

Rules for all Department Awards for the Senior Unit and District Media Book
Include all newspaper items and computer-generated items from
May 1, 2026, through April 30, 2027

1. All articles shall be placed in chronological order starting May 1, 2026
2. The book cover may be no larger than 12' x 15' and may have a simple display title and/or Auxiliary logo.
3. Unit Book's first page shall contain the following information: a. Unit Media Book i. Unit name, Unit number, address, and total membership ii. Name, phone number, and address of the Unit Public Relations Chairman iii. Total unit membership as of April 30, 2027. District Media Book i. Name of Department, Division, District. Name, address, phone number of the District Chairman iii. List total number of Units in the District and total District Membership as of April 30, 2027
4. Page 2 should have a Table of Contents, if your Unit / District has the following: newspaper articles, press releases, newsletter, proclamations, computer generated newspaper articles, webpage, and radio and television news etc.
5. Articles must all run in the same direction.
6. Newspaper articles, newspaper pictures & computer-generated news articles may be submitted.
7. Use tabs to separate your sections. Sections must be in the order listed on your Table of Contents to separate your sections.
8. All articles MUST have the name of the newspaper and the date of publication which appears on the page where the article was published. Add website & publish date for digital news articles. The name of the newspaper and date published must be placed above the respective article.
9. Arrange each section listed on your table of contents in chronological order.
10. DO NOT FOLD anything – all items are to be flat. Posters (no larger than 8x11), if larger, shrink original for copy not larger than 8x11. Type notes as to original size.
11. For newspaper articles too large for the book's page, neatly cut and glue the remainder of the article along the first portion. This may mean that you may have to cut and paste the rest of the article in the same order. For digital news do not staple. Pages should be able to turn freely.

12.The press clippings should contain only news of the Unit, County, District, Division, or Department ONLY when the UNIT is involved.

13. Page protectors may be used.

14. Include your Unit or District websites – a separate page/section of the book can show a printout of your website. You should note the number of hits during each month on your website updates from May 1, 2026- April 30,2027

15.Include a list of Unit or District Social Media platforms and views number of view/hits they receive each month.

16.Include a USB drive with information used on the internet. Put this in a sleeve in the back of the Press Book Units / Districts send your Press Book to the Department Chairman.

OR

Social Media

1.All Entries must include a narrative detailing what your unit has done over the year.

2.Must be an active social media account. Posting minimally once a month

3.Must have a maintained account focused on the mission of the ALA

4.Must conform to *American Legion Family Branding Guidelines*

5.*Must have Signed copies of unit members photo release paper*

6. *Must be submitted via email (find email below) by May 15,2027*

The Department Chairman will have the Unit and District Press Books and social media accounts judged.

Awards will be presented at the Department Convention.

Reminders: You will need 4 additional copies of your newspaper clippings 2 for Department Chair and 1 for District Chairman and 1 for the Division Chairman. Please forward these as soon as you have them so Department, Division and District can add them to their books and not scramble at the end of the year. PLEASE DO NOT KEEP THE ARTICLES TILL THE END OF THE YEAR, PLEASE SEND THEM TO DEPARTMENT PUBLIC RELATIONS CHAIRMAN ONCE A MONTH.

This includes flyers, digital news, and public relations material. You may email flyers if designed on digital platforms such as Canva, Avery etc. Who knows, you just may end up as our Unit Spotlight.

DEPARTMENT PUBLIC RELATIONS CHAIRMAN ADDRESS

Sarah Hornback

217-840-1615

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MAY 15, 2027, IS THE DEADLINE FOR ALL DEPARTMENT COMPETITORS BOTH UNIT AND DISTRICT