

RULES FOR JUNIOR/SENIOR UNIT HISTORIANS
DEPARTMENT OF NORTH CAROLINA
2015 – 2016

INTRODUCTION (10 Points)

Title Page

- A. History of Unit _____ Juniors/Seniors
- B. Name of Honorary Junior/Senior Unit Historian for 2015-2016
- C. Date _____

- 1. Foreword or Dedication
- 2. Photograph of Honorary Junior/Senior Unit President (optional)
(5x7 black & white, or color)
- 3. Prayer
- 4. Pledge of Allegiance to the Flag of the United States of America
- 5. First verse of "The Star Spangled Banner"
- 6. Preamble to the Constitution of the American Legion Auxiliary

HISTORIAL CONTENT (70 Points)

- 1. List of Junior/Senior Unit Officers
 - A. List of Elected Junior/Senior Unit Officers for 2015-2016
 - B. List of Appointed Junior/Senior Unit Officers for 2015-2016
- 2. List of Unit Junior/Senior Chairmen 2015-2016
- 3. List of Honorary Dept Junior Officers/Senior Officers and Committee Appointments from your Unit for 2014-2015.
- 4. List of Honorary National Junior Officers/Senior Officers and Committee Member Appointments from your Unit for the current administrative year (if any)
- 5. List of Awards received at the 2015 Department Convention; (if any) List of Awards received at the 2015 National Convention (if any)
- 6. The History shall be written as a factual narrative beginning with the installation of your Junior Unit Officers/Senior and ending with the summary of the end-of-year reports and closing events for the year 2015-2016
- 7. The signature of the Junior/Senior Unit Historian should immediately follow the final paragraph of the history.

APPEARANCE (10 Points)

- 1. Cover – soft cover binder for loose-leaf paper, preferably blue with a 2.5 in. Gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
- 2. Paper - plain, white 8 ½ x 11 in.
- 3. Page Setup:
 - A. Margins – left and right margins 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 - B. Pagination – Page numbers should begin on the first page of the Historical Content.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 .05 in. from the bottom of the page.
- 4. Spacing – Double-spaced with the exception of the introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the Junior Unit President, Prayer, Pledge of Allegiance to the Flag of the United States of America, First verse of "The Star Spangle Banner" and the Preamble to the Constitution of the American Legion Auxiliary), which shall centered in the middle of the page. Paragraphs may be indented or in block form.
- 5. Text– 12 point font, Times New Roman or Arial style font
- 6. Technology- Computer preferred, however a type-written or handwritten History is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

ARRANGEMENTS (10 Points)

- 1. Written in narrative form, but not necessarily in third person (Jrs) Written in third person (Srs)
- 2. Clear, concise language with correct spelling
- 3. No Decorations, computer graphics, pen or ink drawings, illustrations, extra material or newspaper clippings.
- 4. Be original and unique in thought and presentation

DEADLINE:

Junior Unit Histories to be entered at the 2016 Department Junior Convention

Senior Unit Histories to be entered at the 2016 Department Convention in June by Friday Noon

RULES FOR JUNIOR/SENIOR SCRAPBOOKS
DEPARTMENT OF NORTH CAROLINA
2015 – 2016

INTRODUCTION – (10 (Points)

Total _____

1. Title page with name and number of Unit; and Name of Junior/Senior Scrapbook chairman
2. Picture of Junior/Senior Unit President with name
3. List of Junior/Senior Unit members serving on Department and/or National levels.

APPEARANCE – (50 Points)

Total _____

1. Binder with Auxiliary Emblem on it
2. Cannot not be smaller than 8 ½ x 11 in.
1. Be creative, have fun, all pictures used should be identified with names of persons in the pictures as well as function; and all newspaper clippings and/or articles must be identified with name of paper and date of printing. Neatness also counts.

ARRANGEMENT – (40 Points)

Total _____

1. Needs to be in chronological order

TOTAL _____

NOTE: Denote Juniors where necessary

DEADLINE – Junior Unit Scrapbooks to be entered at the 2016 Junior Department Meeting by Friday afternoon for judging. Senior Unit Scrapbook to be entered at the 2016 Department Convention, by Friday noon.

DEPARTMENT OF NORTH CAROLINA HISTORIAN'S AWARDS

FOR 2015 -2016

AWARDS TO BE PRESENTED:

SENIOR HISTORY ENTRIES:

1. Certificate & Ribbon for Best Overall Unit History
2. Certificate & Ribbons presented to 2nd and 3rd place winners
3. Certification of Participation for entries in the History Book Competition
4. Certificate of Participation for Veterans History Project
5. Certificate of Participation in the Famous Auxiliary Member Project
6. Certificate of Participation for Members Remember Project
(selected from accompanying report turned in at Department Convention)
(same awards presented to Junior participation)

VETERANS HISTORY PROJECT: (<http://www.loc.gov/vets/kit.html>)

Promote this project thru Facebook, emails and during meetings, stress the importance of collecting the history and the ease of participating thru all communications. Email hi-lite details of the project on our Southern Division website and to me gd3801@yahoo.com

FAMOUS AUXILIARY MEMBERS: Include full names, years of Auxiliary membership, details of what they did, who they are and why they're famous. Include where you found the information. All information should be sent to Department Historian as it is collected throughout the year, with a deadline of May 30th.

MEMBERS REMEMBERS HISTORY PROJECT: Record and post these histories to the Internet. Get the Juniors involved in recording and posting these histories. Email reports to Department Historian at gd3801@yahoo.com; stress the importance and ease of participating in this project through all communications.

BEST OF LUCK TO ALL OF YOU, SENIORS AND JUNIORS keep our Histories alive through your participation of all these PROJECTS.