RULES AND SCORE SHEET FOR DEPARTMENT SENIOR 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. The Senior book is due to the Department Historian by May 25, 2020.

Score:

**Introduction (10 Scoring Points) ________ Points**

1. Title Page:
   a. Unit History of ______________
   b. Name of Unit Historian
   c. Date: Current administrative year
2. Foreword or Dedication
3. Photograph of 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**Historical Content (70 Scoring Points) ________ Points**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 Unit Officers for current administrative year
2. List of Department Chairmen or committee appointments for current administrative year.
3. List of National 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 Officers at Department Convention, and ending with the summary of end-of-year reports and closing events for that administrative year.
6. The signature of the 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   b. Pagination - Page numbers should begin on the first page of the Historical content.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 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

DEADLINE

Unit History Books must be received by the Department Historian no later than May 25th to be eligible for judging.

TOTAL POINTS ________

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