



American Legion Auxiliary  
Department of California  
Instructions for Unit History Picture Book  
Senior or Junior Members

Department of California, District Number \_\_\_\_\_  
Unit Historian's Name \_\_\_\_\_  
Unit Historian's Address \_\_\_\_\_  
Unit Historian's Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_  
District Historian Name: \_\_\_\_\_

**I) Introduction (17 scoring points.)**

- A) Title Page (3-4" ALA Logo – Nothing above it)
  - a) History of the Unit Number \_\_\_\_\_, District \_\_\_\_\_ Department of California
  - b) Name of Unit Historian \_\_\_\_\_
  - c) Photograph or photocopy of each charter to include each issued charter, i.e. name change, where the National/Department officer's signatures differ.)
  - d) Senior Member YES / NO Junior Member YES / NO
  - e) Address of Unit Historian \_\_\_\_\_
  - f) Date: Current administrative year \_\_\_\_\_
- B) Foreword or Dedication
- C) Photograph of National President (If the National President is from CA 5 x 7 in. black and white or color. With name and year served)  
(Section to be removed AFTER Dept Convention for submissions to National)
- D) Photograph of Department President (5 x 7 in. black and white or color, with name and year served.)
- E) Photograph of Honorary Department Junior President (5 x 7 in. black and white or color, with name and year served)  
(Section to be removed AFTER Dept Convention for submissions to National)
- F) Photograph of District President (5 X 7 in. black and white or color, with name and year served)
- G) Photograph of Honorary District Junior President (5 X 7 in. black and white or color, with name and year served, if your district has this position filled by a Junior)  
(Section to be removed AFTER Dept Convention for submissions to National)
- H) Prayer
- I) Pledge of Allegiance to the Flag of the United States of America
- J) First verse of "The Star-Spangled Banner"
- K) Preamble to the Constitution of the American Legion Auxiliary

**II) Appearance (20 scoring points.)**

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

**III) Arrangement (10 scoring points.)**

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

**IV) Deadline: District Histories MUST BE BROUGHT to Convention for judging, NO LATER than Wednesday before start of Convention by 6pm to be eligible. Notify Department Historian of intent to submit entry by June 1<sup>st</sup>.**