

Rules and Score sheet for the Fletcher Burbank Trophy  
And Photo-History Award

Uniform rules adopted at the June 17, 1993, Department Executive Board meeting.

Each year Histories are due to the Department Historian on April 15.

Use standard 3-ring binder, dark blue or black, with a 2 ½ or 3-inch Auxiliary seal on the front cover **(2 points)**

Title page must use the following format **(2points)**

History of \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_

Historian \_\_\_\_\_

April 1, 20\_\_\_\_\_ to March 31, 20\_\_\_\_\_

Forward or dedication is optional

Photo Contents (Photographs only):

Completeness of coverage of Unit activities **(60 points)**

Chronological arrangements **(10 points)**

Dates **(10 points)**

Appearance:

Each grouping of pictures must be clearly identified.

Neatness **(5 points)**

Clarity of wording on captions **(5 points)**

Originality **(4 points)**

An index is optional. If an index is used, it must be alphabetized and placed before the signature page.

Last page must be separate sheet with only the signatures of the President and Historian **(2 points)**

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Historian

All newspaper clippings and materials are to be placed after the signature page and are not judges. There will be no special effects with the typewriter or computer.

**Classifications**

There will be 3 trophies presented based on membership classifications as follows:

Class I 10-99 members

Class II 100-199 members

Class III 200+ members