

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS

OUTLINE FOR ALL PICTORIAL HISTORIES REGULATIONS AND REQUIREMENTS

PART I FORMAT

Pictorial Histories are for one year only, beginning at the end of the current Department Convention and follow through to the beginning of the next Department Convention. (NOTE): If a Post, County, District or Division has its installation prior to the current Convention it should begin with that installation. The Historians must remember that this is a permanent record that will be seen by many others, and perhaps long after we are gone. Therefore, we suggest that the outlines set down here be followed closely so as to preserve those recorded events.

- 1) **COVERS.** The size of the history book should not exceed over 12 X 14 ½ inches, and **MUST** have the American Legion Emblem centered on the front cover, and the Post, County, District, or Division Name and Number in a logical arrangement **ABOVE** the Emblem. The words “Pictorial History” and Year below in Emblem. In the event there is more than one book, then the words, “Volume I, Volume II, Etc.”, should appear near the **LOWER RIGHT HAND CORNER** of the front cover. Each book is not to exceed three (3”) inches between front and back covers.

On the INSIDE FRONT COVER in the LOWER LEFT HAND CORNER should be the name and mailing address of the Historian, (or person compiling the book). Item 1 is the preliminary requirement for your History book. Page one of your book begins following the **TITLE PAGE**.

- 2) **TITLE PAGE.** The first page, facing the reader, as the book is opened shall be the Title Page. The title should be centered on the page and in a logical arrangement, with **TRIPLE SPACING**, or more, and contain the following, and a brief history on the formation and organization of the Post, County, District and Division and year thereof should tie in with the Legion History below the title.

PICTORIAL HISTORY

(Name of) **POST (NO.), COUNTY, DISTRICT OR DIVISION**

THE AMERICAN LEGION

20 ____/20 ____

BY: (Name of compiling person)

HISTORY PORTION BELOW

- 3) Page one should begin with pictures of the Department Commander, Post, County, District, Division Officers, with their full names (Nicknames can be used in parenthesis) and Office held. **IT IS POINTED OUT AT THIS TIME**, that any and all, group pictures when used anywhere throughout the book shall **ALWAYS** have their names and title read from **THE VIEWERS (OR READERS) LEFT TO RIGHT** underneath the picture.
- 4) This is the important difference in Post, County, District, and Division requirements. The Post **MUST** have a minimum of 100 pictures. The County, District and Division must have a minimum of 200 pictures. The Post, County, District and Division histories begin with the installation of their Commanders. All activities, events, programs, etc. should follow each other in a chronological order. **ALL** Post/Etc. histories should contain some coverage of all the main Legion purposes, such as Americanism, Community Service, Veterans Affairs, Children & Youth, and Veterans Day, Legion Birthday, Memorial Day, Independence Day activities. There should also be some coverage of each committee chairman in regards to their committee such as some, function, program, special committee reports, etc. **PRECEDING EACH ACTIVITY, EVENT, FUNCTION, AND PROGRAM THROUGH OUT THE HISTORY BOOK SHALL BE A TYPEWRITTEN REPORT OF THE OCCASION.** (this can be single spaced typing) and shall set forth what, when, where, that occasion took place, and who the participants were, such as Officer, Chairman, M.C.'s, Guest Speakers, etc. Full names and titles should be used. Programs, newspaper clippings and such can be used in lieu of the typed narrative as long as they contain the same information. (NOTE): Whenever a newspaper clipping is used, anywhere in the book, they should have the name and date of the publication from which it was taken. The history year ends with the last event nearest the next Department Convention.

It is the **OBJECT** and **INTENTIONS** of the forgoing regulations to acquaint historians, old and new, on how to prepare and keep histories, and to set the standards for future historians to follow in properly recording these events for posterity. We need reasonable standards to follow in setting down these events, the history, so when someone, at a later date, picks up the book will know what took place and not have to guess what happened or who the people were. The historian of any organization is in a position of very high importance, and only by setting standards for keeping a history can people become more aware of the importance of histories.

- 5) **JUDGING.** Photo Books must be turned into Department Headquarters or the Department Historian 20 days before Convention. Judging will be no later then 5 days before Convention. Judging will take place before Convention and plaques and certificates will be awarded at this time. Judges (3) for the contest will be appointed by the Department Historian.
- 6) **AWARDS.** First, Second and Third in each category (Post, County, District and Division) will be awarded plaques. All participants not receiving a plaque will receive a certificate.

THE AMERICAN LEGION

JUDGING STANDARD – ANNUAL DEPARTMENT HISTORY CONTEST

THIS ENTRY IS FOR POST, COUNTY, DISTRICT AND DIVISION PICTORIAL HISTORIES

ENTRY NUMBERS _____
Post, County, District, Division Commander

PART I FORMAT – UP TO 35 POINTS

- 1) **COVER** – Maximum size 12 X 14 ½ inches, emblem, etc. (10) _____
- 2) **NAME AND ADDRESS OF COMPLIER** – Inside front cover/lower left hand corner (5) _____
- 3) **TITLE PAGE** – Centered in logical arrangement/triple line spacing, etc. (10) _____
- 4) **FORWARD** – Background of Post, County, District, Division and tie-with National, Community, etc. (10) _____

PART II PROGRAMS & ACTIVITIES/ABILITY – UP TO 55 points

- 1) **ARRANGEMENT** – Systematic and logical arrangement, and material to be recorded in Chronological order of dates and events. The reader must be able to follow the meaning of the illustrations, pictures, clippings, copies of programs, tickets, badges, etc. with very little difficulty and confusion. (15) _____
- 2) **IDENTIFICATION** – preceding all activities, events and programs must be a typed narrative of occasion stating the what, where, when and who. All clippings must show date and source, all photos must have left to right identification as set out in rule 3. (10) _____
- 3) **COVERAGE** – ALL HISTORIES MUST HAVE PICTURES OF THE Post, County, District, Division Officers, and have pictures of the Committee Chairmen, not mandatory, but is an asset in judging. Post, County, District, Division Histories should have coverage of LEGION AIMS AND PURPOSES, as set out in the PREAMBLES, I.E. Americanism, Veteran Affairs, Child Welfare, Community Service, etc. (15) _____
- 4) **PHOTOGRAPHS** – All Post histories MUST have a minimum of 100 pictures – 200 for County, District and Division (10) _____
- 5) **ORIGINALITY** – Creative presentation (5) _____
NOTE: Pictorial Histories MUST include but, not limited to the above judging standards.

PART III JUDGES OPTION - UP TO 10 points

- JUDGES WILL DETERMINE** – That some histories contain, special interest items and features which make them more informative (10) _____

TOTAL POINTS OF ENTRY (Not more than 100)

Upon completion of the contest, all histories will be returned to their respective Historians unless otherwise instructed.