

## Instructions for Unit/District History Picture Book

### I. Introduction

1. Title Page (3 – 4” ALA Logo – Nothing above it)
  - a. History of Unit , District , Department of California
  - b. Name of Unit Historian
  - c. Address of Unit Historian
  - d. Year of History (i.e. 2000-2001)
2. Foreword or Dedication
3. Photograph of Unit President (5 x 7 in black and white or color.) (With Name, and year served)
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of “The Star Spangled Banner”
6. Preamble to the Constitution of the American Legion Auxiliary

### III. Appearance

1. Cover – Can be decorated in any style (plain 3-ring binder/or fabric covered) – **BUT ONLY 6” LOGO ON FRONT COVER**
2. Paper: Plain, white, 8 1/2 x 11 in. OR Scrapbook style – Can be decorated any style

### IV. Arrangement

1. Be original and unique in thought and presentation
2. Must be in chronicle order of events, starting with Unit installation through end of year. All pictures must be labeled with “Who, What and Where”. (Who’s in the picture, What’s going on and Where is it happening). (Remember ALA Year is July 1<sup>st</sup> – June 30<sup>th</sup>)

### V. Deadline:

Unit Histories MUST BE TAKEN to Convention and turned in NO LATER than June 21<sup>st</sup> not later than 4 p.m. to be eligible for judging.