



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
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HISTORY RULES

Please read carefully as some of the rules have changed.

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. (Four copies are to be made: Two sent to the Department; one to the District President; and one 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. To be considered for a Department Award, an extra copy of your history must be sent to the Department Office with a note or an entry form designating it as an entry for competition and the name of the award you are applying for.

7. It is recommended that all District, Department and National Chairmen and Officers for the Unit be recorded at the end of your History report.

8. The last page of your histories should be the Unit President and the Unit Historian signature page.

YOUR HISTORY MUST BE SIGNED.

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