



2026 - 2027 DEPARTMENT HISTORIAN AWARD

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Best Written Senior History

Awarded to the Unit or District Historian that submits the Best Written Senior History Book in the Department of Florida. Submit electronically to the Department Historian before **May 1st**.*

I. Introduction

- 1) Title Page:
 - a) American Legion Auxiliary Unit/District History Department of Florida
 - b) ALA Administration year: month/year – month/year
 - c) Name of Historian and List Unit or District
- 2) Forward or dedication
- 3) A prayer
- 4) Pledge of Allegiance to the United States of America
- 5) First Verse of the National Anthem – “Star Spangles Banner”
- 6) Preamble to the Constitution of the American Legion Auxiliary

II. Unit/ District Information

- 1) Color or Black & White Photograph of Unit/District President with name listed (Not to exceed 5x7)
- 2) List of elected and/or appointed Officers for the current administrative year
- 3) List of Chairman or Committee appointments for the current administrative year
- 4) List of National Officers and appointed Committee Members from your Unit / District for the current administrative year
- 5) List of Department or National awards received at the previous convention
- 6) The typed name/title and signature of the Historian should immediately follow the final paragraph of the written history.
- 7) Index (optional)

III. Appearance – Formatting

- 1) For electronic submissions, be sure to use letter size document/
- 2) 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 - b) Pagination – Page numbers should begin on the first page of the Historical content.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 inches from the bottom of the page
- 3) Spacing: Double-spaced except for the Introductory pages (i.e. title page, forward or dedication, photograph of President, Prayer, Pledge of Allegiance, National Anthem page and Preamble to the American Legion Auxiliary) These shall be centered in the middle of the page. Pages may be indented or in block form.
- 4) Text: 12 Point font: Times New Roman or Arial style font.

IV. Content

- 1) The annual history shall be written as a factual narrative beginning with the installation of officers and ending with the summary of end-of-year reports and closing events for that ALA administrative year.
- 2) The history shall be written in third person. Please refer to “How to Record Your Department’s History.”
- 3) Use clear, concise language with correct spelling.
- 4) Do not include or use computer graphics, pen or ink drawings, illustrations, extra material or newspaper clippings or other embellishments.
- 5) You may include up to five (5) photo images placed throughout the history.
- 6) Be sure the annual history truly represents a historical account of the Unit/District. The history should list those who served as leaders and mention notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the Unit/District and its collective members mission achievements.

**Note: The National organization only accepts electronic submissions. Only electronic submissions will be considered for a National Award, therefore Department will follow these guidelines as well.*