



HISTORIAN AND MEDIA RELATIONS

Department of Washington

2026-2027, Bulletin 2

At School of Instruction, I discussed digital platforms and storage options for preserving Auxiliary history. Because this topic can feel overwhelming, I want to share practical ways to preserve past history, current events, and future milestones. Modern technology helps Auxiliaries save memories, share accomplishments, and tell their story through reels, videos, slideshows, newsletters, and social media posts.

A strong digital preservation plan starts with one question:

What does your Auxiliary currently use? Some use iCloud, Google Drive, OneDrive, Facebook, Instagram, websites, flash drives, external hard drives, or personal computers. Each has value, but important files should be saved in more than one place and on more than one type of storage.

Keep multiple copies of key materials. For example, save photos and documents in a shared cloud account, back them up on an external hard drive, and post selected highlights on social media. This layered approach improves security, access, and continuity when devices fail or officers change.

Best Practice Note: Follow the **3-2-1 Backup Strategy**: keep 3 copies of your data on 2 types of media, with 1 copy stored at the post home.

Organization matters as much as storage. Label files with dates, event names, locations, and short descriptions. Arrange folders by year, program, event, or committee, and review photos soon after events to save the best images, remove duplicates, and add captions while details are fresh.

Social media helps preserve and share history. Short videos, visual posts, and captions can show the Auxiliary in action, celebrate members, promote service projects, and invite others to participate. A consistent digital presence keeps the Auxiliary visible, relevant, and welcoming.

Learning these tools can happen gradually. Members can ask for help, attend short trainings, partner with tech-comfortable members, and start with simple projects like posting photos, creating a slideshow, or organizing a shared folder. Together, Auxiliaries can protect their history and connect with future generations.

Page 2 has a checklist to help with your Auxiliary History Action Plan.

Hope it helps.

Hashtags

#VFWAuxiliary #AuxiliariesinAction #AuxiliaryPatriotism #AuxiliaryLegislative #VFWAuxWA

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HISTORY ACTION CHECKLIST

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- ☐ 01 Identify what we use now: List the auxiliary's current storage locations, such as iCloud, Google Drive, OneDrive, Facebook, Instagram, **flash drives**, external hard drives, or personal computers.
- ☐ 02 Choose a shared storage location: Select one main cloud folder or shared account where official photos, videos, documents, and event materials will be saved.
- ☐ 03 Create a backup plan: Keep at least one additional copy of important files on an external hard drive, flash drive, or second cloud location.
- ☐ 04 Organize by year and event: Use clear folder names such as '2026 Memorial Day Program' or '2026 Membership Drive' so files are easy to find later.
- ☐ 05 Label files clearly: Rename photos and documents with the date, event name, and short description whenever possible.
- ☐ 06 Save the best photos and videos: Review materials soon after each event, remove duplicates, and keep the clearest images for future use.
- ☐ 07 Add names and captions: Record member names, event details, locations, and short descriptions while the information is still fresh.
- ☐ 08 Share highlights responsibly: Post approved photos, reels, slideshows, or announcements on social media to celebrate the auxiliary's work and reach potential members.
- ☐ 09 Ask for help and training: Pair members who are comfortable with technology with those who want to learn cloud storage, social media, or basic photo organization.
- ☐ 10 Review the **archive regularly**: Set aside **time each quarter or year** to check that files are **organized, backed up, and accessible** to the appropriate officers or historians.