

RULES AND SCORE SHEET (RUBRIC) FOR SENIOR WRITTEN HISTORY

Score

- I. Introduction (10 scoring points) _____ points
1. Title Page
 - a. History of the Unit/District # _____
 - b. Name of Historian
 - c. Date: Current administrative year
 2. Foreword or Dedication
 3. Photograph of President (optional)
(If used, 5 x 7 in. black and white or color.)
 4. Prayer
 5. Pledge of Allegiance to the Flag of the United States of America
 6. First verse of "The Star Spangled Banner"
 7. Preamble to the Constitution of the American Legion Auxiliary
- II. Historical Content (70 scoring points) _____ points
1. List Of Unit/District officers (elected followed by appointed)
 2. List of Unit/District Chairman
 3. List Of Current Department Officers/Chairmen from Your Unit/District.
 4. List Of Current National Officers/Chairmen From your Unit/District
 5. List of Department or National Awards received the previous year.
 6. The History shall be written as a factual narrative beginning with the Installation of Unit/District Officers, and ending with close of that administrative year.
 7. The signature of the Historian should immediately follow the final paragraph of the history.
 8. Index (optional)
- III. Appearance (10 scoring points) _____ points
1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in. gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
 2. Paper: Plain, white, 8 1/2 by 11 in.
 3. Page Setup:
 - a. Margins - Left and right margin should be 1.25 in.; top and bottom margins should be 1 in.
 - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 in. from the bottom of the page.
 4. Spacing: Double-spaced with the exception of the Introductory pages (i.e. Title Page, Foreword or Dedication, Photograph of the Department President, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of "The Star Spangled Banner" and Preamble to the Constitution of the American Legion Auxiliary), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 5. Text: 12 point font, Times New Roman or Arial style font
 6. 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.
- IV. Arrangement (10 scoring points) _____ points
1. Written in third person
 2. Clear, concise language with correct spelling
 3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
 4. Be original and unique in thought and presentation

Total Points
