

SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Unit Name _____ Number _____

Historian's Name _____

Address _____

SCORE

I. INTRODUCTION (10 Points)

1. Title Page
 - A. History of Unit _____
 - B. Name of Unit Historian for 2009-2010
 - C. Date: 2009-2010
2. Forward or dedication
3. Photograph of Unit President (**optional - if used, 5' x 7"**, 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

II HISTORICAL CONTENT (70 Points)

1. List of Unit Officers
 - A. List of elected Unit Officers for 2009-2010
 - B. List of appointed Unit Officers for 2009-2010
2. List of Unit Chairmen for 2009-2010
3. List of 2009-2010 Department Officers and Committee Appointments (that are your Unit Members)
4. List of 2009 Department/National Awards received.
5. The history shall be written as a factual narrative, beginning with the installation of Unit officers in 2009 and ending with the summary of year-end reports and closing events for that administrative year.
6. The signature of the Unit Historian is to immediately follow the final paragraph of the history.
7. Index (optional)

III APPEARANCE (10 Points)

1. Cover: Soft cover binder for loose-leaf paper, preferably blue, with 2 ½ " gold foil 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 ½" X 11"
3. Page Setup:
 - a. Margins—Left and right margin should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination—Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 inch from the bottom of the page.

4. All spacing shall be double-spaced, with the exception of the introductory pages (Title Page through Preamble to the Constitution, which shall be centered in the middle of the page.) Paragraphs may be indented or in block form.
5. Typing: 12 point font, Times New Roman or Arial style font
6. Technology: Computer preferred, however a typewritten history is permissible. If typewritten, the page set up should not vary from what is required of computer users.

IV. ARRANGEMENT (10 Points) _____

1. Written in narrative form 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 unique and creative in thought and presentation

V. DEADLINE

Unit History should be sent to the Department Historian no later than June 1, 2010. Send to Sarah Edwards, 107 Eulie Drive, Columbus, MS 39702. I will bring all histories to State Convention for pickup.

VI. AWARDS FOR UNIT HISTORY

Awards of overall First, Second, and Third will be given (no membership categories). A Certificate of Participation will be given to each Unit submitting a Unit History for competition.

TOTAL SCORE _____

SCORE SHEET (RUBRIC) FOR JUNIOR UNIT HISTORY

Unit Name _____ Number _____

Junior Historian's Name _____

Address _____

SCORE

I. INTRODUCTION (10 Points)

1. Title Page
 - A. History of Junior Unit _____ Number _____
 - B. Name of Junior Unit Historian 2009-2010
 - C. Date: 2009-2010
2. Foreword or Dedication
3. Photograph of Junior Unit President (optional - if used, 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

II. HISTORICAL CONTENT (70 Points)

1. List of Junior Unit Officers
 - A. List of elected officers 2009-2010
 - B. List of appointed officers 2009-2010
2. List of Junior Unit Chairmen for 2009-2010
3. List of 2009-2010 Honorary Department Junior officers and committee appointments (that are your Junior Unit members)
4. List of 2009 Department/National Junior Unit awards received.
5. The history shall be written as factual narrative, beginning with the installation of Junior Unit Officers and ending with the summary of year-end reports and closing events for the administrative year.
6. The signature of the Unit Junior Historian is to immediately follow the final paragraph of the history.
7. Index (optional)

III. APPEARANCE (10 Points)

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. Appearance should be uniform and pleasing to the eye. (Seals and regulation binders are available from Emblem Sales.)

2. Paper: Plain, white, 8½” x 11”
3. Page Setup:
 - a. Margins—Left and right margin should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination—Page numbers should begin on the first page of the HISTORICAL CONTENT. They should be centered and placed 0.5 inch from the bottom of the page.
4. All spacing shall be double-spaced, with the exception of the introductory pages (Title Page through Preamble to the Constitution, which shall be centered in the middle of the page.) Paragraphs may be indented or in block form.
5. Typing: 12 point font, Times New Roman or Arial style font
6. Technology: Computer preferred, however a typewritten history is permissible. If typewritten, the page set up should not vary from what is required of computer users.

IV ARRANGEMENT (10 Points) _____

1. Written in narrative form but not necessarily 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 unique and creative in thought and presentation

V. DEADLINE

The Junior Unit History should be sent to the Department Historian no later than June 1, 2010. Send to Sarah Edwards 107 Eulie Drive, Columbus, MS 39702. I will bring all histories to State Convention for pickup.

VI. AWARDS FOR JUNIOR UNIT HISTORY

Awards of overall First, Second, and Third places will be given. A Certificate of Participation will be given to each Junior Unit submitting a History for competition.

TOTAL SCORE _____

RULES FOR UNIT SCRAPBOOK CONTEST FOR JUNIORS AND SENIORS

1. Use the official American Legion Auxiliary Scrapbook with the seal centered on the cover. Purchase from Emblem Sales.
2. Title Page must include:
 - A. Unit name and number
 - B. Date 2009-2010
 - C. Historian's Name
 - D. Category:
 - (1) Category I 0-49 Members
 - (2) Category II 50-99 Members
 - (3) Category III 100-199 Members
 - (4) Category IV 200 or more Members
3. Introductory Pages (See Unit History Requirements - use the same rules, but you may be more creative for the scrapbook pages)
 - A. Dedication
 - B. Unit President's Picture (5 x 7 or 8 x 10)
 - C. Prayer
 - D. Pledge of Allegiance to the Flag
 - E. Preamble
 - F. Elected Unit Officers and Program Chairmen
 - G. Elected Department offices and Appointed Department Program Chairmen from your Unit.
4. The scrapbook should be arranged in **chronological** order, beginning with the Installation of Unit Officers for the 2009-2010 year.
5. Include newspaper clippings, mementos, pictures, printed programs for events and anything that you would put in a scrapbook.
6. Be neat and creative--it's a scrapbook--have a great time!
7. Identify by date and name of event. **SHORT PHOTO CAPTIONS OR SUMMARIES OF WHAT IS TAKING PLACE IS ALWAYS GOOD PRACTICE. THINK OF THOSE WHO COME BEHIND YOU--GIVE THEM THE INFORMATION TO KNOW YOUR UNIT'S HISTORY.**

REMEMBER to turn your scrapbook in by noon on FRIDAY at State Convention in July 2010. All entries will receive a certificate of participation, and awards will be given for first, second, and third place in each category.