“Righteous women have changed the course of history and will continue to do so, and their influence will spread and grow exponentially.” — Sister Julie B. Beck

A Unit’s history is contained in articles, minutes, newsletters, and photos to name just a few.

Histories should be written in chronological order and should be comprised of all things occurring throughout the year.

Dates for your Histories shall be May 1, 2020 – March 31, 2021.

Various ways to record and add to your Unit’s history …

- Photos! Be sure to date each one and to name each person in the picture.
- Keep a copy of flyers promoting various events throughout the year.
- Participate in “Members Remember”.
- Encourage junior members to participate in activities as they work towards earning the History Patch (grades 9-12).
- Take part in Women’s History Month in March.

** PLEASE MAKE NOTE OF THESE DATES**

Mid-year reports should be sent to me no later than December 15, 2020; Year-end reports should be sent to me no later than April 1, 2021; History Books should be sent to me no later than April 25, 2021.

512 W River Rd #113 Hooksett, NH 03106

I need to make my report to the National Historian and need your reports to do so, there should not be a case for this but a report stating “no activity to report” is still a report and we could have a 100% reporting!
Additional Resources

history@ALAforVeterans.org
Gaylord Archival - www.gaylord.com/resources
National Archives - www.archives.gov/preservation
History Program page at www.ALAforVeterans.org

Department Awards

To the Unit in Department submitting the best written history in their classification:

- Written Class I History Award 10-99 members
- Written Class II History Award 100-199 members
- Written Class III History Award 200 + members

Barker Trophy – to the Unit in Department submitting the best overall written history. (Winner is picked from one of the three written class winners)

Fletcher Burbank Photo History Award – to the Unit in Department submitting the best photo history in their classification (award submitted by Marion Grant)

- Class I Photo History 10-99 members
- Class II Photo History 100-199 members
- Class III Photo History 200 + members
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 April 1, 2021. The Senior book is due to the Department Historian by April 25, 2021.

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 April 25th to be eligible for judging.

TOTAL POINTS __________

Melissa Greenwood, Department Historian
512 W River Rd #113 Hooksett, NH 03106
mdgreenwood@hotmail.com
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 April 1, 2021.

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 April 1st to be eligible for judging.

TOTAL POINTS ________

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