

2026-2027 HISTORY CONTEST

Content and Scoring

Unit Name: _____ Unit Number: _____ District: _____

Historian's Name: _____

Historian's Email: _____ Phone #: _____

Historian's Complete Address: _____

Street, City, State, & Zip

I. Introduction, Inclusions (10 scoring points)

_____points

1. Title Page

- Unit, County or District History of _____
- Date: Current administrative year – mo/yr to mo/yr
- Name of Historian

2. Foreword or Dedication (*Optional*)

3. A prayer

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

5. First verse of "The Star-Spangled Banner"

6. Preamble to the Constitution of the American Legion Auxiliary

II. Unit Information (10 scoring points)

_____points

- List of elected and/or appointed Unit, County and District Officers for the current administrative year.
- Photograph of Unit, County, or District President (**optional**-black & white or color, not to exceed 5 x 7 in.).
- 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 typed name/title and written signature (typed signature if submitting it electronically) of the Historian should immediately follow the final paragraph of the history.
- Index (**optional**).

III. Appearance - Formatting (10 scoring points)

_____points

- For electronic submissions, be sure to use the letter size document. If a mailed entry, use plain, white paper, 8 ½ x 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 - Pagination – Page numbers should begin on the first page of the historical content.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 centered in the middle of the page. Paragraphs may be indented or in block form.
- Text: 12-point font, Times New Roman or Arial style font.

IV. Content (70 scoring points)

_____points

- 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 history shall be written in third person. Please refer to 'How to Record Your Department's History' for guidance. How to Info sheet can be accessed from the ALA ~ Department of Wisconsin website at www.amlegionauxwi.org/historian.
- Use clear, concise language with correct spelling of names
- Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, newspaper clippings or other embellishments.
- You may include up to five (5) photo images placed throughout the history (*optional*).

Be sure the annual history truly represents a historical account of what the Unit/County/District accomplished. A history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual's itineraries. The content is about the unit/county/district and its collective members' mission achievements.

Total points _____

Deadline:

The winning Unit, County along with the District history book, should be sent to Department Historian **Sandy Mack, 1204 Wisconsin Street, Adell WI 53001** by **April 15, 2027**.