

## Junior History Book

A History Book is a story of what your Junior Group did through the year. It begins with installation of officers at the Department Junior Meeting, includes a record of the Junior members' participation in activities and programs, and concludes at the point when this report is due. All Juniors, whether organized or not, are encouraged to record their activities in a History Book.

The contest entries will be judged prior to the Department Junior Meeting. Therefore, they are due by Monday, March 15, 2021. Please contact Jr. Activities Chairman Karen Wiles for the submission address. History Books will be displayed and awards given at the Department Junior Meeting. Only one History Book per Junior Group will be allowed for this contest.

Awards for 1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place, and participation will be given at the Department Junior Meeting as determined by the Junior Activities Chairman.

The following guidelines will apply for judging. Judges, please print the following pages to accompany the entry.

## Junior History Book Judging Criteria

### I. Introduction (15 total points)

Points awarded: \_\_\_\_\_

1. Title Page "History of" ... (6 points)
  - a. Name of Junior Group and Unit Number
  - b. Name of Town
  - c. District Number
  - d. Name of Junior Historian or Junior preparing the History Book
  - e. Current Year (2019-2020)
  - f. Above information is double spaced and centered on the page.
2. Forward or Dedication Page (3 points)
  - a. A forward is a short paragraph used as an introduction to the history book. A dedication is a short paragraph used to honor a person or group of people who are special to your Junior Group. Page should be titled either Forward or Dedication.
  - b. Paragraph is single spaced and centered both horizontally and vertically on the page.
3. Picture of Unit Honorary Junior President (2 points)
  - a. The name of the Honorary President is centered below the picture.
  - b. Because some groups may not have honorary officers, a picture of the Junior Group or the Junior preparing the History book may be substituted for the point value. The picture must be captioned.
  - c. The picture may be color or black and white but must be centered both horizontally and vertically.
  - d. The photograph is electronically inserted into the document and not pasted on the printed page.
4. Prayer Page (1 point)
  - a. Prayer is single spaced and centered both horizontally and vertically on the page.
  - b. Prayer page may contain a prayer title if applicable.
5. Pledge of Allegiance to the Flag of the United States of America (1 point)
  - a. Pledge is single spaced and centered both horizontally and vertically on the page.
  - b. Pledge page contains the title as shown in (5.)
6. The Star Spangled Banner (1 point)
  - a. Only the first verse is printed.
  - b. The verse is single spaced and centered both horizontally and vertically on the page.
  - c. Song page contains the title as shown in (6.)
7. Preamble to the Constitution of the American Legion Auxiliary (1 point)
  - a. Preamble is single spaced and centered both horizontally and vertically on the page.
  - b. Preamble page contains the title as shown in (7.)

### II. Historical Content (75 total points)

Points awarded: \_\_\_\_\_

1. Unit Honorary Junior Officers and Chairmen
  - a. The officer information should be ordered as below (c-e), double spaced, and centered both horizontally and vertically on the page.
  - b. Officers listed are those who have served during the period covered by this History Book.
  - c. Elected Unit Honorary Juniors Officers
  - d. Appointed Unit Honorary Junior Officers
  - e. Unit Junior Chairmen
2. National, Department, and District Honorary Junior Officers
  - a. The officer information should be ordered as below (d-l), double spaced, and centered both horizontally and vertically on the page.
  - b. For the purpose of this report, the offices listed should be those held by members of your local unit. If no members from your local unit hold any of these offices, this page will be omitted.
  - c. Officers listed are those who have served during the period covered by this History Book, not newly elected officers.
  - d. Elected Nat'l Honorary Jr. Officers
  - e. Appointed Nat'l Honorary Jr. Officers
  - f. Appointed Nat'l Jr. Committee Members
  - g. Elected Dept. Honorary Jr. Officers
  - h. Appointed Dept. Honorary Jr. Officers
  - i. Appointed Dept. Jr. Committee Members
  - j. Elected Dist. Honorary Jr. Officers
  - k. Appointed Dist. Honorary Jr. Officers
  - l. Appointed Dist. Jr. Committee Members

3. Awards Received

- a. List all awards, citations, and honors received by members of your Junior Group. Include all awards received at last year's Dept. Junior Meeting through the time when this History Book is due.
- b. Information on this page may be single or double spaced and either left justified or in columns.

4. Junior Group Activities

- a. This should be a chronological account of activities and programs members of the Junior Group participated in, written as a story in paragraph form, using detailed language which makes this story fun and interesting to read. It should be original and unique in thought and presentation.
- c. The narrative should be written in third person using the name of the person/people when possible. (Examples of third person pronouns are he, she, it, his, her, them, their, themselves)
- d. In addition to the picture of the Unit Honorary Junior President, the narrative may include up to five photo images placed throughout the history. However, no newspaper articles, computer graphics, drawings or illustrations, or other embellishments are allowed. Photographs included should be electronically inserted into the document and not pasted on the printed page.
- e. The Honorary Junior Historian or the person writing the History Book must sign her name and list her age after the final paragraph of the history.

III. Appearance (10 total points)

Points awarded: \_\_\_\_\_

1. Cover (1 point)

- a. For printed submissions, the report will be three-hole punched and must be submitted in a soft or hard cover blue or black notebook. A 2½" American Legion Auxiliary seal must be centered on the cover. A regulation American Legion Auxiliary notebook with an emblem pre-printed on the cover may also be used and are available through emblem sales.
- b. For electronic submissions, the first page of the report should include a regulation American Legion Auxiliary Emblem electronically inserted, centered, and sized to 2½". Emblem downloads can be obtained from [www.legion.org/emblem/download](http://www.legion.org/emblem/download)

2. Paper (1 point)

- a. For printed submissions, only 8½" x 11" plain white paper will be accepted.
- b. For electronic submissions, use only a letter size document.

3. Font (1 point)

- a. 12 point font in either Times New Roman or Calibri style fonts may be used.

4. Margins and Spacing (2 points)

- a. The left margin should be 1.5" to allot for the three-hole punch. The right margin should be 1"
- b. The top and bottom margins of the "Junior Group Activities" narrative portion of the History Book should be 1". All other pages should be centered vertically on the page as stated in the guidelines.
- c. For spacing, follow the directions given for each section.

5. Pagination (1 point)

- a. Page numbers should begin on the first page of the "Historical Content" portion.
- b. Page numbers should be centered and placed 0.5" from the bottom of the page.

6. Neatness (4 points)

- a. Printed submissions should be clean without wrinkles or tears.
- b. Correct spelling, grammar, and punctuation should be used throughout.

Judges' Use Only:

Participant \_\_\_\_\_

Judge's Name \_\_\_\_\_

Date \_\_\_\_\_

Total Points Awarded \_\_\_\_\_/100 total points

Ranking \_\_\_\_\_

Remarks: