Rules for the Senior Press Book

1. Use a hard covered standard 3 ring binder or scrapbook; it must be dark blue or black with an American Legion Auxiliary Emblem, centered on the front of the book.

2. A card shall be placed on the inside of the front cover; the following information shall be on the card:
   a. Name of the Unit (Your Chapter shows the name of your Unit)
   b. Total number of members
   c. Number of articles, ads/fliers, etc., included in the press book.

3. The first page shall include:
   a. Name, number, and location of the unit
   b. Name of the Unit Public Relations Chairman
   c. Dates Covered in the book (May 1, 2019 through May 1, 2020)

4. The second page shall be a copy of the Public Relations Report from the unit chairman.
   (The original narrative shall be sent with the report to the chairman)

5. The third page shall be a copy of the Public Relations Narrative written by the Unit Chairman. (The original narrative shall be sent with the Report to the Chairman)

6. Contents of the Press Book need to be in Chronological Order.

7. Press Books may include newsletters, newspaper ads, flyers, pamphlets, tri-fold brochures, posters, news items, newspaper pictures, and articles pertaining to your Unit, District or Department American Legion activity, meeting or function.

8. Articles may be originals, copies or printings off websites.

9. Press Book pages shall be placed in clear archival sleeves

10. All articles and pictures must have the banner and date line from the newspaper or magazine in which it appeared. Any items not having the banner and dateline shall not be counted as part of the total of 2.c.

11. There can be no writing or highlighting on any item included.

12. Copies of aired events on DVD or CD may be include with your press book.

13. Deadline for the report is May 1, 2019. Also, note that the deadline for the Press Book is May 15, 2019. Both are to be mailed to: Jean Drew, 50 Great Falls Drive, Penacook, NH 03303.

Rules for the Junior Press Book are the same as those for the Senior Press Book.