Senior 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 _____ History
    b. ALA department administrative year mo/yr to mo/yr
    c. Name of department 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 department officers for the current administrative year
2. Photograph of department president (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of department chairmen or committee appointments for current administrative year
4. List of national officers and appointed committee members from your department for current administrative year
5. List of department or national awards received at the previous National Convention
6. The typed name/title and written signature (typed signature if submitting it electronically) of the department historian should immediately follow the final paragraph of the history.
7. Index (optional)

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

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

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    b. Pagination – Page numbers should begin on the first page of the historical content.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

3. Spacing: Double-spaced with the exception of the Introductory pages (i.e. title page, foreword or dedication, photograph of the department 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.
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 annual history shall be written as a factual narrative beginning with the installation of department officers at department convention, and ending with the summary of end-of-year reports and closing events for that ALA 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.
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 sure the department annual history truly represents a historical account of the <u>department</u> – what the department accomplished. A department history lists those who served as leaders and mentions notable awards or 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 _____