



RULES AND SCORE SHEET (RUBRIC) FOR COUNTY OR UNIT SENIOR HISTORY

County _____ Unit _____

Historian's Name _____

First

Last

Address _____

Street

City

Zip

Score

I. **Introduction (10 scoring points)** _____ points

1. Title Page

a. History of _____

b. Name of Historian

c. Date: Current administrative year

2. Foreword or Dedication

3. Photograph of president (optional)

(5x7 in black and white or color)

4. Prayer

5. Pledge of Allegiance to the Flag of the United State 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 **Historical Content (70 scoring points)** _____ points

List of elected and/or appointed county/Unit Officers for current administrative year

1. List of Chairman or committee appointments for current administrative year

2. List of Department Officers and appointed committee members from your County/Unit for current administrative year

3. List of Awards received at the previous Convention

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

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

6. 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 American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal
 2. Paper: Plain, white 8 1/2 x 11 in
 3. 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 - b. Pagination – page numbers should begin on the first page of the Historical Content.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.
 4. Spacing: Double-spaced with the exception of the Introduction pages (i.e. Title page, Foreword or Dedication, Photograph of the Department/County/Unit President, Prayer, Pledge of Allegiance to the Flag of the United States of American, 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.
 5. Text. 12-point font. Times New Roman or Arial style font
 6. Technology: Computer preferred however a typewritten 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 (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:**
County and Unit History Books **MUST BE RECEIVED** by April 25, 2020 at the Department Board Meeting:

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