

Senior History Rules for Unit, District, & Division 2023-2024

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, 2023 through June 1, 2024
 - 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 2023-2024 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 & written signature of 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 - b. Pagination – Page numbers should begin on the first page of the historical content.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 Calibri 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.

UNIT HISTORIAN: Send Unit Histories in plain theme paper folder, plastic strip or loose-leaf binder to reach the District Historian by May 24, 2024. (Or the District Historian may accept an email copy, but you should confirm with them.) Make sure you attach an Award Cover Sheet if you are submitting your History for competition.

DISTRICT HISTORIAN: Send the winning Unit History from your District as well as YOUR District History for competition to Department Historian Linda Iberg by June 6, 2024. Send to: 14026 Klaus Lake Road, Highland, IL 62249 or email: iberghmom@gmail.com

District Historians: Please send a copy of ALL Unit Histories to the Department Historian to be presented to the Department President at Convention.