: ALA Dept. of __ (two letter abbreviation for your state) Unit Members Remember.
- Provide a description and tags that will help people locate the video easily,
- Under Category, click on Nonprofits & Activism.
- Under Privacy, click on Share your video with the world.
- Click Save Changes,

HOW TO INVOLVE A JUNIOR MEMBER

Committee: History

Contact Information for Questions: History@ALAforVeterans.org

Objective: Help a Junior member (9th — 12th grades) earn the History Patch



Background Information
In a joint effort with the National Junior Activities Committee, we have developed a History Patch for our high school (9th — 12th grades) Junior members. These young ladies have an opportunity to work with, learn from, and take ownership of the American Legion Auxiliary history. It is important for them to understand that they are a part of the Auxiliary's history. By earning this patch, they may become interested not only in the history itself, but in preserving it as well, and become a unit's or department's History/Cavalcade chairman.

Step-by-Step Instructions

What can we do?

- Contact the department Junior Activities chairman and ask her to help promote this new patch. Make joint announcements at your fall/winter/spring meetings, division/district meetings, etc.
- Write an article about the patch for the department newsletter.
- Make a poster to promote the patch for meetings. Include the patch and activities list (see below).
- Encourage the unit History/Cavalcade chairmen to promote this patch and work with their unit Junior Activities committee chairman.
- Find a high school aged Junior member and be a mentor to her as she works the activities to earn the patch.

HISTORY PATCH - BLUE LEVEL 3
(Grade 9th -12th)

Educate yourself about the history of the American Legion Auxiliary and The American Legion Family

Level 3: Twelve (12) possibilities; **Three* (3) activities are required**; Six (6) are your choice. A total of Nine (9) activities must be completed from the Twelve (12) choices.

No.:	Activity:	Date:	Adult Signature:
*1	**Interview at least two Auxiliary or SAL members. Post your video interviews on social media and share with your unit or squadron.**		
2	Learn about the Veterans History Project. Interview at least two veterans and reserve their stories. Send your project to the Library of Congress www.loc.gov/vets.		
3	Contribute to your unit or squadron's History Book. Focus on who we are, what we do and why it matters.		

Ohio Unit Plan of Action

*4	**Contribute to your unit or squadron's Junior or Youth History Book.**		
5	Contribute to and/or start a unit or squadron history museum to capture the impact the ALA has had on your community.		
*6	**Research and do a presentation on the history of your unit or squadron. Present it to your Junior unit, or at a unit, squadron, or post meeting.**		
7	Research current, former or deceased members of your Legion Family (unit, post, or squadron) who made a significant contribution to your community.		
8	Organize a Veterans in Community Schools presentation. Work with a veteran in your post and find a school or classroom in which to make a presentation.		
9	Organize a library of past issues of Auxiliary magazine for your unit. Make special notation of issues with articles relevant to your unit or department.		
10	Start a Blue Star/Gold Star Mothers and Families database for your unit or squadron.		
11	Start an ALA Girls State or Boys State database for your unit or post: who was sponsored, what offices were held, and if anyone went on to ALA Girls Nation or Boys Nation.		
12	Start a Poppy Program History: Keep track of your unit's Poppy Poster Contest, Miss Poppy, and Little Miss Poppy winners. Make special notation of those who also went on to win at the department or national level.		

Name of Junior/SAL Member: _____

Grade _____ Unit/Squadron #: _____

Department: _____

Revised 5/2022

HOW TO CELEBRATE WOMEN'S HISTORY MONTH

Committee: History

Contact Information for Questions: History@ALAforVeterans.org

Objective:
Celebrate the special women of our organization

Background Information
The month of March is dedicated to the celebration of women's history. It corresponds with International Women's Day on March 8th. What could be better for a women's organization to do than celebrate their own history? Our Auxiliary members have accomplished a great deal all around the world. Now it's time to celebrate what makes them so special!

Step-by-Step Instructions
What can we do?

- Learn more about Auxiliary members who made history within your department or unit. This could include girls sponsored to ALA Girls State who have gone on to do great things or those members who have improved their communities, state or country.
- Celebrate the women in your life – mom, grandma, even your sister.
- Donate money to the ALA Cavalcade of Memories budget at the unit, department, or national level in honor of a special woman.
- Set up a display in honor of those members who have gone above and beyond the ALA's mission.
- Write an article for your unit/department newsletter about Women's History Month or about the woman you are honoring.
- Check out how women's fashion has changed over time in the Auxiliary, as well as women's hair fashion. There has been a great deal of change from 1919 to today!
- Research and write about how the former and present members make a difference in the community and share with others.
- Put up a display at your local library, historical society, or storefront, celebrating the work that the women of the ALA have done and still do every day.

Remember – these activities can be shared with the Junior members. Honoring our members provides them with a role model. Sharing our history with our Junior members allows them to know that they, too, are valuable members of this great organization. Hopefully, they will begin to own this history and remain members throughout their lifetimes.

