

This is a new instruction sheet for  
**History Book Contest Rules**

As of 6-2018

(This sheet is applicable for department, district and post history books (narrative/yearbooks.)

*Notes:*

1. All posts are urged to participate and encouraged to use the National Judging Standards set out in the most current *American Legion Officer's Guide and Manual of Ceremonies*.
2. There are two categories of histories; either or both type can be compiled for the department, district or post histories.
  - (a) One-year department, district or post narrative;
  - (b) One-year department, district or post yearbook.
3. Post awards are based on post size – CATEGORY 1 – 15 to 99 members; CATEGORY 2 – 100 to 299 members; CATEGORY 3 – 300 to 499 members; CATEGORY 4 – 500 + members  
no membership size is assessed to district or department histories.

**Judging points are as follows: 100 points**

**FORMAT – (10 points @ 2 1/2 points per item)**

- Size of book/cover must accommodate 8 1/2” by 11”; and may have an illustration on the front in keeping with the post or locality; may be a standard 3-ring binder or commercial purchased through the American Flag and Emblem Catalog.
- The history must be compiled on a monthly basis and limited to the current year.
- A Table of Content is required; an Index is not required, but encouraged.
- No paid advertising to finance the history is permitted.

**COMPREHENSIVENESS - (20 points)**

Each history must be complete as possible with a graphic account of the post and its activities.

**ARRANGEMENT - (20 points)**

Systematic and logical arrangement layout; the reader must be able to follow the story of the post without difficulty and confusion.

**READABILITY – (20 points)**

A high degree of literary style is not essential to success, but the method presentation should be pleasing to the general reader. Emphasis is placed upon the narrative, rather than the statistical style of representation. Statistics are of great value, but should find a logical place in the volume such as in an Appendix or Appendices, rather than being casually inserted throughout the book.

**ILLUSTRATIONS – (20 points)**

Illustrations for inclusion in the Post History Book should include: post leaders, home, celebrations, special activities, etc. Photographs should be clear and not blurry or foggy; all persons in photographs must have names, occasions, sources, dates, etc.; provide proper left to right identifications. Other types of artwork may be used, if they add to the attractiveness of the entry.

**JUDGING Option/Originality – (10 points)**

Under this category, judges may consider a number of qualities or items of content in the history which are not readily catalogued under the established headings. Judges will determine features that make a history especially attractive or useful as a source of reference and historical value.

**ACCURACY – (no points)**

No points are assigned, but if inaccuracies should come to the attention of the judges, they could result in the book being disqualified from competition.

## **ADDITIONAL GUIDANCE:**

1. ALL district and post history books entered must be presented on the opening day of the convention. Book should not exceed three inches between front and back cover, if they do, divide into two volumes.
2. There will be three awards for each size of post categories.
3. District History Books are judged based on the same post criteria. However, only one first place award will be given in the district category.
4. In accordance with National History Book Contest rules, **only one** post and/or Department Yearbook can be submitted for competition; additionally **only one** post and/or district Department Narrative History Book may be submitted. All books should conform to the most current *American Legion Officer Guide and Manual of Ceremonies*; and must be the 1st Place overall winner (other than District which is not eligible) from the Department Contest.