



American Legion Auxiliary  
Department of California  
Historian  
“Smithsonian”  
May 2025 Bulletin  
Distributed April 2025



Salute Archivist and Curators!

It's that time of the year, End-of-Year (EOY) Deadlines!

- **Unit to the District by April 11, 2025.**
- **District to the Department by May 1, 2025.**

For those who are newer and don't know, when submitting an End-of Year Report via email, include a “Narrative Report Cover Sheet,” in the first (1<sup>st</sup>) attachment to the email. A “Unit Cover Sheet” or “District Cover Sheet,” along with your End-of-Year (EOY) and supplemental in a second (2<sup>nd</sup>) attachment to the email. Lastly, any pictures in a third (3<sup>rd</sup>) attachment to the email.

When submitting an End-of Year Report via “snail mail,” consider mailing submissions no later than April 4<sup>th</sup> to ensure they are received by the deadline. Please include a “Narrative Report Cover Sheet,” A “Unit Cover Sheet” or “District Cover Sheet,” along with your End-of-Year (EOY) and supplemental. Lastly, any pictures with details on the back.

For those who don't know, an important part of the end-of-year is the **Supplemental.** The supplemental is the story that tells the details of the work done in the units. The who, what, where, when, and how of the activities. It gives a “shout out,” to the units. A picture is painted of the activity so members can visualize what was done. This is another way to share ideas.

There is a Narrative Model type of supplemental. This is writing a story of what went on in the unit. Programs may overlap and the information can be shared in multiple reports. *HOWEVER, THE DOLLAR, HOURS and DONATIONS can only count for ONE program.* Any pictures submitted in this report CAN NOT BE EMBEDDED in the report. Pictures must be sent as a separate attachment to this report and pictures should be at the highest resolution.

The Statistical report gives the report on the numbers. The number of times an activity occurs, the number of participants, the number of hours, the number of dollars spent, the number of miles driven etc. This is written in a listing of statistics.

National President Trish Ward has stated she is a “History Buff,” and has respectfully requested a “snapshot,” or photocopy of charters as a “fun History project.” It would be greatly appreciated for units to send “snapshots,” or photocopies of their charters to their District Historians or to this Archivist via email.

Happy Archiving!!

For God and Country

Erika Hernandez

[E.Hernandez.ALA302@gmail.com](mailto:E.Hernandez.ALA302@gmail.com)

831-821-2257

Proverbs 16:3