

INSTRUCTIONS FOR SUBMITTING HISTORIES FOR AWARD

1. Title Page

- a) American Legion Auxiliary Unit _____History
 - b) City of Unit
 - c) Name of Unit Historian and President
 - d) Present year of history being recorded
 - e) Membership grouping
2. Foreword or dedication
 3. A prayer
 4. Pledge of Allegiance to the Flag of the United States of America.
 5. Preamble to the Constitution of the American Legion Auxiliary.
 6. List of Unit officers and chairman

Appearance – Formatting

1. Photos, mementos, souvenirs will not be considered in judging. These items may be added later. 5 photos are permitted.
2. Use plain, white paper 8 ½” x 11 in “.
 - a. **Page Setup:** Margins – Left and right margin should be 1.25 in; top and bottom margins should be 1 in.
 - b. **Margins** – Left and right margin should be 1.25 in; top and bottom margins should be 1 in.
 - c. **Pagination** – Page numbers should begin on the first page of the historical content. They should be centered and placed 0.5 in. from the bottom of the page.
3. Spacing: Double-spaced with the exception of the introductory pages (i.e. title page, foreword or dedication, prayer, Pledge of Allegiance to the Flag of the United States of America, and Preamble to the Constitution of the American Legion Auxiliary) which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
4. Text: 12 point font, Times New Roman or Arial style font.

Content:

1. The unit history shall be written as a factual narrative beginning with the installation of department officers at department convention, 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.
3. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
4. Be sure the unit annual history truly represents a historical account of the unit – what the unit accomplished. A unit history lists those who served as leaders and mentions notable awards or individual achievements. The content is about the unit and its collective members mission achievements.