

1. The Department Historian's allowance shall be as adopted in the annual budget. The Officer shall submit two end-of year statements of the expense incurred and proposed recommendations affecting the office budget for the next year to the Finance Committee by December 31st and May 1st. (2009)
2. The budget shall include an estimated charge for typing of the Department History. (2009)
3. The Department Historian shall compose a History of the accomplishments of the Units, Districts, and Department for the Department Office. To help accomplish this task, she will receive, at Mid-Year and End of Year copies of ALL Department Officers and Chairman Reports so that she can include this most important information in her report to National. She shall provide a personal copy for the Department President. The History shall conform with National's requirements. (2021)
4. Written, Picture History Book Competition: Units and Districts may complete on Department level under the following classifications: Written and Picture History Picture Book Competition. (2021)

Seniors

Junior Class I – Ages through 12 years

Junior Class II- Ages 13-17 years

Prizes

Unit and District shall each be awarded First, Second, and Third

Junior Class I- First and Second

Junior Class II- First and Second

5. Entries in the Written Contest should be judged per National Rules. (1981)
6. All entries will be judged at Department Convention by three judges appointed by the Department Historian. Awards shall be first, second, and third if applicable. Unless unforeseen events does not allow "in person" conventions, then entries will be electronically sent to current Historian for judging, by set deadlines. There still will be three judges, but all is accomplished electronically. (2021)
7. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
8. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st.