

**UNIT SENIOR HISTORY BOOK RULES**  
**(History for April 2021-April 2022 Year)**

**Districts Must Submit 1 Unit History Book to Department Historian by May 1, 2022**

**Cover-**

A standard 3-ring binder is to be used which can hold standard 8.5 x 11 paper. Centered on the cover of the binder should be the American Legion Auxiliary Emblem (any size). Also, on the front of the Cover should be the Title "History Book" and the "Unit: Name Unit #: \*\*\* Unit Town: \*\*\*\*\*, District: ##, History Book Year:     to    

**[50 pts]** \_\_\_\_\_

**Title Page-**

History of Unit \_\_\_\_\_ Unit No. \_\_\_\_\_  
Located at \_\_\_\_\_ (name of town) District No. \_\_\_\_\_  
Unit Historian: \_\_\_\_\_  
List of Unit Officers:  
List of Unit Chairman:  
List of Unit Members holding National, Department, District or County Officer or Committee Positions:  
Special Awards the Unit Received:

**[25 pts]** \_\_\_\_\_

**History Narrative-**

Begin numbering the pages. Start with the installation of Unit officers and end with the closing of your administrative year. Please write events in chronological order. The Unit's complete narrative needs to be a minimum of 5 paragraphs. Showcase events and monthly Unit activities. Any font can be used. Double-spacing recommended. Computer/typewritten is preferred but not required. Handwritten history books are okay. No set margins but remember that neatness counts!

**[20 pts]** \_\_\_\_\_

**Unit Historian Signature-**

At the end of Narrative, please have the Unit Historian's Signature.

**[5 pts]** \_\_\_\_\_

***BOOK TOTAL*** \_\_\_\_\_



**BONUS POINTS (Addition to back of History Book)**

- |  |         |                |
|--|---------|----------------|
| +Include 5 photos of Unit Members participating in Unit Activities | + _____ | <b>[5 pts]</b> |
| +Include 1 printed Unit Event Program or Invitation                | + _____ | <b>[5 pts]</b> |
| +History Book is computer/typewritten and double-spaced.           | + _____ | <b>[5 pts]</b> |

***BONUS TOTAL*** \_\_\_\_\_

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**BOOK TOTAL** \_\_\_\_\_ + **BONUS TOTAL** \_\_\_\_\_ = **GRAND TOTAL** \_\_\_\_\_