



American Legion Auxiliary
Department of California
District Written Rules and Score Sheet

Department _____ District _____

District Historian's Name _____

District Historian's Address _____

District Historian's Phone #: _____ Email _____

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

- A) Title Page
 - a) History of District _____, Department of California
 - b) Name of District Historian
 - c) Name of Department Historian
 - d) 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)
- E) Prayer
- F) Pledge of Allegiance to the Flag of the United States of America
- G) First verse of "The Star-Spangled Banner"
- H) Preamble to the Constitution of the American Legion Auxiliary

II) **Historical Content (70 scoring points)** **Score** _____

- List of elected and/or appointed District Officers for current administrative year
- A) List of Department Chairmen from your District, or committee appointments for current administrative year.
 - B) List of National Officers from your District, or appointed committee members from your
 - C) District for current administrative year.
 - D) List of Department or National Awards received at the previous Department and /or National Conventions.
 - E) The History shall be written as a factual narrative beginning with the Installation of 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 District 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 - b) Pagination – Page numbers should begin on the first page of the Historical Content.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: District Historian Written Histories are to be brought to Convention for judging, Wednesday before start of Convention by 4pm.**

Total Score _____