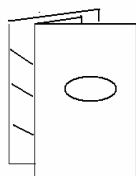


# GENERAL INSTRUCTIONS FOR COMPILING STATE DEPARTMENT HISTORY BOOKS

Your state department history book **MUST** be purchased through National Headquarters in order to be considered for judging at the National Convention.

When you assemble the book, the pins and screws must not be seen from the outside. See figure 1 for the correct way to assemble the book.

**Figure 1**



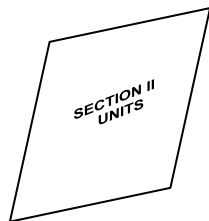
## OUTLINE

The outline, which follows, must be used in compiling your State Department history book, if you will be entering it for judging at the National Convention.

**Note: When entering the book for judging it must be brought to the National Convention site and not sent to National Headquarters. It must also be picked up after the judging by each respective state.**

Your book will be divided into ten (10) sections, plus four (4) title pages. Each of the ten sections will have a section/title page. (See Figure 2.)

**Figure 2**



On the title page of sections III – IX you may include the picture and name of the State Chairman.

## NO ACTIVITY

If you have no activity at all for a given section, state “NO ACTIVITY” on the first page following the section/title page of that section.

## HISTORY

If you have no history for a section, state “NO HISTORY” on the page following the section/title page.

## PICTURES

If you have no pictures of activities in a program section, state “NO PICTURES OF \_\_\_\_\_” (Fill in the blank with the name of the section.)

Individual pictures as called for in Sections I, II, and III, will be identified with name and title. Pictures of SEC’s will be in Section I, State Department, and the unit Commanders in Section II, and name and unit number will identify Junior Unit officers in Section III.

Individual pictures of State Chairman as requested in Sections III - IX will be identified with their name.

If pictures of some officers, chairmen, SEC’s or Unit Commanders are not available, include a listing at the end of the section of those officers and/or chairmen. This does not apply to the juniors.

Pictures of activities as requested in Sections IV through IX must be identified with a caption under the picture with the following information: date, place, event, and names of the person(s) in the picture, from left to right. Your pictures must contain at least one DAV/DAVA member and be placed in chronological order.

Section X is done in scrapbook format, with cards, programs, mementos, etc., in chronological order with the pictures of each event. Pictures in this section may be captioned with date and place, and, if desired, the names of those pictured.

When you have several pictures of a social and/or special event, such as SEC meetings, State Fall Conference, National Fall Conference, and State and/or National Convention, you MAY subtitle these pages under one heading which will include the date and place.

### **PUBLICATIONS**

Printed publications will follow the picture pages of the sections where they are requested. Place the articles on the pages in chronological order.

Please do not use banners, as they tend to overpower the article. Use the dateline from the newspaper and/or magazine, and center it over the article. If the dateline is not available, you may type or print a dateline over the article.

The article must mention "DAV Auxiliary" and you MAY underline "DAV Auxiliary" and National or State officers mentioned in the article.

### **GENERAL INFORMATION**

Use rubber cement or non-smear glue for mounting pictures and articles on the pages to avoid smudges and buckling of your pictures.

Place pictures, articles, etc. on one side of the page only.

Centering a picture is not necessary, but place them on the pages neatly and without overcrowding them. This applies to publications as well.

Artwork and history, other than required in each section, may be included. However, extra points will **NOT** be given nor will there be deductions if these options are not utilized.

Remember – this book is a personal remembrance for your State Commander. Make it enjoyable and have fun compiling your book.

Refer to your AUXILIARY PROGRAM MANUAL for determining which program category to place pictured activities.

Each book will be judged in its entirety with deductions only taken for items that have not been completed correctly. Such deductions will be subtracted from a possible 100 points to determine the finest State Department history book.

If you have made, or assisted in making, the history book from your State Department, **PLEASE DO NOT VOLUNTEER TO JUDGE HISTORY BOOKS AT THE NATIONAL CONVENTION.**

Your book must not be more than six (6) inches at the maximum. Points will be deducted from the book on overall neatness if your book is thicker than (6) inches. To order additional books write to National Headquarters.

