

HISTORY AWARD (REVISED 2026)
Helen Blakeslee Memorial Plaque to Units with membership of 150 and under

Betty Kent Memorial Plaque to Units with membership of 151 and above

SPONSORING ALA PROGRAM: History

ELIGIBILITY: Any Unit in good standing in the Department of Arizona is eligible for the award in their proper membership category.

SUBMISSION TYPE: Typewritten History Book submitted on paper or electronically. A typewritten entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. **A copy of the Official Department History Report Form is to be attached.**

SUBMISSION DUE DATE/Period covered: Due on the first day of Department Convention, covering the period from the Unit's Installation of Officers through the end of their term.

AWARD PRESENTATION: Department Convention by the Department Historian. The Department Plaques for Unit Histories will continue as traveling plaques to be kept with the awarded Units for the next year.

AWARD CRITERIA:

The judging of the Unit History Books for the awarding of these plaques shall be done at Convention prior to the Department Historian's report by a committee of at least three (3) appointed by the Department Historian. The Historian may be a judge. No judge shall have a conflict of interest, e.g., their Unit has submitted for the award.

The entries will be judged and scored according to the following criteria:

I. Introduction, Inclusions (10 scoring points possible) (Points received _____)

Single-spaced and centered in the middle of the page.

1. Title Page
 - a. American Legion Auxiliary Unit Name & Number History
 - b. Department of Arizona
 - c. ALA Unit administrative year mo/yr to mo/yr
 - d. **Total Membership (Sr and Jr) on date set by Officers and Chairmen (usually May 1)**
 - e. Name of Unit Historian
2. Foreword or dedication
3. A prayer
4. Pledge of Allegiance to the Flag of the United States of America
5. First verse of "The Star Spangled Banner"
6. Preamble to the Constitution of the American Legion Auxiliary

II. Unit Information (10 scoring points possible) (Points received_____)

Single-spaced and centered in the middle of the page.

1. List of elected and/or appointed Unit Officers for the current administrative year
2. Photograph of Unit President (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of Unit Chairmen and committee appointments for current administrative year
4. List of Department Offices and Chairmanships held by Unit members
5. List of Department Awards and Citations won by the Unit at the previous Department Convention
6. Index (optional)

III. Appearance (10 scoring points possible) (Points received_____)

1. For electronic submissions, be sure to use the letter size document. Typewritten entries use plain, white paper, 8 ½ x 11 in.
2. Page Setup:
 - a. Margins - Left and right margins will be 1.25 in.; top and bottom margins will be 1 in.
 - b. Pagination - Page numbers will begin on the first page of the historical content. They will be centered and placed 0.5 in. from the bottom of the page.
3. Spacing: Paragraphs may be indented or in block form.
4. Text: 12 point font, Times New Roman or Arial style font.

IV. Content (70 scoring points possible) (Points received_____)

Double-spaced. The typed names/titles and written signatures (typed signatures if submitting it electronically) of the Unit Historian and the Unit President will immediately follow the final paragraph of the history.

1. The ALA Unit History shall be written as a factual narrative beginning with the installation of Unit Officers and ending with the summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in third person.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation.
7. Be sure the Unit annual History truly represents an historical account of the Unit – what the Unit accomplished. A Unit History lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual's itineraries. The content is about the Unit and its collective members' mission achievements.

PLEASE NOTE: National awards, if applicable, follow a separate submission and judging process and must be submitted directly to the National organization.

As of 2026, individual Unit, Junior, and District History Books do not have a National Award equivalent.

As of 2026, the National History Contest is ONLY for the Department History Book created by the Department Historian. The Department Historian and the Headquarters office are responsible for submitting the Department History to National for judging.