

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF GEORGIA**

**SENIOR AND JUNIOR HISTORY RULES**

- I. **Appearance;** **(20 Scoring Points)**
1. Loose Leaf Binder with an American Legion Auxiliary Seal Centered on The Cover or Regulation Binder With Imprinted Seal.
  2. Paper - Plain white 8 1/2 X 11 Inches.
  3. Standard Typewriters, Word Processors Or Computers May Be Used
  4. Computer use Text: 12 point font, Times New Roman or Arial style font – Black ink only
  5. 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    - B. Pagination – Page numbers should begin on the first page of the Historical Content.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.
  6. Spacing: Double-spaced with the exception of the introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the Unit 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.
- II. **Arrangement;** **(20 Scoring Points)**
1. Written in third person narrative form.
  2. Use Clear, Concise Sentences And Correct Spelling.
  3. (No) Decorations Or Special Effects With Typewriter, Word Processor Or Computer.
  4. (No) Newspaper Clippings Or Copies Of Clippings Should Be Included.
  5. Be Original Or Unique In Thought And Presentation.
- III. **Introduction;** **(10 Scoring Points)**  
**(All Introduction Pages Are To Be Single Spaced)**
- Page I Title Page;  
American Legion Auxiliary Seal Centered In Middle Of Page (unless it is on the front of the binder;  
Unit History of \_\_\_\_\_ Unit No. \_\_\_\_\_  
Name of Unit Historian  
Current Administrative Year (i.e. 2014 – 2015)
- Page 2 Foreword or Dedication.
- Page 3 Unit Presidents Picture (3x5, 4x5, Or 5x7, Black And White or Color).
- Page 4 Prayer.
- Page 5 Pledge of Allegiance to the Flag Of The United States Of America
- Page 6 First Verse of "The Star Spangled Banner."
- Page 7 Preamble To The Constitution of The American Legion Auxiliary.
- IV. **Historical Content;** **( 50 Scoring Points)**  
**(All Historical Content Pages Are To Be Double Spaced)**
- Page 8 List of Elected and Appointed Unit Officers.
- Page 9 List of Appointed Unit Chairmen.
- Page 10 List of District Officers.
- Page 11 List of Department Officers.
- Page 12 List of Unit Members Holding District, Department, National Office or Chairmanship.
- Page 13 List National, Department or District Awards Received for the previous year.  
(If You Have None for Pages 12 or 13, Begin Your Historical Content with Page 12.)
- Page 14 The History shall be written as a Factual Narrative Beginning with the Installation of Unit Officers, and Ending With the Close of the Administrative Year. The Signature of the Unit Historian should immediately follow the final Paragraph of the History.  
**Begin and End Your History Book with a Blank Sheet.**
- V. **DEADLINE:** History Books Must First Be Judged In The District and First, Second And Third Place Winners In Each District, Are To Be Mailed To The Department Historian, No Later Than **JUNE 8, 2018**, Two Weeks Prior To The Department Convention. **If they Do Not reach the Historian by deadline date they will be disqualified for Judging.**

**Department Historian**

**Susan Hall 15 Good Hope Hollow**  
**Naylor GA. 31641 suem\_66@yahoo.com**

## **History Trophy Rules**

Department Of Georgia Historical Trophy - Contributed By The Department, Permanently Rotating.

First Place - This Trophy is to be awarded to the (Unit) submitting the best all-around History Book to the Department Historian.

1. Competing Units must have met all Department obligations.
2. This Trophy shall be given for the best collection of Historical material submitted.
3. All Units competing must follow the Historical outline sent out by the Department Historian.
4. All Material must be typed (double spaced) and submitted to the District for judging. It cannot be submitted to the Department Historian for judging unless it has previously been entered at the District.
5. Write on one side of the paper only; and leave a One Inch margin on right side of paper and One Inch from the perforation on left side of paper using black ribbon only.

Florence G. Crawford Historical Trophy - Contributed By Toccoa Unit No. 104, Permanently Rotating. Second Place; This Trophy is to be awarded at the Department Convention each year, for the Second Best History Book submitted.

Joan Holtzclaw History Trophy -This Department Trophy is to be awarded to the (Unit) submitting the Third Best History Book.

The Unit 1 History Award Plaque – Permanently Rotating. Replacement.

This plaque is to be awarded to the District President having the highest percentage of Units in Her District submitting History books for Judging at the District Convention. Should Two (2) Districts have the same percentage, they shall divide the time.