### **OUTLINE FOR COMPILING A STATE DEPARTMENT HISTORY BOOK**

#### **1<sup>ST</sup> AND LAST PAGE** (3 points)

Your first page and last page must be blank

The next four (4) pages are your title pages and have no section number.

## **TITLE PAGES**

(8 Points)

Page 1 – Name of State Department, Year, and District Number

Page 2 – Picture and Name of State Commander

Page 3 – Date of State Department Charter, with the Number and Names of the Units on the Charter

Page 4 – Picture and name of State History Chairman

### **SECTION I – STATE DEPARTMENT**

(9 Points)

Date and Place of Installation of State Officers

Picture, Name and Title of Installing Officer

Pictures, Names and Titles of Elected State Officers

Pictures, Names and Titles of Appointed State Officers

Pictures, Names and Titles of elected and appointed Committees

Pictures, Names and Unit Number of all State Executive Committee Members

Number of Department Meetings this year

Types of Department Meetings, Dates and Places

Pictures, names and year served of any resident Past National Commander

Pictures, Names and Titles of Member(s) of the Department holding a National Office this year. Elected, Appointed or National Chairmanship

(Use individual pictures for this section – more than one picture can be on each page so long as they are not crowded)

(Include listing at end of section of those individuals whose picture is not available)

## **SECTION II – Units**

(7 points)

Number of Units in State Department

Pictures, Name and Unit Number of all Unit Commanders

(Individual Pictures of Unit Commanders are required for this section)

(Include list at end of those unit Commanders whose pictures are not available)

### **SECTION III – JUNIOR ACTIVITIES**

(6 points)

Picture and name of State Chairman

Total Paid Junior Membership on June 30

Pictures of Junior Unit Commanders (Identify Pictures with Commander's Name and Unit Number)

Pictures, Names and Titles of other Junior Officers (Use individual pictures of Junior Unit Commanders and Officers)

Pictures of Juniors (as many as possible- Identified with Name and Unit Number)

Pictures of Juniors participating in DAV/DAVA functions

Printed publications on Junior Activities from Local, State Newspapers and DAV Magazine

### **SECTION IV – MEMBERSHIP**

(9 Points)

Picture and name of State Chairman

State Department Quota, paid membership on June 30, details on membership drive (if held), number of new units chartered (if applicable), and include pictures of charter presentation(s).

Picture, Name and Unit Number of Top Recruiters in Department and number of members recruited

Printed Publications pertaining to membership

**SECTION V – AMERICANISM**  
(9 Points)

Picture and name of State Americanism chairman

Pictures of Americanism activities

Printed publications pertaining to Americanism

**SECTION VI – VAVS**  
(9 Points)

Picture and name of State VAVS Chairman (if your state Department has one)

Picture(s) and name(s) of VAVS Representative(s) and deputies of each VAMC

Picture and name of Associate Representatives (if applicable)

Pictures in chronological order of official visits, parties, awards and/or work in the VAMC's

Printed publications, VAVS bulletins, volunteer Recognition Dinner Programs, letters and invitations to the commander pertaining to visits – in chronological order

**SECTION VII – HOSPITAL**  
(9 Points)

Picture and name of State Hospital Chairman

Pictures of hospital work with volunteers

Printed publications, bulletins, programs on hospital work, letters and invitations – in chronological order

**SECTION VIII – LEGISLATION**  
(9 points)

Picture and name of State Legislation Chairman

Pictures depicting events of Legislation – in chronological order

Printed publications, programs on legislation events, replies from legislators – in chronological order

**SECTION IX – COMMUNITY SERVICE**  
(8 Points)

Picture and name of State Community Service Chairman

Pictures depicting participation in Community Service projects/programs – in chronological order

Printed publications, programs of community service programs/projects – in chronological order

**SECTION X – SPECIAL AND SOCIAL EVENTS**  
(7 Points)

This section may be done scrapbook style, if desired.

Pictures, cards, programs, invitations, mementos, etc. (not bulky) of special and social events, both State Department and national events, attended by State officers and/or representatives – in chronological order of events

Printed publications on special and social events – local and state newspapers, DAV Magazine, state bulletins, etc.

(5 Points)

Overall neatness and spelling

(2 Points)

History Book correctly assembled

