

2016-2017 Unit History Guidelines:

Introduction:

1. Title page – Unit name/number, 2016-2017 year, and name of historian
2. Forward or Dedication
3. A prayer
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

Unit Information:

1. List of elected/appointed Unit officers for the 2016-2017 year
2. Photograph of Unit President (optional; if included, do not exceed 5x7")
3. List of Unit chairmen and committee members for the 2016-2017 year
4. List of Department Officers/committee members from your Unit for the year
5. List of awards received from Department, Division, or National for the year
6. Typed name and title, and written signature, of the Unit historian – this should follow the final paragraph of the History itself.

Formatting:

1. Page numbers should begin on the first page of the historical content; these should be centered.
2. Please double-space the narrative, with the exception of the Introduction section; the Introduction section should be centered on the pages.
3. Please use at least a size 12 font

Content:

1. Please write the history for your year as a narrative, beginning when your Unit officers were installed, and ending with a summary of the end-of-year Unit reports and any special events for the 2016-2017 year. Please use third-person view; i.e. "the Unit participated in..." instead of "I participated in..."
2. You can include up to 5 photo images with your Unit history this year; this does not include the photo of your Unit President (if included in the Unit Information piece).
3. Please do not add newspaper clippings or other memorabilia; use these for your Unit scrapbook.
4. Be sure that your Unit history represents what you have accomplished as a Unit; talk about your notable awards and individual achievements of your members. Remember to include everyone, especially your newest members.

For District Historians, please utilize this same format when creating your District histories – include your District President, your District officers, etc.