

## JUNIOR HISTORY RULES FOR UNIT AND DISTRICT

### I. Introduction, Inclusions – (10 points)

1. Title Page
  - a. American Legion Auxiliary Unit or District \_\_\_\_\_ Junior History  
Located at \_\_\_\_\_ (for Unit Historians Only)
  - b. Date – April 2017 thru April 1, 2018
  - c. Name of Historian
  - d. Class I or Class II and age
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 or District Information – (10 points)

1. List of elected and/or appointed Junior officers for the current administrative year
2. Photograph of 2017 - 2018 Unit or District 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. List of Department or National Junior awards received at the previous Department or National Convention
5. The typed name/title and written signature of the Historian should immediately follow the final paragraph of the history
6. 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  - b. Pagination – Page numbers should begin on the first page of the historical content.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 Junior 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.
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 or District 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 or District and its collective members mission achievements.

### Due Dates

1. Due at Junior Convention 2018
2. No later than noon on Saturday April 14th, 2018
3. You can mail by First Class Mail to the Department Historian or email [nellazecca@mchsi.com](mailto:nellazecca@mchsi.com).