

Rules for Unit, County and Junior Historians
(Be sure to follow all the directions to avoid disqualifications)

RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Division _____ Department _____

Department Historian Name _____

First Last

Department Historian Address _____

Street

City, State, Zip _____

1. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian
- c. Date: Current administrative Year

2. Forward or Dedication

3. Photograph of Department President (optional) – 5x7 in black and white or color

4. Prayer

5. Pledge of Allegiance to the Flag of the United States of America

6. First verse of “The Star-Spangled Banner”

7. Preamble to the Constitution of the American Legion Auxiliary

II. Historical Content (70 scoring points)

Points _____

1. List of elected and or appointed Honorary Department Officers for current administrative year

2. List of Department Chairmen or committee appointments for current year

3. List of National Officers and appointed committee members from your department for current year

4. List of Department or National Awards received at the previous National Convention.

5. The History shall be written as a factual narrative beginning with the current Installation of Department Officers at department Convention and ending with the summary of year-end reports and closing events for the administrative year

6. The signature of the Department Historian should immediately follow the final paragraph of the history

7. Index (optional)

III. Appearance (10 scoring points)

Points _____

1. Auxiliary seal centered on the cover or a regular binder with imprint seal

2. Paper: plain white, 8 ½ by 11 in.

3. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold for American page setup

4. Margins: Left and right should be 1.25in.; Top and bottom margins should be 1 inch

5. Pagination: Page numbers should begin on the first page of the Historian Content. They should center and be placed 0.5in. from the bottom of the page.

6. Spacing: Double spaced with the exception of the introductory pages (i.e., Title Page, Forward or Dedication, photograph of the Department President, Prayer, and Pledge of Allegiance to the Flag of the United States of America, first verse of “Star Spangled Banner” and Preamble to the Constitution of the

American Legion Auxiliary, which should be centered in the middle of the page. Paragraphs may be indented or in block form.

7. Text: 12-point font, Times New Roman or Arial style font.

8. Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set should not vary from what is required of computer users.

IV. Arrangement (10 scoring points)

Points _____

1. Written in third person
2. Clear, concise language with correct spelling
3. No decorations, computer graphics, pen, or ink drawings, illustrations, extra material, or newspaper clippings
4. Be original and unique in thought and presentation

V. DEADLINE

Department Histories **MUST BE RECEIVED** by this Department Historian by May 1, to be eligible for judging.

TOTAL POINTS _____

RULES AND SCORE SHEET (RUBIC) FOR DEPARTMENT JUNIOR HISTORY

Division _____ **Department** _____

Department Historian's Name _____
First _____ **Last** _____

City, State&Zip _____

I. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian _____
- c. Date: Current Administrative Year _____

2. Forward or Dedication

3. Photograph of Department Historian Junior President (optional 5x7 in. Black & white or color)

4. Prayer

5. Pledge of Allegiance to the Flag of the United States of America

6. First verse of the "Star Spangled Banner"

7. Preamble to the Constitution of the American Legion Auxiliary

II. Historical Content (70 scoring points)

Points _____

1. List of elected and /or appointed Honorary Department Junior Officers for current year

2. List of Honorary Department Junior Chairman or committee appointments for current year

3. List of Honorary National Juniors Officers and appointed committee members from your department for current year

4. List of Department or National Junior Award received at the previous National Junior Convention

5. The 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-year reports and closing events for the administrative year

6. The signature of the Honorary Department Junior should immediately follow the final paragraph of the history

7. Index (optional)

III. Appearance (10 Scoring points)

Points _____

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold-foil for American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal

2. Paper: Plain, white 8 ½ by 11 in

3. 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.

4. Spacing: Double-spaced with the exception of the introductory pages (i.e., Title Page, Forward or Dedication, Photograph of 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 the 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.

5. Text 12-point font, Times New Roman or Arial style font

6. Technology: Computer preference, however a handwritten history is permissible. If handwritten, the page setup should not vary from what is required of computer users.

IV. Arrangement (10 scoring points)

Points _____

1. Written in narrative form, but not necessarily in third person

2. Clear, concise language with correct spelling

3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings

4. Be original and unique in thought and presentation

V. Deadline:

Junior Department Historians **Must Be Received** by this Department Historian **NO LATER THAN** May 1, to be eligible for judging.

TOTAL POINTS _____