



American Legion Auxiliary
Department of California
Unit Junior Honorary Historian Written History

Department _____ District _____ Unit _____

Unit Junior Historian's Name _____

Unit Junior Historian's Address _____

I) **Introduction (10 scoring points)** **Score** _____

A) Title Page

a) History of Unit _____, District _____, Department of California

b) Name of Unit Junior Historian _____

c) Name of District Junior Historian _____

d) Name of Department Historian _____

e) Date: Current administrative year _____

B) Foreword or Dedication

C) Photograph of Department President (optional) (5 x 7 in. black and white or color.

D) Photograph of District President (5 X 7 in. black and white or color.) optional

E) Photograph of Unit Junior President (5 x 7 in black and white or color.)

F) Prayer

G) Pledge of Allegiance to the Flag of the United States of America

H) First verse of "The Star-Spangled Banner"

I) Preamble to the Constitution of the American Legion Auxiliary

II) **Historical Content (70 scoring points)** **Score** _____

List of elected and/or appointed Unit Officers for current administrative year

A) List of District Junior Honorary Chairmen from your Unit, or committee appointments for current administrative year.

B) List of Department Junior Honorary Chairmen from your Unit, or committee appointments for current administrative year.

C) List of National Junior Honorary Officers and appointed committee members from your Unit for current administrative year.

D) List of Department or National Awards received at the previous Department or National Conventions.

E) The History shall be written as a factual narrative beginning with the Installation of Unit Officers, Department Officers and District Presidents at Department Convention, and ending with the summary of end-of-year reports and closing events for that administrative year.

F) The signature of the Unit Junior Honorary Historian should immediately follow the final paragraph of the history.

G) Index (optional)

III) **Appearance (10 scoring points)** **Score** _____

A) Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.

B) Paper: Plain, white, 8 1/2 x 11 in.

- C) Page Setup:
 - a) Margins - Left and right margin 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 - b) Pagination – Page numbers should begin on the first page of the Historical Content.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 in. from the bottom of the page.
- D) Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the Department President and/or District President, 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.
- E) Text: 12-point font, Times New Roman or Arial style font
- F) Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

IV) Arrangement (10 scoring points)

Score _____

- A) Written in third person
 - B) Clear, concise language with correct spelling
 - C) No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
 - D) Be original and unique in thought and presentation
- V) **Deadline: All Unit Junior Honorary Historian Written Histories are to be brought to Convention for judging, Wednesday before start of Convention by 4pm.**

Total Score _____