Historian Resources

Responsibilities of an American Legion Auxiliary Historian

The recording of the American Legion Auxiliary's history at all levels (unit, district/county/council, department, and national) is important so that everyone will know who we are, what we do, and why we matter. Other responsibilities of a historian are:

- Assist in developing a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information
- Participate in and promote the "Members Remember" history project
- Work with the Junior Activities chairman to promote the History Patch available to Junior members in 9^{th} – 12^{th} grades.
- Encourage Senior and Junior historians to participate in the Veterans History Project

Important Dates:

- March – National Women's History Month
- May 15 – Annual reports due to the **National Historian**
- Senior and Junior Department histories are to be submitted to your respective National Division Vice President by their respective due dates.

Historian Program Awards

- Best Department Senior History
- Best Department Junior History
- Certificate presented to each department Senior historian who forwards a copy of a veteran's history using the Veterans History Project
- Certificate presented to each department Senior historian who participates in the "Member's Remember" history project
- Certificate presented to each department Junior historian who forwards a copy of veteran's history using the Veterans History Project
- Certificate presented to each department Junior historian who helps Senior members record their Auxiliary memories for the "Member's Remember" history project

Looking for ideas?

ALA Facebook Groups are spaces on the social media network for ALA members to discuss or share about broad or narrow topics. Groups provide an arena for organic discussion about your local programs or services and present the opportunity to cultivate brand awareness.

This is a place to share service activities and events, ask questions, obtain information, and network for those interested in the American Legion Auxiliary Historians

https://www.facebook.com/groups/ALAHistorians/

Request a Field Kit

Download and print a Field Kit at **loc.gov/vets**. If you **do not** have Internet access, please mail or fax this form to make a request, or call the toll-free information line at **888-371-5848**. Supplies are limited.

Name: _____

Address: _____

_____

City: _____

State: _____ Zip: _____

Telephone: _____

Email: _____

Please send _____ Field Kit(s).

Mail:
Veterans History Project
The Library of Congress
101 Independence Ave, SE
Washington, DC 20540–4615

Fax:
202-252-2046
No cover sheet is necessary.

Deceased Veterans



Next of kin may donate original photographs, letters, diaries and unpublished memoirs of a deceased veteran, and must submit the Biographical Data Form and a Veteran's Release Form on behalf of the deceased veteran. The collection must meet the minimum collecting standards.

Gold Star Families



Under the Gold Star Families Voices Act (Public Law 114-246), VHP also accepts oral histories by immediate family members (parent, spouse, sibling or child) of "members of the Armed Forces who died as a result of their service during a period of war." Due to the sensitive nature of the Gold Star oral histories, the Veterans History Project requires a minimum age of 18 for both the interviewers and the interviewees.

Group Participants



In addition to individual volunteers, VHP accepts collections from organizations around the country interested in participating in a grassroots community project. They include high school, university and college classrooms; libraries; veterans service organizations; places of worship; retirement communities; Scout troops; local businesses; and professional associations.

New Initiative
You may also bring your veteran to the Library of Congress and interview them on site using our equipment. Contact VHP to schedule an appointment.

The Veterans History Project at the Library of Congress

VETERANS HISTORY PROJECT



LIBRARY OF CONGRESS

Ohio Unit Plan of Action

The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress. VHP **collects, preserves and makes accessible** the firsthand remembrances of U.S. military veterans from World War I through the more recent conflicts. Anyone, including students ages 15 or older, can volunteer to participate. It's that easy to make history! Download a how-to **Field Kit** at **loc.gov/vets** and get started right away.

Participate

Create a collection at the Library of Congress with and for the veteran in your life. Contribute a **minimum** of:



30 minutes or longer unedited audio or video recording of an interview with a veteran

AND / OR



20 pages or more of original, unpublished memoirs, journals or diaries

AND / OR



10 or more original photographs, letters or 2 dimensional art works

Connect with VHP

tel: 202–707–4916
email: vohp@loc.gov
msg: 1–888–371–5848
web: www.loc.gov/vets/
fax: 202–252–2046
Facebook: www.facebook.com/vetshistoryproject
blog: http://blogs.loc.gov/folklife/category/veterans-history-project/

Disclaimer: Veterans History Project collections are not intended as a substitute for an official record of the federal government nor of military service. These histories are the personal recollections and perspectives of participating individuals, as they were voluntarily submitted to the Project. The Library of Congress does not verify the accuracy of the accounts.

Printed using soy ink.

Ship Your Collection

Use a **commercial carrier** (e.g., FedEx, UPS, etc.) to ship your unedited, original materials and required forms to VHP. **Do not use the U.S. Postal Service**. Remember to keep a copy for yourself and the veteran. Expedited service is unnecessary; ground service is fine.

Veterans History Project
The Library of Congress
101 Independence Ave, SE
Washington, DC 20540-4615

Hand Deliver Your Collection

Stop by our Information Center **weekdays** between **9:30 a.m. and 3:30 p.m.**, and a VHP representative will assist you. Please call 202-707-4916 in advance to ensure schedule availability.

