Department History Contest Content and Scoring

The entries will be judged and scored according to the following criteria:

Score:

I. Introduction, Inclusions *(10 scoring points)* **_____ points**

1. Title Page
    a. American Legion Auxiliary Department of _____ Junior History
    b. ALA department administrative year mo/yr to mo/yr
    c. Name of honorary department Junior historian
2. Foreword or dedication
3. A 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

II. Department Information *(10 scoring points)* **_____ points**

1. List of elected and/or appointed honorary department Junior officers for the current administrative year
2. Photograph of honorary department Junior president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of the five (5) honorary national Junior division vice presidents for the current administrative year
4. List of department or national Junior awards received during the year
5. The typed name/title and written signature (typed signature if submitting it electronically) of the honorary department Junior historian should immediately follow the final paragraph of the history.
6. Index (optional)

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

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use the letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11 in.*
2. 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    b. Pagination – Page numbers should begin on the first page of the historical content.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 0.5 in. from the bottom of the page.

3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the honorary department Junior historian, 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.
4. Text: 12 point font, Times New Roman or Arial style font

**Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department's mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.*

IV. Content *(70 scoring points)* **_____ points**

1. The ALA department Junior history shall be written as a factual narrative beginning with the installation of department Junior officers and ending with the summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in third person. Please refer to "How to Record Your Department's History" page in the National Historian Programs Action Plan for guidance.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation
7. Be sure the department annual history truly represents a historical account of the <u>department</u> – what the department accomplished. A department Junior history lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual's itineraries. The content is about the department and its collective members mission achievements.

Total Points _____