

RULES AND SCORE SHEET (RUBRIC) FOR ALA Unit's SENIOR HISTORY

American Legion Auxiliary Unit Name & # _____

Council _____ Department Section _____

ALA Unit Historian's Name _____

ALA Unit's Historian's Address

Street _____

City State Zip _____

E-mail address- _____

Score

I. Introduction (10 scoring points) _____ points

1. Title Page

a. ALA Unit History of _____

b. Name of ALA Unit Historian

c. Date: Current administrative year

2. Foreword or Dedication

3. Photograph of ALA Unit President (optional)
(5 x 7 in. black and 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 Historical Content (70 scoring points) _____ points

List of elected and/or appointed ALA Unit Officers for current administrative year

1. List of ALA Unit Chairmen or committee appointments for current administrative year

2. List of Department/National Officers and appointed committee members from your ALA Unit for current administrative year

3. List of ALA Unit or Department / National Awards received at the previous State Department Convention

4. The History shall be written as a factual narrative beginning with the beginning of your ALA Unit Officers' effective date as newly elected officers and ending with the summary of end-of-year reports and closing events for that administrative year.

5. The signature of the ALA Unit Historian should immediately follow the final paragraph of the history.

6. Index (optional)

III. Appearance (10 scoring points) _____ points

- 1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.**
- 2. Paper: Plain, white, 8 1/2 by 11 in.**
- 3. Page Setup:**
 - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.**
 - b. Pagination – Page numbers should begin on the first page of the Historical Content.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.**
- 4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the ALA Unit President, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of “The Star Spangled Banner” 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.**
- 5. Text: 12 point font, Times New Roman or Arial style font**
- 6. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.**

IV. Arrangement (10 scoring points) _____ points

- 1. Written 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 original and unique in thought and presentation**

V. Deadline:

ALA Unit Histories MUST BE RECEIVED by the Department Historian NO LATER than June 1st. to be eligible for judging.

Total Points _____

