RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT <u>SENIOR</u> HISTORY

	Depar		
listorian's Name			
F	rirst	Last	
listorian's Address			
	Street		
	City	State	Zip
			Score
	coring points)		points
b. Name of c. Date: 0 2. Foreword or De 3. Photograph of I (If used, 5 x 7 in 4. Prayer 5. Pledge of Alleg 6. First verse of "T	of Department His Current administratedication Department President Department President Department President Department President Department Department D	tive year dent (optional) or color.) of the United Stall I Banner"	
List of elected and/administrative year 1. List of Departm administrative y 2. List of National department for 3. List of Departm National Conve 4. The History shall Installation of Dending with the that administrat 5. The signature of the final paragra	for appointed Depo- ent Chairmen or officers and appo- current administratent or National Avention all be written as a repartment Officer summary of endive year. If the Department aph of the history.	artment Officers committee appointed committee ative year vards received a factual narrative is at Department of-year reports a Historian should	ntments for current e members from your at the previous beginning with the Convention, and and closing events for
	Introduction (10 s 1. Title Page a. Depart b. Name c. Date: 0 2. Foreword or De 3. Photograph of I (If used, 5 x 7 in 4. Prayer 5. Pledge of Alleg 6. First verse of "T 7. Preamble to the List of elected and/administrative year 1. List of Departm administrative year 1. List of National department for 3. List of Departm National Conve 4. The History sha Installation of D ending with the that administrat 5. The signature of the final paragra	Introduction (10 scoring points) 1. Title Page a. Department History of b. Name of Department His c. Date: Current administra 2. Foreword or Dedication 3. Photograph of Department Presic (If used, 5 x 7 in. black and white 4. Prayer 5. Pledge of Allegiance to the Flag of First verse of "The Star Spangled First verse of "The Star Spangled The Star Spangled Th	Introduction (10 scoring points) 1. Title Page

III. Appearance (10 scoring 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, 81/2 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 Department 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:

Department Histories MUST BE RECEIVED by the appropriate Division National Vice President **NO LATER than July 10** to be eligible for judging.

RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT JUNIOR HISTORY

Division			De	epartment		
Departmen	t His	torian's Name				
		F	First		Last	
Department	t His	torian's Address				
2 oparamon			Street			
			City		State	Zip
			City		State	ΖΙΡ
						Score
I.		troduction (10 s	scoring point	s)		points
	1.	9	artment Histor	y of	lunio	are
				Department J		
				inistrative year		
	2.	Foreword or D		,		
	3.	Photograph of	Department H	Honorary Junic	r Presid	dent (optional)
		(If used, 5 x 7	in. black and	white or color.))	
	4.					
	5.					es of America
	6.					A
	7.	Preamble to th	ne Constitution	of the Americ	an Legi	on Auxiliary
II.	Hi	storical Conten	t (70 scoring	points)		points
	1.	List of elected a	and/or appoint	ed Honorary D)epartm	ent Junior Officers
		for current adm	•			
	2.	List of Honorar				ommittee
	_	appointments for		_		
	3.	List of Honorary				
	1	members from	•			•
	4.	National Junior		ai Juliioi Await	us recer	ved at the previous
	5			is a factual nar	rative h	eginning with the
	Ο.	Installation of D				
			•		•	of-year reports and
		closing events	•	•		,
	6.	The signature of		•	Junior F	Historian should
		immediately fol	low the final p	aragraph of the	e history	y.

7. 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, 81/2 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.
 - 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.

IV. 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

V. Deadline:

Junior Department Histories MUST BE RECEIVED by the appropriate Division National Vice President **NO LATER than July 10** to be eligible for judging.

Total	Points		