



**RULES FOR SENIOR UNIT HISTORY  
DEPARTMENT OF NORTH CAROLINA  
2021-2022**

**SCORE**

**INTRODUCTION (10 Points)**

\_\_\_\_\_ **Points**

1. Title Page
  - A. History of Senior Unit \_\_\_\_\_
  - B. Name of Senior Unit Historian for 2021-2022
  - C. Date \_\_\_\_\_
2. Forward or Dedication
3. Photograph of Unit President (5x7 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

**HISTORIAL CONTENT (70 Points)**

\_\_\_\_\_ **Points**

1. List of elected and/or appointed Unit Officers for the current administrative year.
2. List of Unit Committee Chairmen or Committee appointments for current administrative year.
3. List of Department Officers and Committee appointments from your Unit for current administrative year.
4. List of National Officers and appointed Committee members from your Unit for the current administrative year.
5. List of Awards received at the 2021 Department Convention (if any).
6. List of Awards received at the 2021 National Convention (if any).
7. The History shall be written as a factual narrative beginning with the installation of your Unit Officers and ending with the summary of the end-of-the year reports and closing events for the year 2021-2022.
8. The signature of the Unit Historian should immediately follow the final paragraph of the history.



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**INTRODUCTION (10 Points)**

\_\_\_\_\_ **Points**

1. Title Page
  - D. History of Junior Unit \_\_\_\_\_
  - E. Name of Junior Unit Historian for 2021-2022
  - F. Date \_\_\_\_\_
2. Forward or Dedication
3. Photograph of Junior Unit President (5x7 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

**HISTORIAL CONTENT (70 Points)**

\_\_\_\_\_ **Points**

1. List of elected and/or appointed Junior Unit Officers for the current administrative year.
2. List of Junior Unit Committee Chairmen or Committee appointments for current administrative year.
3. List of Honorary National Junior Officers and appointed committee members from your Unit for current administrative year.
4. List of Junior awards received.
5. The History shall be written as a factual narrative beginning with the installation of your Junior Officers and ending with the summary of the end-of-the year reports and closing events for the year 2021-2022.
6. The signature of the Junior Unit Historian should immediately follow the final paragraph of the history.



## INSTRUCTIONS ON THIS PAGE APPLIES TO JUNIOR AND SENIOR HISTORY

### APPEARANCE (10 Points)

\_\_\_\_\_ Points

1. **Cover** – soft cover binder for loose-leaf paper, preferably blue with a 2.5 inch 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 inch
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 .05 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 the Unit President, 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 are indented or in block form.
5. **Text** – 12 point font, Times New Roman or Arial style font
6. **Technology** – Computer preferred, however a type-written or handwritten History is permissible. If typewritten or handwritten, the page setup should not vary from what is required of computer users.

### ARRANGEMENTS (10 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.

**TOTAL POINTS** \_\_\_\_\_

**DEADLINE: UNIT HISTORIES SHOULD BE ENTERED AT THE 2022 DEPARTMENT CONVENTION IN JUNE BEFORE NOON ON FRIDAY. JUNIOR UNIT HISTORIES SHOULD BE ENTERED AT THE 2022 JUNIOR MEETING.**

**RULES FOR SENIOR AND JUNIOR SCRAPBOOKS  
DEPARTMENT OF NORTH CAROLINA  
2021-2022**

**INTRODUCTION (10 Points) \_\_\_\_\_ Points**

1. Title Page with name and number of Unit, Unit Scrapbook Chair.
2. Picture of Unit President with name.
3. List of Unit members serving on Department and National levels.

**APPEARANCE (50 Points) \_\_\_\_\_ Points**

1. Binder with Auxiliary emblem on it.
2. Cannot be smaller than 8 ½ x 11 in.
3. Be creative, have fun. All pictures should be identified with names of persons in them and the name of the function, all newspaper clippings and/or articles must be identified with the name of the paper and date of printing. Neatness also counts.

**ARRANGEMENT (40 Points) \_\_\_\_\_ Points**

Needs to be in chronological order

**Total Points \_\_\_\_\_**

**DEADLINE: UNIT SCRAPBOOKS SHOULD BE ENTERED AT THE JUNE 2022 DEPARTMENT CONVENTION BEFORE NOON ON FRIDAY. JUNIOR UNIT SCRAPBOOKS SHOULD BE ENTERED AT THE 2022 JUNIOR MEETING.**