

**THE AMERICAN LEGION - DEPARTMENT OF OREGON**

**2020-2021 QUESTIONNAIRE**

**NUMBER 15 – HISTORY RULES**

**NOTE: HISTORIES TO BE TURNED IN TO HISTORIAN AT DEPARTMENT  
CONVENTION  
Before 12:00 NOON THURSDAY**

Please Print or Type

Post Name \_\_\_\_\_ Post No. \_\_\_\_\_  
Number of members in Post \_\_\_\_\_ Date \_\_\_\_\_

**PART I – FORMAT – 40 POINTS**

1. **COVER:** A standard three-ring binder, or similar type, to accommodate 8 ½ x 11-inch bond paper must be used with The American Legion emblem centered (left to right) on the cover with the name and number of the post. However, the binders available through National Emblem Sales have The American Legion embossed on them. Each book is not to exceed three inches between the front and back cover. If you submit two or more binders, you must indicate on the cover and title page the wording “Volume I”, “Volume II”, etc.

2. **NAME/ADDRESS OF COMPILER:** the full name and complete mailing address of the history author should appear on the inside front cover on the lower left-hand corner. It will be neatly typed and centered on a 3x5 inch index card.

3. **TITLE PAGE:** This should be the first page facing the reader as the yearbook is opened. It should be centered on the page and be in a logical arrangement with double spacing or more and contain the following:

YEARBOOK OF  
(Name of Post) POST NO. (Number of Post)  
THE AMERICAN LEGION  
(City Location and State)  
2019-2020  
BY (Person Compiling Yearbook)

4. **INTRODUCTION:** Every yearbook should carry a Forward or Introduction, setting forth the reasons for the organization and may include:

- a. The selection of the Post name. If for a departed comrade or comrades, include an available. Short biographical sketch of their lives and include photographs if they are

- b. If possible, include a brief resume of your community’s history, and especially the part played by the locality in furnishing the men and women during the wars and conflicts.
  - c. Mention should also be made of the formation of our National Organization with a tie-in of the Department and Post.
  - d. If your Post has a Post home, you may want to include a photograph of it and street address location.
  - e. You can have a biographical background of the current Post Commander or the author of the yearbook with a photograph included.
  - f. You may also use this space to acknowledge any assistance used in compiling the yearbook.
5. **TABLE OF CONTENTS:** Consists of chapters covering programs with page reference.
6. **PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION:** This basic document which sets forth the principle aims of The American Legion is a fitting introduction and should follow the **INTRODUCTION.** It should be centered on the page and spaced in a neat and logical arrangement. Multicolored prints 8-1/2 x 11 inches, of the **PREAMBLE** may be obtained through National Emblem Sales.
7. **INDEX:** The alphabetical index is the last page must for every yearbook. This comprehensive index of names, places, and events mentioned in your yearbook, with page references, shall be carried at the end of the yearbook. The index must cover all volumes.
8. **PAGE NUMBERING:** This appears to be a common oversight when compiling yearbooks. Do not forget to number all the pages. However, be consistent in where the page numbers are placed, either at the top or bottom of pages. Page numbering will start with the title page.

**ORDER OF PAGE NUMBERING:** The above pages should appear in order as listed above with pages listed in Arabic numerals or Roman numerals as follows:

Title Page	1 or I
Introduction	2 or II
Table of Contents	3 or III
Preamble	4 or IV

The following units will list each page in consecutive order using Arabic numerals, then the next number will follow your last number (e.g. if the Preamble is 4, then the first page of the history is 5), If you use Roman numerals, then the first page of the history is 1 (e.g. if the Preamble is IV, then the first page of the history is 1).

**PART II – PROGRAMS AND ACTIVITIES/READABILITY – 50 POINTS  
ONE-YEAR POST MEMORABILIA:**

- 1. The yearbook material for your Post programs and activities will follow the **PREAMBLE** and precede the **INDEX.**
- 2. The yearbook is to cover one year, from the installation of officers up to and including the annual Department Convention. This time frame may vary from the last Convention to the current Convention.

3. A record is vitally important as the history itself is a complete and accurate yearbook containing all newspaper clippings, photographs, copies of programs, tickets, badges, and other items pertaining to the Post and its activities.

