

**2017-18 UNIT SENIOR HISTORY BOOK  
CONTEST CONTENT AND SCORING**

TOTAL SCORE: \_\_\_\_\_

I. INTRODUCTION (10 Scoring Points) \_\_\_\_\_points

1. Title Page centered (left to right and double spaced.)
  - a. Unit Name and Number
  - b. Name of Town
  - c. District Number
  - d. Name of Unit Historian
  - e. Year 2. Picture of Unit President with her name centered beneath the picture

II. HISTORICAL CONTENT (50 Scoring Points) \_\_\_\_\_points

- Page 1. List of Unit Officers (double spaced.)
  - a. Elected Unit Officers for 2017-2018
  - b. Appointed Unit officers for 2017-2018 (if any)
- Page 2. List of Unit Chairman for 2017-2018 (double spaced)
- Page 3. List of Unit Members holding National Officer or National Committee appointments 2017-2018 (double spaced)
- Page 4. List of Unit members holding Department office or Department Committee appointments 2017-18 (double spaced)
- Page 5. List of Unit members holding District or County office, of District or County Committee appointments 2017-18 (double spaced)
- Page 6. List of National, Department, and District awards received by Unit in the 2017-18 administrative year (double spaced)
- Page 7. The history should be written as a factual narrative beginning with the installation of Unit Officers and ending with the close of the administrative year. Narrative should be interesting to read and double spaced.

The signature of the Unit Historian must immediately follow the final paragraph of the history

III. APPEARANCE (20 Points) \_\_\_\_\_points

1. Cover: Clear covered presentation portfolio or blue or black binder. The American Legion Auxiliary seal should be centered on the page either by printing or by 2½ inch purchased gold foil seal.
2. Plain white 8 ½ inch x 11 inches.

3. Page setup:

- a. Margins: Left 1½ inch, top, right and bottom margins, 1 inch.
- b. Text: 12-point font in Arial style
- c. Page numbers should begin on the first page of narrative and be centered and placed .5 inch from the bottom of the page.
- d. Use only one side of the paper per sheet

4. 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.

IV. ARRANGEMENT (20 Points)

\_\_\_\_\_points

1. Narrative written in third person.
2. Clear, concise with correct spelling and grammar.
3. No decorations, computer graphics, (except American Legion Symbol on first page) pen or ink drawing, illustrations, extra material or newspaper clippings.
4. Narrative should be original and unique in thought and presentation.

V. Judging

The winning Unit History Book from each District competition is to be submitted to the Department Historian by **April 20** for judging in the Department contest.