

2025-2026 SENIOR HISTORY CONTEST

RULES AND SCORE SHEET (RUBRIC)

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
 - a. Unit, County or District History of _____
 - b. Date: Current administrative year
 - c. Name of Historian
2. Foreword or Dedication
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. Appearance - Formatting (10 scoring points)

_____points

1. For electronic submissions, be sure to use the letter size document. If a mailed entry, use plain, white paper, 8 ½ x 11 in*
2. Page setup:
 - a. Margins – Left and right 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 - b. Pagination – Page numbers should begin on the first page of the historical content.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.
3. 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.
4. Text: 12-point font, Times New Roman or Arial style font.

***Note: The National organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department's mailed entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5-inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.**

III. Content (70 scoring points)

_____points

1. Photograph of Unit, County, or District President (**optional**-black & white or color, not to exceed 5 x 7 in.).
2. List of elected and/or appointed Unit, County and District Officers for the current administrative year.
3. List of Unit, County and District Chairmen or committee appointments for current administrative year.
4. List of Department and National Officers and appointed committee members from Unit, County or District for current administrative year.
5. List of Unit, County, District awards received at the previous State and National Conventions.
6. 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.
7. 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.
8. You may include up to five (5) photo images placed throughout the history (**optional**).
9. Index (**optional**).

IV. Arrangement (10 scoring points)

_____points

1. The history shall be written in third person. Please refer to 'How to Record Your Department's History' for guidance.
 - a. How to Info sheet can be accessed from the ALA ~ Department of Wisconsin website at www.amlegionauxwi.org/historian.
2. Use clear, concise language with correct spelling of names
3. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, newspaper clippings or other embellishments.
4. Be original and unique in thought and presentation

Total points _____

Deadline

History books must be judged at the Spring Conference. The winning Unit, County along with the District history book, should be sent to Department Historian Christine Johnsen, 159991 Granite Road, Wausau WI 54403 as soon as possible after the District Spring Conference with a deadline of **May 30, 2026**, to be eligible for judging.