4. All material recorded in the yearbook must be in chronological order. A systematic and logical arrangement should be sought and planned. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with very little difficulty and confusion.

- a. All newspaper clippings must include the name and date of the publication from which it was taken (must be cut from publication and pasted at the top of the article.)
- b. All photographs must be identified by full proper names (nicknames in brackets), from “left-to-right,” occasion, source, date function, etc. You may know who is in the photograph and why, but the reader may not.
- c. Be sure all photographs are clear and sharp, as blurry or fuzzy prints will detract rather than enhance your yearbook. Proper arrangement with the caption is important to achieve an eye-catching yearbook.

5. Neatness and originality are even more important for yearbooks than for the narrative histories since all the material in the yearbook must be identified properly to make it worthwhile. If the compiler cannot type, nor print well, he or she should have a competent person do the printing or make typewritten inserts for him/her.

6. The judges will consider the foregoing factors as well as the comprehensiveness of the yearbook and the features which made the yearbook especially attractive or especially useful and of historic value.

### **PART III– JUDGES OPTION**

Under this category, Judges will consider a number of qualities or items of content in the yearbooks, which are not readily cataloged under the preceding headings. Some yearbooks contain items and features which make them attractive and especially useful.

By the same token, if inaccuracies should come to the attention of the Judges, they will have a disqualifying effect on your entry.

## **NATIONAL JUDGING STANDARDS FOR A ONE-YEAR POST PICTORIAL YEARBOOK CONTEST**

### **PART I – FORMAT – 40 POINTS**

1. COVER – Not to exceed 12 x 15 inches, emblem, etc. (5) \_\_\_\_\_
2. NAME/ADDRESS OF COMPILER – inside front cover/lower left-hand corner(5) \_\_\_\_\_

3. TITLE PAGE – centered in logical arrangement, double line spacing plus, etc.(5) \_\_\_\_
4. INTRODUCTION – background of Post; tie-in Department/National; community, etc. (5)\_\_\_\_
5. TABLE OF CONTENTS – page reference covering programs, events (5) \_\_\_\_
6. PREAMBLE - to the Constitution of The American Legion, etc. (5) \_\_\_\_
7. INDEX – comprehensive alphabetical listing carried at end of Yearbook (5)\_\_\_\_
8. PAGE NUMBERING – carried on Post Memorabilia pages and index (5) \_\_\_\_

**PART II – PROGRAMS AND ACTIVITIES/READABILITY – 50 POINTS**

1. ARRANGEMENT – systematic and logical arrangement should be sought and planned; material to be recorded in chronological order. The reader must be able to follow the meaning of the illustrations (pictures, clippings, copies of programs, tickets, badges, etc.) with very little difficulty or confusion. (20) \_\_\_\_
2. IDENTIFICATION – All clippings and/or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provide proper left-to-right identifications. (10) \_\_\_\_
3. CLEAR CUT PHOTOGRAPHS – Blurry/fuzzy prints will detract. (10) \_\_\_\_
4. ORIGINALITY - Unique in thought and presentation. (10) \_\_\_\_

**PART III – JUDGES OPTION – 10 POINTS**

1. JUDGES WILL CONSIDER – a number of qualities or items of content in the Yearbook that are not readily cataloged under the preceding headings. They may determine that some Yearbooks contain items and features which make them attractive and especially useful (10) \_\_\_\_

**TOTAL POINTS OF ENTRY (100) \_\_\_\_\_**

\*Point System to be awarded “Up To” amount shown.      Possible Total – 100 Points

POST HISTORY  
BOOK \_\_\_\_\_

POST NAME \_\_\_\_\_

POST NUMBER \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_ to \_\_\_\_\_

Commander \_\_\_\_\_ Adjutant: \_\_\_\_\_  
Signature Signature

Posts with 15 to 150 members  
Posts with 151 to 500 members  
Post with 501 and over

Awarded to the history judged “Best of the Three”  
Award Winner and will be sent to National Headquarters for Judging in National History  
Book Contest

**Judged by: Three (3) Legionnaires chosen by Department Commander.  
To be judged at Department Convention.**

**No Judge may be selected from a Post who has a Post Pictorial/History  
Yearbook in competition.**