

North Dakota 2017-2018 Unit History Guidelines

Use plain, white, 8 ½" X 11" loose-leaf paper in a red, white or blue binder or notebook.

Page layout: 1" left, right, top, bottom margins, double spaced, indented paragraphs, 12-point Times New Roman font if computer generated (handwritten is permitted), no page numbers

TITLE PAGE (centered, with the following information in the order listed)

2017-2018 History of _____ (Name) Unit ____ (Number)

City, State

Name (of Unit Historian)

Signature (of the Unit Historian)

UNIT PRESIDENT'S PHOTO PAGE (centered, in the order listed)

Color photo no larger than 5" x 7"

2017-2018 Unit President

Name (of the unit president)

HISTORICAL CONTENT (top left aligned, with pages in the order listed)

List of Unit Officers and Chairmen for 2017-2018

List of Department Officers and Chairmen from your Unit for 2017-2018, if any

List of Deceased Members from April 1, 2017 to March 31, 2018

List of Year-end Impact Numbers

Factual narrative/history written in the third person beginning April 1, 2017 through March 31, 2018. You may be original, creative, and unique in thought and presentation. Pictures and scans (captions may be placed on or below) of events may be inserted electronically in the narrative.

Do not include dedication, prayer, Pledge of Allegiance, Star Spangled Banner, and Preamble pages. This is not a scrapbook, therefore, no decorations, computer graphics, pen or ink drawings, illustrations, extra material, newspaper clippings, etc.

History **MUST BE SUBMITTED** to the Department Historian no later than noon on the first day of the American Legion Auxiliary Department of North Dakota Convention.

Lynn Tomlinson, North Dakota Department Historian
PO Box 1088, Rolla ND 58367-1088
historian@ndala.org

HINTS

Third person means using the Unit, the members, Unit members, or individual names not our, we, or us.

An easy way to start the unit history is writing a paragraph or two about unit and individual member volunteer activities each month at unit meetings. Before members know it the unit history is complete.