



American Legion Auxiliary
Department of California
*Instructions for Unit and District History Picture Book
Senior or Junior History*

I) **Introduction**

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

II) **Appearance**

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

III) **Arrangement**

- A) Be original and unique in thought and presentation
- B) Must be in chronicle order of events, starting with Unit or District installation through end of year. All pictures must be labeled with “Who, and What,” (Who’s in the picture, what’s going on). (Remember ALA Year is July 1st – June 30th)
- C) Each event should have a either a flyer for the event, or an inserted page that will have the date of the event and where it was held.

- IV) **Deadline:** Unit Histories **MUST BE TAKEN** to Convention and turned in NO LATER than the Wednesday before start of convention and not later than 4 p.m. to be eligible for judging.

NOTE: these rules are for both Unit and District Picture History Books. Seniors and Juniors will use the same formats. If you should have any questions, please send me an email historian@calegionaux.org.