

SENIOR HISTORY RULES FOR UNIT, DISTRICT AND DIVISION

I. Introduction, Inclusions – (10 points)

1. Title Page
 - a. American Legion Auxiliary Unit, District or Division _____ History
Located at _____ (for Unit Historians Only)
 - b. Date – June 1, 2017 thru June 1, 2018
 - c. Name of Historian
2. Foreword or Dedication
3. Prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of “The Star Spangled Banner”
6. Preamble to the Constitution of the American Legion Auxiliary

II. Unit, District or Division Information – (10 points)

1. List of elected and/or appointed department officers for the current administrative year
2. Photograph of 2017 - 2018 Unit, District or Division president (optional, black and white or color, not to exceed 5 x 7 in.)
3. List of chairmen or committee appointments for current administrative year
4. Names and titles of members holding offices, chairmanships or committee in National, Department, Division, and District for the current administrative year
5. List of department or national awards received at the previous Department or National Convention
6. The typed name/title and written signature of the Historian should immediately follow the final paragraph of the history
7. Index (optional)

III. Appearance – Formatting – (10 points)

1. Use plain, white paper, 8 ½ x 11 in. Black ink only. Handwritten histories must be in black ink and easy to read.
2. Page Setup:
 - a. Margins - Left and right margins 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 - b. Pagination – Page numbers should begin on the first page of the historical content.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 inch from the bottom of the page.
3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph, prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of “The Star Spangled Banner” and 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.
4. Text: 12 point font, Times New Roman or Arial style font

IV. Content – (70 points)

1. The history shall be written as a factual narrative beginning with the installation of officers and ending by the due date including a summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in third person. Please refer to “How to Record Your Department’s History” page in the National Historian Programs Action Plan for guidance.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be sure the annual history truly represents a historical account of the Unit, District or Division and what was accomplished. A history lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the Unit, District or Division and its collective members mission achievements.

Due Dates

Unit Historian: Send Unit Histories in plain theme folder, plastic strip or loose leaf binder to reach the District Historian by **June 5, 2018**. Send by First Class Mail.

District Historian: Send the winning Unit History from your District and YOUR District history for competition to the Department Historian by **June 12, 2018**. Send by First Class Mail or email nellazecca@mchsi.com. District Historians please send a copy of ALL Unit histories to the Department Historian to be presented to the Department President at Convention.

Division Historian: Send Division Histories to reach the Department Historian by **June 5, 2018**. Send by First Class Mail or email nellazecca@mchsi.com.

