



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

Department _____ District _____ Unit _____

Unit Historian's Name _____
First Name Last Name

Unit Historian's Address _____

Unit Historian's Phone #: _____

Email Address _____

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

- A) Title Page
 - a. History of Unit ____ District ____ Department of California
 - b. Name of Unit Historian _____
 - c. Name of District Historian _____
 - d. Name of Department Historian _____
 - e. Date: Current administrative year _____
- B) Foreword or Dedication
- C) Photograph of Department President (5 x 7 in. black and white or color.) (optional)
- D) Photograph of District President (5 X 7 in. black and white or color.) (optional)
- E) Photograph of Unit 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 **Historical Content** (70 scoring points) **Score** _____

- A) List of elected and/or appointed Unit Officers for current administrative year
- B) List of District Chairmen from your Unit, or committee appointments for current administrative year.
- C) List of Department Chairmen from your Unit, or committee appointments for current administrative year.
- D) List of National Officers and appointed committee members from your Unit for current administrative year.
- E) List of Department or National Awards received at the previous Department or National Conventions.
- F) 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.
- G) The signature of the Unit Historian should immediately follow the final paragraph of the history.
- H) 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 - b. Pagination – Page numbers should begin on the first page of the Historical Content.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:**

Unit Histories must be brought to the Convention to be judged on the Wednesday before Convention opens by 4 PM

Total Score _____