RULES AND SCORE SHEET FOR DEPARTMENT JUNIOR HISTORY

Unit Name _________________________________________ Unit # _____ District # _____

Unit Historian’s Name ____________________________________________________________

Unit Historian’s Address __________________________________________________________

Unit Historian’s Phone ___________________________ Email ____________________________

The Photo History program has rules which are similar to the written history but is captured with a camera. The rules for Seniors and Juniors are the same, but Juniors submit their Photo History book to the Department Historian by May 1, 2020.

Score:

Introduction (10 Scoring Points) __________ Points

1. Title Page:
   a. Unit History of ___________ Juniors
   b. Name of Junior Unit Historian
   c. Date: Current administrative year
2. Foreword or Dedication
3. Photograph of Junior Unit President (optional) (5x7 in. black and white or color)
4. Prayer
5. Pledge of Allegiance to the flag of the United States of America
6. First verse of "The Star Spangled Banner"
7. Preamble to the Constitution of the American Legion Auxiliary

Historical Content (70 Scoring Points) __________ Points

1. List of elected and/or appointed Junior Unit Officers for current administrative year
2. List of Honorary Department Junior Chairmen or committee appointments for current administrative year.
3. List of Honorary National Junior Officers and appointed committee members from your Unit for current administrative year.
4. List of Department or National Awards received at the previous National Convention.
5. The History shall be written as a factual narrative beginning with the Installation of Department Junior Officers at Department Junior Convention, and ending with the summary of end-of-year reports and closing events for that administrative year.
6. The signature of the Junior Unit Historian should immediately follow the final paragraph of the history.
7. Index (optional)
Appearance (10 Scoring Points) __________ Points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain, white, 8 ½ x 11 in.
3. Page Setup:
   a. Margins - left and right margin should be 1.25 in; top and bottom margins should be 1 in.
   b. Pagination - Page numbers should begin on the first page of the Historical content. They should be centered and placed 0.5 in. from the bottom of the page.
4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, foreword or Dedication, Photograph of the Department President, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and the Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
5. Text: 12 point font, Times New Roman or Arial style font.
6. 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.

Arrangement (10 Scoring Points) __________ Points

1. Written in narrative form, but not necessarily third person
2. Clear, concise language with correct spelling
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings.
4. Be original and unique in thought and presentation.

DEADLINE

Junior Unit History Books must be received by the Department Historian no later than May 1st to be eligible for judging.

TOTAL POINTS __________

Melissa Greenwood, Department Historian
512 W River Rd #113 Hooksett, NH 03106
mdgreenwood@hotmail.com