

2023-2024 SENIOR HISTORY CONTEST

RULES AND SCORE SHEET (RUBRIC)

Unit Name: _____ Unit Number: _____ District _____

Historian's Name _____ Email/Phone _____

Historian's Address _____

Street, City, State, & Zip

I. Introduction (10 scoring points) _____ points

- Title Page (Single spaced and centered in middle of page)
 - Unit, County, or District History of _____
 - Name of Historian
 - Date: Current administrative year
- Foreword or Dedication (Single spaced and centered in the middle of the page)
- Photograph of Unit, County, or District President (Optional; if used, 5x7 in black and white or color)
- Prayer (Single spaced and centered in middle of the page)
- Pledge of Allegiance to the Flag of the United States of America (Single spaced and centered in the middle of the page)
- First verse of "The Star Spangled Banner" (Single spaced and centered in the middle of the page)
- Preamble to the Constitution of the American Legion Auxiliary (Single spaced in the middle of the page)

II. Historical Content (70 scoring points) _____ points

- List of elected and/or appointed Unit, County, and District Officers for current administrative year
- List of Unit, County, and District Chairmen or committee appointments for current administrative year
- List of Department and National Officers and appointed committee members from Unit, County, or District for current administrative year.
- List of Unit, County, District awards received at the previous State and National Conventions
- The history shall be written as a factual narrative beginning with the Installation of Officers at Unit, County, or District, and ending with the summary of end-of-year reports and closing events for that administrative year.
- The signature of the Historian should immediately follow the final paragraph of the history.
- Index (optional)

III. Appearance (10 scoring points) _____ points

- 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.
- Paper: Plain, white, 8½ by 11 in.
- Page setup:
 - Margins – Left and right should be 1.25 in; top and bottom margins should be 1 in.
 - Pagination – Page numbers should begin on the first page of the Historical Content.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.
- Spacing: Double-spaced with the exception of the introductory pages (i.e. Title page, Foreword or Dedication, Photograph, 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 single spaced and centered in the middle of the page.
- Text: 12 point font, Times New Roman or Arial style font
- Technology: Computer preferred, however, a typewritten or handwritten history is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

IV. Arrangement (10 scoring points) _____ points

- Written in third person (refer to "HOW TO RECORD YOUR UNIT'S HISTORY")
- Clear, concise language with correct spelling of names
- No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
- Be original and unique in thought and presentation

Total points _____

V. Deadline

History books must be judged at the District Spring Conference. The winning Unit, County along with the District history books should be sent to Department Historian Mary Petrie, 808 E Cady Street, Watertown WI 53094 as soon as possible after the District Spring Conference with a deadline of **May 31, 2024** to be eligible for judging.