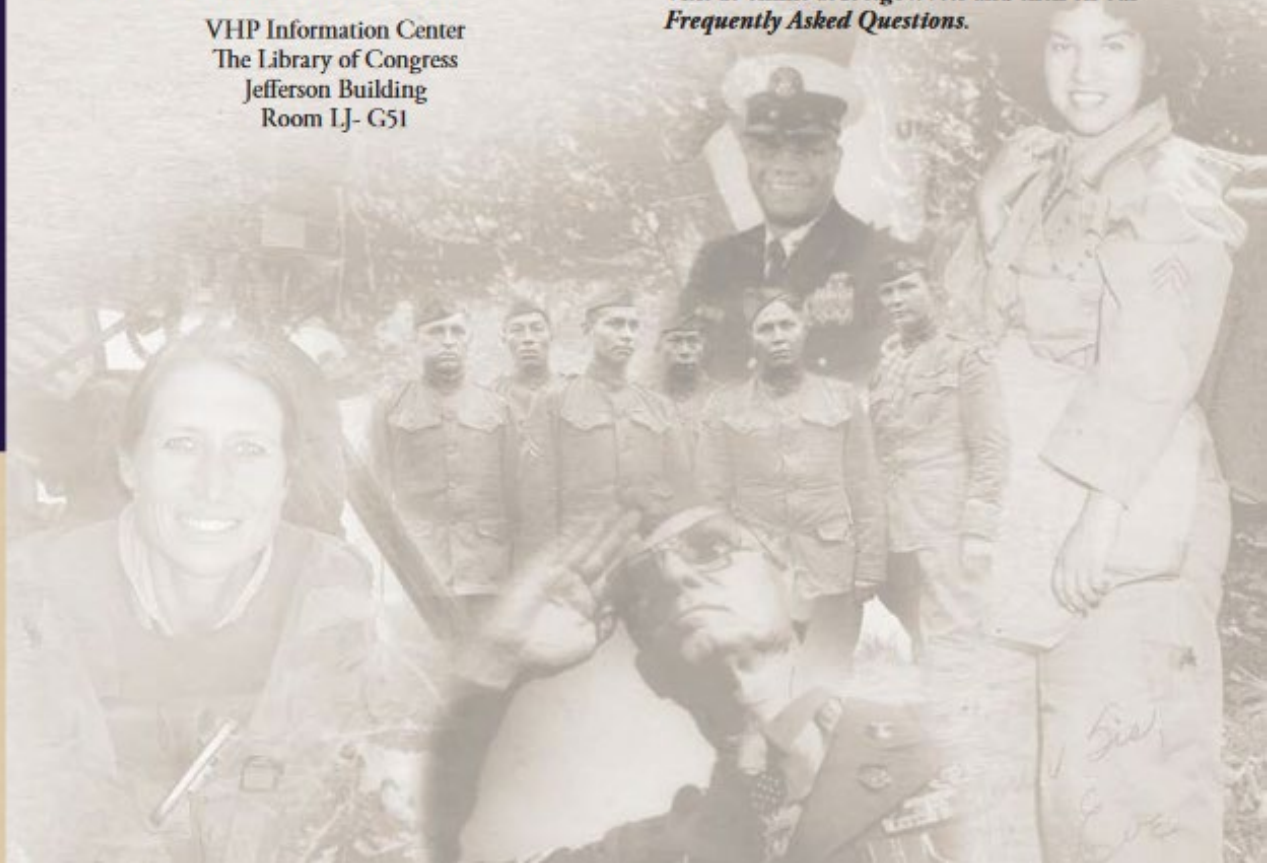
VHP Information Center
The Library of Congress
Jefferson Building
Room LJ- G51

View VHP Collections

The VHP website, **loc.gov/vets**, contains a **Biographical Information and Service History record for each veteran** who contributes. This page includes the veteran's name, military service details and donor/interviewer affiliation. **Some collections include digitized content** that is easily viewable online. Digitized collections are identified by a "VIEW DIGITAL COLLECTION" button. Click on ***Search the Veterans Collections*** to access the database.

To view collections **in-person**, you must make an appointment with research staff at least 10 working days in advance of your visit. We are **unable to serve collections on-demand**. Email vohp@loc.gov or call 202-707-4916 to schedule.

Visit us online at **loc.gov/vets** and click on our ***Frequently Asked Questions***.



Ohio Unit Plan of Action

Ohio Unit Plan of Action

Department Officer's Visit Form

Please return this form as soon as possible after a Department Officer has visited your Unit to:
Department Historian, Dana Slattman, 18792 Rd. 18E, Continental , OH 45831. Email – slattmand@yahoo.com

Unit # _____ Unit Name _____

Unit Historian's Name: _____

Date of Officer Visit: _____

Title of Officer: _____

Name of Officer: _____

Briefly, what events did the officer attend while visiting your Unit?

_____

_____

_____

Were junior members involved or attending function? Yes _____ No _____

Were any significant gifts presented to the officer in attendance? Yes _____ No _____

Please provide any other details for the Ohio Department History for 2025 - 2026 below.

_____

_____

_____

_____

_____

You may send in a picture or two with this entry, and please make a copy to keep for your Unit History. We wish you a successful year with great stories to share.