

Junior History Rules for Unit, District, & Division 2025-2026

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 1, 2025, through April 1, 2026

c. Name and age 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 2025 - 2026 of the 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. List of Department or National Junior awards received at the previous Department or National Convention

6. The typed name/title & written signature of Historian following 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b. Pagination – Page numbers should begin on the first page of the historical content.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 inches 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 history. (optional)
6. Be sure the annual history truly represents a historical account of the Unit or District and what was accomplished. History lists those who served as leaders and mentions notable awards for 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.

The Junior Histories are due by March 8, 2026, to Department. Awards will be presented during the Junior Conference. **Not all Districts may have Junior History elimination. Some Districts will have District competitions.** Any Juniors wishing to submit their Unit or District History for Department Competition should email or mail them to Department Historian Susan Heinz-Wojcik and must be received by her **by March 8, 2026**. Contact information is heinzwojciks@gmail.com Susan Heinz-Wojcik 126 Golfview Circle Prospect Heights, IL 60070. You may call or text (847) 913-4998 with any questions.