



Idaho American Legion Auxiliary History
Department of Idaho

The recording of the ALA's History, (**unit, district, and junior**) is so important that everyone know who we are, what we do, and why we matter.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest. The winner in the senior category is the recipient of the **ALA Toomey Award**. This award came at the behest of the Department of Georgia in 1924, named in honor of one of the distinguished members, Maude Lynch Toomey.

Each unit, district and junior history is encouraged to submit an entry and should include the following information.

DIVISION _____ **DEPARTMENT** _____

Historian's Name _____

Historian's Address: (Street) _____

_____ (City) _____ (State) _____ (Zip)

Histories must be received to Department Historian Jeannie Bradshaw

NO LATER THAN MAY 1st



American Legion Auxiliary National History

Contest Rules – Junior Members

The recording of the American Legion Auxiliary’s history at all levels, (**unit, department, and national**) is important so that everyone will know who we are, what we do, and why we matter. To emphasize this point, the ALA National organization annually conducts a National History Contest, one for senior (adult) members and a separate contest for Junior members. The purpose is to encourage the department to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the respective National Divisional Vice President. The winning entry for each division will be submitted to the National Historian who determines the overall winner of the history contest.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

DIVISION _____ **DEPARTMENT** _____

Department Junior Historian’s Name _____
(First) (Last)

Department Junior Historian’s Address _____

(City)

(State)

(Zip)

NO LATER THAN MAY 1st



American Legion Auxiliary National History

Contest Rules – Senior Members

The recording of the ALA's History, (**unit, department, and national**) is important so that everyone will know who we are, what we do, and why we matter.

To emphasize this point, the ALA National organization annually conducts a National History Contests, one for Senior (adult) members and a separate contest for Junior members. The purpose is to encourage departments to preserve their history at both membership levels.

Following are the rules regarding formatting and content along with information as to how the entries are scored. Department histories are to be sent to and judged by the national division vice president. The winning entry for each division will be submitted to the national historian who determines the overall winner of the annual history contest. The winner in the senior category is the recipient of the **ALA Toomey Award**. This award came at the behest of the Department of Georgia in 1924, named in honor of one of their distinguished members, Maude Lynch Toomey.

Each department is encouraged to submit an entry for the National History Contest and should include the following information:

DIVISION _____ **DEPARTMENT** _____

Department's Historian's Name _____
(First) (Last)

Department Historian's Address _____

(City)

(State)

(Zip)



Department History Contest Content and Scoring

The entries will be judged and scored to the following criteria:

I. Introduction, Inclusion (10 scoring points) _____ points

1. Title Page
 - a. American Legion Auxiliary Department of _____ History
 - b. ALA department administrative year mo/yr to mo/yr
 - c. Name of department 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

II. Department information (10 scoring points) _____ points

1. List of elected and/or appointed department officers for the current administrative year.
2. Photograph of department president (optional, black, or white, or color, not to exceed 5 X 7 in.
3. List of department chairperson or committee appointments for current administrative year.
4. List of national officers and appointed committee members from your department for the current administrative year.
5. List of department or national awards received at the previous National Convention.
6. The typed name/title and written signature (typed signature if submitted electronically) of the department historian should immediately follow the final paragraph of the history.
7. Index (optional)

III Appearance – Formatting (10 scoring points) _____ points

Department histories should be submitted electronically according to the following specifications:

1. For electronic submissions, be sure to use letter size documents. If a mailed entry, use plain, white paper, 8 ½ X 11 in.*
2. 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.



3. Spacing: Doubled-spaced with the exception of the introductory pages (i.e., title page, forward or dedication, photograph of the department president, prayer, Pledge of Alliance 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.
4. Text: 12-point font, Times New Roman or Arial style font.

***NOTE:** The National Organization prefers electronic submissions. A history may be submitted via postal mail only if the department historian has discussed this form of entry submission with the national historian at least 30 days prior to the deadline. If a department history is submitted for the contest via postal mail, that entry will not be mailed back to the department unless the department has included a pre-paid return mailing label and return packing material along with the department’s mailing entry. Any approved mailed entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5-inch gold foil American Legion Auxiliary seal centered on the cover or the regulation binder with imprinted seal.

III. Content (70 scoring points) _____ points

1. The American Legion Auxiliary department annual history shall be written as a factual narrative beginning with the installation of department officers at department convention and ending with the summary of end-of-year reports and closing events for the American Legion Auxiliary administrative year.
2. The history shall be written in third person. Please refer to “How to Record your Department’s History” page in the National Historian Programs.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout history.
6. Be sure the department annual history truly represents a historical account of the department – what the department accomplished. Departmental history lists those who served as leaders and mentions notable awards or individual achievements. It is not a travelogue or diary of any officer or individual’s itineraries. The content is about the department and its collective members’ mission achievements.

Total Points _____

NO LATER THAN MAY 1st