

I. **Appearance**(20 Scoring Points)

A. **Binder:**

1. Submit a loose-leaf binder (dark blue) that holds 8.5 x 11-inch sized paper.
2. Binder must have an American Legion Auxiliary Seal centered on the cover.
3. Information: Binders with imprinted seals are available from www.emblem.legion.org.
(Note: Units are **not** required to purchase a binder from this site.)

B. Paper: use only plain white paper that is 8 1/2 x 11 inches in size.

C. Font: use only 12-point, Times New Roman or Arial font. Black ink only. Standard typewriters, word processors, or computer software may be used to prepare content. Section/Page Titles may be 14-point font and may be bold. **D.**

Page Setup:

4. Margins: left 1.25 inches; right 1.0 inch; and top and bottom margins 1 inch.
5. Pagination: page numbers starting with “1” should begin on the first page of the Historical Content, centered, and placed 0.5 inch from the bottom of the page.
6. Spacing:
 - a. All Introduction Pages (listed in section III below) shall single spaced and shall be centered in the middle of the respective page.
 - b. All Historical Content (listed in section IV below) shall be double-spaced.
 - c. Paragraphs may be indented or in block form.

II. **Arrangement** (20 Scoring Points)

- A. Write in third-person, narrative form. You **may** use officer and committee chair titles AND you **may** include names of individuals who provide service in the narrative Historical Content. (*Do not include names of individuals who “receive” goods/services from your unit.*)
- B. Use clear, concise sentences and correct spelling, grammar, and punctuation.
- C. **Do not** include decorations or special effects with typewriter, word processor or computer software. (*Bold and italic font used sparingly for emphasis is allowed.*)
- D. **Do not** include newspaper clippings, copies of clippings or any other publications/articles.
- E. Be original or unique in thought and presentation.
- F. Photographs: In addition to the photograph of the Unit President, up to five (5) photographs may be included within the body of the Historical Content. Be sure to notate the activity and relevance of the photograph(s). Including names of those pictured is optional.

III. **Introduction**(10 Scoring Points)

A. Title Page:

1. American Legion Auxiliary Seal centered in middle of page.
 2. Unit History of _____ Unit No. ____ (Use official Unit name and correct Unit number.)
 3. Name of Unit Historian
 4. Current Administrative Year (i.e., 2023 – 2024)
- B.** Foreword or Dedication.
- C. Photograph of Unit President (Up to 5”x7”, either black/white or color). Adding photographs of the District and Department Presidents is optional. *These photographs are not counted in the five photographs allowed in the Historical Content.*
 - D. Prayer.
 - E. Pledge of Allegiance to the Flag of the United States of America
 - F. “The Star-Spangled Banner” (verse one).

IV. Historical Content(50 Scoring Points)

*Insert a blank sheet of paper before page 1 of the Historical Content **and** include a blank sheet following the last page.*

Page 1. List of Elected and Appointed Unit Officers.

Page 2. List of Appointed Unit Chairs.

Page 3. List of District Officers.

Page 4. List of Department Officers.

Page 5. List of Unit Members Holding District, Department, National Office, or Chair positions. *

Page 6. List of National, Department or District Awards Received in the previous year. *

**If you have no entries for page 5 and or page 6, do not include yet begin the Historical Content on page 7.*

Page 7. Begin the Historical Content here as a factual narrative beginning with the installation of Unit Officers and ending with the close of the administrative year. *Activities of significance conducted after May 1st and before the installation of unit officers, which were not included in the prior year History Book, **may** be included in the Historical Content to ensure no gaps in the collective unit historical records.*

Last Page The signature of the Unit Historian shall immediately follow the final paragraph of the history.

V. DEADLINE:

The deadline to submit the History Book is May 1 of the current year to District Historians. If submitting the book by a carrier (UPS, USPS, FedEx, etc.) the Unit Historian shall send an email to or call on or before the due date notifying the District and Department Historian by the midnight of the due date. Copying the Department Historian allows for confirmation should any conflict arise.

Please ensure you have the correct information for your District Historian and ensure how the officer wants to receive the books.

Units must first submit History Books to be judged at the District level before consideration at the Department level.

Units attaining first, second and third place in each District shall update their books based on District feedback and then submit the books to the Department Historian on or before 9:00 pm on May 31st.

Books must be received by the Department Historian by this date to be eligible for Department consideration.

No late entries will be accepted.

REMINDER:

Please remember to submit your Department of Georgia Annual Historian Report and Cavalcade of Memories

Chairman Survey to both, your District and Department Historians before midnight on May 1 of the current year. All Units are eligible for consideration for the Department of Georgia History Report & Cavalcade of Memories.

Updated February 8, 2024