

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

**ALA Unit Name and #** \_\_\_\_\_

**Council** \_\_\_\_\_ **Department Section** \_\_\_\_\_

**ALA Unit's Junior Historian's Name**

\_\_\_\_\_  
**First Last**

\_\_\_\_\_  
**Last Name**

**ALA Unit's Junior Historian's Address**

**Street** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Score**

**I. Introduction (10 scoring points)** \_\_\_\_\_ **point**

**1. Title Page**

**a. ALA Unit's History of \_\_\_\_\_ Juniors**

**b. Name of Junior Historian**

**c. Date: Current administrative year**

**2. Foreword or Dedication**

**3. Photograph of ALA Unit's Junior 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**

**I. Historical Content (70 scoring points)** \_\_\_\_\_ **points**

**1. List of elected and/or appointed ALA Unit Junior Officers  
for current administrative year**

**2. List of ALA Unit Junior Chairmen or committee  
appointments for current administrative year**

**3. List of Department Junior Officers and appointed committee  
members from your ALA Unit for current administrative year**

**4. List of ALA Unit and Department / National Junior Awards received at  
the previous Department/National Junior Convention**

**5. The History shall be written as a factual narrative beginning with the**

Installation of ALA Unit Junior Officers and ending with the summary of end-of-year reports and closing events for that administrative year.

6. The signature of the ALA Unit's Junior Historian should immediately follow the final paragraph of the history.

7. Index (optional)

**II. 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 margins 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b. Pagination – Page numbers should begin on the first page of the Historical Content.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 Honorary Department Junior Historian, 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 handwritten history is permissible. If handwritten, the page set up should not vary from what is required of computer users.

**III. Arrangement (10 scoring points) \_\_\_\_\_ 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 original and unique in thought and presentation

**IV. Deadline:**

Junior ALA Unit Histories **MUST BE RECEIVED** by the Department Historian **NO LATER than June 1<sup>st</sup>** to be eligible for judging.

Total Points \_\_\_\_\_