



What is a narrative?

A narrative is some kind of retelling, in words, of something that happened (a story). The narrative is not the story itself but rather the telling of the story. While a story just is a sequence of events, a narrative recounts those events. In a series of events, a car crash takes a split second. A narrative account, however, might be almost entirely about the crash itself and the few seconds leading up to it.

Why should I write a narrative?

Narratives shape history (the series of events, the story of what happened). Each year the American Legion Auxiliary uses narratives as a way to report the work that we do and the impact of that work. The narratives are used by the ALA to communicate to not only our members but to people outside our organization including potential donors. Additionally, some of the ALA awards require a narrative.

How do I write a narrative?

When a Unit or a member of a unit does something to support one of the Auxiliary programs the best practice is to write down what was done as soon after as possible. On the next pages there is a template that can act as a good place to start for writing your narrative. This template has been used by several Units and they have found it to be an easy way to get started.

On the next page of this document you will see a list of 21 questions. Once an event is held fill in the answers to the 21 questions. Then print the last page the "A Good Place to Start" template.

Using the guide on page 3 fill in the answers to the 21 questions on the template that you printed.

Now that you have started keep going, add any additional information that you think is important, and add pictures.

Good Luck & Happy Writing!

Questions for Writing a Narrative "A Good Place to Start"

1. Name of your Unit _____
2. Number of your Unit _____
3. District or County Number for your Unit _____
4. State where your Unit is located _____
5. Number of members in your Unit _____
6. City where your Unit is located _____
7. Name of your Unit President _____
8. Name of the ALA Program you participated in (example: Children & Youth) _____
9. Name of the event you held (example: Star Spangled Kids) _____
10. Date you held the event _____
11. Where you held the event (example: ABC Elementary School) _____
12. Short description of the purpose of the event (example: To educate 3rd grade students on the US Constitution) _____
13. Number of members who worked on the event _____
14. Number of people who attended _____
15. Name of any other organization who came to help (example: SAL or VFW) _____
16. If tickets were sold for the event how much was charged? _____
17. If donations were collected, what was the amount of funds or in kind donations collected during the event? _____
18. Describe what you did during the event _____
19. List of dignitaries who attended the event (example: Principle Edwards, Julie Jones Department President) _____
20. See Question #9 (Name of the event you held) _____
21. Describe the outcome (Did you fulfill the purpose of the event?) _____



A Good Place to Start

USE THIS PAGE AS A GUIDE TO FILL IN THE TEMPLATE ON THE NEXT PAGE

The _____ (1) Unit # _____ (2) in District/County _____ (3) from the Department of _____ (4) is a Unit of _____ (5) members. We are located in the _____ (6) area. Our President for the 2015-2016 year is _____ (7).

Over the past year we have made _____ (8) one of our priorities. One of our best events was the _____ (9). It was held on _____ (10) at _____ (11). The purpose of our event was to _____ (12) _____ (13) members worked on this. We were pleased to see _____ (14) attend. _____ (15) came to help. The tickets were sold for _____ (16) (or there was no cost). _____ (17) were donated. During our event we _____ (18). We were honored to have _____ (19) be part of our _____ (20).

(Describe the outcome) (21)

A Good Place to Start

PRINT THIS PAGE AND USE THIS FORMAT AS A WAY TO START YOUR NARRATIVE BY FILLING IN THE BLANKS WITH THE ANSWERS TO THE 21 QUESTIONS

The _____ Unit # _____ in District/County _____ from the Department of _____ is a Unit of _____ members. We are located in the _____ area. Our President for the 2015-2016 year is _____

Over the past year we have made _____ one of our priorities. One of our best events was the _____ It was held on _____ at _____. The purpose of our event was to _____ members worked on this. We were pleased to see _____ attend. _____ came to help. The tickets were sold for _____ (or there was no cost). _____ were donated. During our event we _____ We were honored to have _____ be part of our _____

(Describe the outcome)