



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th St. #314 St Paul MN 55155
Telephone 651-224-7634 Fax 651-224-5243
Toll Free 1-888-217-9598
Email - deptoffice@mnala.org
Website - www.mnala.org

HISTORY RULES

2019/2020

When you write the History of your Unit (both Senior and/or Junior), please use the following rules:

1. Using the history paper sent from department for the first page, include the name of the; Unit, Location, District, Name of Unit Historian, Unit President and the date at the top of the sheet. (three copies are to be made: one sent to the Department; second to the District President; and third for the Unit records).

- A. Use plain white paper if your history requires more than one page.
- B. If you need to handwrite your histories, please make sure they are legible.
- C. Originals may be copied
- D. DO NOT FOLD

2. Names of elected and appointed officers should run in sequence across the page. (Do not list chairmen).

3. One paragraph on each program accomplished and a concise story of the Unit's administrative, social or specialty programs. Be original and unique.

4. Please include your financial information- How much you raised or spent in your chairmanships or special projects. This is a request from National.

5. Four photos or newspaper clippings may be used in the histories entered for trophies and awards. They must be scanned into your history report in the appropriate place. If you are handwriting your report, please place on a separate sheet or sheets of paper.

6. It is recommended that all District, Department and National Chairmen and Officers serving **from your Unit** be listed at the end of your History report.

7. YOUR HISTORY MUST BE SIGNED.

8. To be considered for a Department Award, an extra copy of your history must be sent to the Department Historian with a note or an entry form designating it as an entry for competition and the name of the award you are applying for. The Unit history must be Mailed to Karla Otterness 239 Westgate Dr. Winsted MN 55395 by April 15th

These rules apply to Junior Histories also. The Junior Historian must write, compose and sign the History