

HISTORY AWARD
The Rasmussen District History Plaque
(REVISED 2026)

SPONSORING ALA PROGRAM: History

ELIGIBILITY: Any District in the Department of Arizona in good standing is eligible to submit for this District award.

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. **As this is a District History Book, there is no Official Department Report Form to include.**

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

AWARD PRESENTATION: Department Convention by the Department Historian. The Department Plaque for the District History will continue as a traveling plaque to be kept with the awarded District for the next year.

AWARD CRITERIA:

The judging of the District 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 District 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 District Number History
 - b. Department of Arizona
 - c. ALA District administrative year mo/yr to mo/yr
 - d. District membership on date set by Officers and Chairmen (usually May 1)
 - e. Name of District 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. District Information (10 scoring points possible) (Points received_____)

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

1. List of elected and/or appointed District Officers for the current administrative year
2. Photograph of District President (optional, black & white or color, not to exceed 5 x 7 in.)
3. List of District Chairmen and committee appointments for current administrative year
4. List of Department Offices and Chairmanships held by District members
5. List of Department Awards and Citations won by the District 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 District Historian and District President will immediately follow the final paragraph of the history.

1. The ALA District History shall be written as a factual narrative beginning with the installation of District 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 District annual History truly represents an historical account of the District – what the District accomplished. A District 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 District 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.