



Sons Of The American Legion
Detachment of Illinois
Outline For Pictorial Histories
Regulations and Requirements

Format Instructions

Pictorial histories are for one year only, beginning at the end of the current Detachment Convention and following through to the beginning of the following Detachment convention. **(NOTE)**: if the Squadron, District or Division has its installation prior to the current Convention, the book should begin with the installation and run to the following installation. Historians should remember that this is the permanent record that will be seen by many others, and perhaps long after we are gone. Therefore, we suggest that the outlines presented here be followed closely to preserve those recorded events.

- 1) **Covers:** The size of the history book shall not exceed 12X14 ½ inches. It must have the Sons of The American Legion emblem centered on the front cover and the Squadron, District or Division name and number in a logical order above the emblem. The cover page **MUST** be printed on French Blue paper. The words "Pictorial History" and the membership year shall be below the emblem. In the event that there is more than one book, then the words, "Volume 1 of #, Volume 2 of #," should appear in the **lower right hand corner** of the front cover. Each book shall not exceed three (3) inches between the front and back covers.

On the **inside front cover** in the **lower right hand corner** should be the name and mailing address of the Historian (*or person who compiled the book*). This is the format for your cover. Page one of your book should begin with 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 shall contain the following information, and a brief history of the formation and organization of the Squadron, District or Division.) The Title section shall be presented as follows:

Pictorial History

(Name of) Squadron #, District #, or Division #

Sons of the American Legion

Detachment of Illinois

20__/20__

By: Name of Compiling Person

- 3) **Officers Page:** Page 2 shall begin with pictures of the entire chain of command, starting with the Commander. Full name shall be used. Nicknames may be used in parenthesis. IT IS POINTED OUT AT THIS TIME THAT IN ANY PICTURE, ALWAYS LIST THE PEOPLE BY NAME AND TITLE, IF ANY, AND THE LISTING SHOULD ALWAYS APPEAR FROM THE VIEWERS (OR READERS) LEFT TO RIGHT, UNDERNEATH THE PICTURE.
- 4) **Photo Requirements:** Squadron books must contain a minimum of 100 photos. District and Division books must contain at least 200 photos. All histories should begin with the installation of the newly elected officers. All activities, events and programs should follow in chronological order. Each book should strive to cover all the main programs of the Sons of The American Legion, such as Americanism, Community Service, Veterans Affairs, Children and Youth, all major holidays associated with service to our country i.e. Memorial Day, Independence Day, and Veterans Day. Don't forget the Legion Birthday. Preceding each event should be a typed report of the event. Remember to cover who, what and where the event took place and who were the speakers, special guests and officers who organized the event. Full names and title of office should be used. Programs or news clippings and such can be used in lieu of a typed narrative. **(NOTE): Whenever newspaper clippings are used, anywhere in the book, they should have the name and date of the paper where the article was published and the writers name, if available.** Each history ends with the last event nearest the Detachment Convention.
- 5) **Judging:** Photo books may be turned into the Department office through the Friday 2 weeks before Convention. Otherwise, all books must be hand delivered to the Detachment Historian no later 9:00 a.m. Saturday morning of the Convention, during the morning Committee/Commission meetings preceding the opening of the Convention. Judging of all books will begin promptly at 10:00 a.m. Saturday morning of Convention. The Judging committee shall consist of three members: The Detachment Historian and two members at-large, who are not from his Division. Appointments of the judges will be by the Detachment Historian.
- 6) **Awards:** A plaque will be awarded for first place in each category, Squadron history and District/Division history. All other participants will receive certificates for their outstanding work.

It is the object and intent of these regulations to set forth a uniform look and format to Detachment of Illinois History Books. I hope Historians, old and new, will follow these guidelines for properly recording the events of our organization. We need a reasonable set of standards to follow, so that when someone looks at our history book 50 years from now, they will know and understand what we did for our organization and our country. The historian of any organization is in a position of high importance, and only by setting standards for recording our history can we make people aware of the importance of History

**Sons Of The American Legion
Detachment of Illinois
Judging Standard- Annual Detachment History Contest**

ENTRY NUMBER _____

Squadron, District, Division

Commander

Part 1- Basic Format -Possible 35 points

- 1) **Cover-** Maximum size 12 X 14 ½ inches, emblem centered (10) _____
- 2) **Name and address label-** Inside front cover/lower left corner (5) _____
- 3) **Title Page-** Centered in logical arrangement/triple spacing (10) _____
- 4) **Forward-** Background of Squadron, District, or Division (10) _____

Part 2- Programs& Activities and Creative Ability- Possible 55 points

- 1) **Arrangement-** Systematic and logical arrangement of each event. Events are presented in chronological order. The reader must be able to follow the sequence of happenings within each event with very little difficulty or confusion.
(15) _____
- 2) **Identification-** Preceding each event must be narrative identifying who, what, where and when the event took place. All press clippings must identify the Newspaper of origin, date of the article, and author, if known. All photos have all participants identified left to right as outlined in rule 3.
(10) _____
- 3) **Coverage- ALL HISTORIES MUST HAVE PICTURES OF THE SQUADRON, DISTRICT OR DIVISION OFFICERS.** Pictures of the committee chairmen are not mandatory but will be considered a plus. Special effort should be given to try to cover all S.A.L. programs.
(15) _____
- 4) **Photographs-** 100 photo minimum for Squadron. 200 photo for District or Division
(10) _____

5) **Creative Presentation-** Did the compiler create an interesting presentation

(05)_____

Part 3-Judges Option-Possible 10 Points

1) **Judges option-** Judges may award up to 10 points for special interest items and features that improve the overall quality of the history presentation

(10)_____