

HISTORY
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AWARENESS-ACTION-AUXILIARY-AWARDS

We are Auxiliary; we are aware of our veteran’s needs and what actions we need to take to serve those veterans and their families. Now it is time to award ourselves by preserving the history of what we have done.

Your narrative history begins with the installation of your 2009 -2010 officers. Record the happenings of your unit in chronological order from meeting to meeting and any special events between / throughout. Make your history easy to read, but be sure to make it interesting.

If you have participated in the Veteran History project before, keep it up. If you have not participated please consider doing it. <http://www.loc.gov.folklife/vets>.

Remember too, anything of interest to others is worthy of a place in the Library of Congress. While you compose your history, see if you have such an article to send in.

UNIT NARRATIVE HISTORY

Use the following guidelines when preparing your narrative history which must be on legal size (8-1/2” x 14”) white paper. Allow a three-inch top margin on each page with one-inch side and bottom margins. Single-space your narrative with double space between paragraphs. Use one side of paper only.

- Page One should contain only: Unit Name and Number - Unit Town - District Number, please center on the bottom 11 inches of the page leaving the top 3” for binding.
- Page Two (and additional pages if necessary):
 Begin with the new administrative year of 2009-2010. Record the events within your Unit - the programs accomplished by each of the committees and special events that you sponsored. Be concise and to the point. Flowery phrases and descriptions should not be contained in the History. The last page should contain the signatures of both the Unit Historian and Unit President.

Deadline: Submit your narrative history by July 1, 2010, to be included in the bound history book. Mail to the address at the beginning of this article.

RULES FOR 2009-2010 UNIT SENIOR HISTORY BOOK

These rules apply to the Unit History Book for the 2009-2010 year, to be submitted for District competition in the spring of **2011**.

Scoring Points

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| I. | INTRODUCTION..... | 10 |
| | 1. Title Page should include the following –
<i>need not be numbered</i> | |
| | a. History of____ Unit No. _____
Located at ____ (name of town)
District No. _____ | |
| | b. Name of Unit Historian | |
| | c. Year (2009-2010) | |
| 2. | Foreword or Dedication | |

3. Picture of Unit President (5 x 7 black and white or color).
(Optional)
Name of President centered underneath picture.
4. A Prayer
5. Pledge of Allegiance
6. 1st verse of "The Star Spangled Banner"
7. Preamble to the Constitution of the American Legion Auxiliary

All introductory pages are to be double-spaced, centered in the middle of the page. No pages of the introduction are to be numbered. Place a blank sheet of paper between title page and historical content.

II. Historical Content.....50

1. List of Unit Officers
 - a. Elected Unit Officers for 2009-2010
 - b. Appointed Unit Officers for 2009-2010
2. List of Unit Chairmen for 2009-2010
3. List of Unit members who hold National office or committee appointment for 2009-2010
4. List of Unit members holding Department office or committee appointment for 2009-2010
5. List of Unit members holding District or County office or committee appointment for 2009-2010
6. List of National, Department and District Awards received by your Unit in 2009-2010
7. The history shall be written as a factual narrative, beginning with the installation of Unit officers and ending with the close of the administrative year.
8. The signature of the Unit Historian must immediately follow the final paragraph of the history.

III. APPEARANCE.....20

1. Cover: Binder for loose-leaf paper, preferably blue, with 2-1/2" gold foil emblem American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. (These are available from Emblem Sales.)
2. Paper: Plain white 8-1/2" x 11"
3. Margins: One inch (1") margins from the top, bottom, left and right sides of the paper. Number all pages consecutively in Arabic (1, 2, 3) numerals, beginning AFTER the introduction pages. Pages numbers should be centered one-half inch (1/2") at bottom of the page.
4. Spacing: Double-spaced with the exception of the introductory pages (title page through Preamble of the Constitution), which shall be centered in the middle of the page.

5. Typing: Black ribbon only.
 - a. Should be clear and clean
 - b. Erasures are permissible
 - c. Standing typewriters, word processors and computers may be used.

IV. ARRANGEMENT.....20

1. Written in narrative form but not necessarily in the third person.
2. Clear, concise and correct spelling.
3. No decorations, special effects, with typewriter or word processor, extraneous material or newspaper clippings.
4. Be original and unique in thought and presentation.

V. JUDGING:

1. The winning Unit History Book from each District competition is to be submitted to the Department Historian by May 1, 2010, for judging in the Department contest.

NOTE: Corrections may be made in the Unit History Book prior to submitting it for Department Competition.

The Wagenknect-Snyder Traveling Plaque will be awarded at the 2010 Department Convention to the unit determined to have the winning History Book for the 2008 – 2009 year. District Presidents will notify Units of the deadline date for entries and where those entries are to be delivered or mailed.

CITATION POINTS - 15 points assigned

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| 5 pts... Unit History Book for 2008-9 entered in District Contest | |
| 5 pts... Unit Narrative History sent to Department Historian by | July 1, 2010 |
| 5 pts... Unit Historian had program to share earlier events with | members |
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