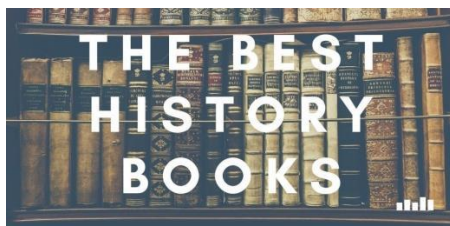


## Historian Report February 2025



Happy March Everyone

### HOW ARE YOUR HISTORY BOOK COMING ALONG? DO YOU NEED A LITTLE REVIEW?

#### A. Appearance – 10 - points.

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup: a.
  - a. Margins - Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination - Page numbers should begin on the first page of the Historical Content They should be centered and placed 0.5 inches from the bottom of the page.
  - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication ... ), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
  - d. Text: 12 point font Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
  - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

#### B. Arrangement – 10 points

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

#### C. Introduction – 10 points

1. Title Page:
  - a. History of Unit (Name and Number).
  - b. Department of Arizona.
  - c. Date (2024 - 2025).
  - d. Total Membership:
  - e. Unit Historian Name and Address should be in the lower right hand corner of this page.

#### D. Historical Content - 70 points

1. List of elected and/or appointed Unit Officers for current administrative year.

2. List of Unit Chairmen and committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by Unit members.
4. List Department Awards and Citations won by the Unit at the previous Department Convention.
5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
7. Index (optional).

**History books are due no later than noon Friday at Arizona Department Convention!**

**Please email me a picture of your Charter if you haven't already sent me one. This is for the National President's Trish Ward project! President Tish is trying to see how many different National President's signature she can collect.**

**I want YOU  
in the Department History  
Be sure to post on Ring Your Bell  
And send me your meeting minutes!**

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