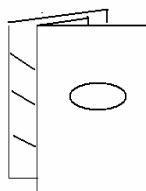


GENERAL INSTRUCTIONS FOR COMPILING STATE DEPARTMENT HISTORY BOOKS

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



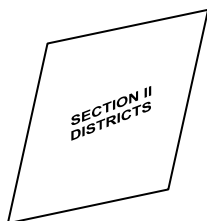
OUTLINE

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 eleven (11) sections, plus three (3) title pages. Each of the eleven sections will have a section/title page. That is the only information you will have on that page. (See Figure 2.)

Figure 2



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 State Chairman report for a section requesting a report, state "NO HISTORY" on the page following the section/title page. **DO NOT** put State Department totals on a copy of the unit program report for placement in the book.

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, III and IV, will be identified with name and title. Pictures of SEC's will be in Section I, State Department, District, Region or Zone Commanders in Section II and the Unit Commanders in Section III, and name and unit number will identify Junior Unit officers. 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 X, 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 in it and will be in chronological order.

Section XI 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.

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

You may include artwork to make a more personal remembrance for your State Commander, as long as it is neat and is kept in proportion with and about the subject

where used. Your book will not be given any deductions for **NOT** including any artwork nor will it be given **EXTRA** points.

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

1ST AND LAST PAGE (3 points)

Your first page and last page must be blank

The next three (3) pages are your title pages and have no section number.

TITLE PAGES (6 Points)

1. Name of State Department, Year, and District Number. History book prepared by:
2. Picture and Name of State Commander
3. Date of State Department Charter, with the Number and Names of the Units on the Charter

SECTION I – STATE DEPARTMENT

(8 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 VAVS Representatives and Deputies

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

(Use of individual pictures of each Officer/Chairman is required 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 officers and/or chairmen whose picture is not available)

SECTION II – DISTRICTS, REGIONS or ZONES

(Select the division for your state department)
(6 points)

Number of Divisions within your State Department.

Pictures, Names and Titles of Division Commanders

Number of Division Meetings

Where - When

(Individual Pictures of Division Commanders)

SECTION III – UNITS

(5 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 IV – JUNIOR ACTIVITIES

(5 Points)

Report of State Junior Activities Chairman to include Total Paid Junior Membership and any activities of the Junior Members in the Department as of 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 V – MEMBERSHIP

(9 Points)

Report of State Membership Chairman, which will include State Department Quota, paid membership on June 30, details on membership drive (if held), number of new units chartered (if applicable)

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

Any Printed Publications pertaining to Membership

SECTION VI – AMERICANISM

(9 Points)

Report of State Americanism Chairman to include the total work of State Department Units as requested on the Annual Report Form

Pictures of Americanism activities

Printed publications pertaining to Americanism

SECTION VII – VAVS

(9 Points)

Report of State VAVS Chairman to include total number volunteers, hours, total value

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 VIII – HOSPITAL

(9 Points)

Report of State Hospital Chairman to include total number of volunteers, hours, miles and value Pictures of hospital work with volunteers

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

SECTION IX – LEGISLATION

(9 Points)

Report of State Legislation Chairman to include total number of contacts, reason for contacts, results of efforts

Pictures depicting events of Legislation – in chronological order

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

SECTION X – COMMUNITY SERVICE

(8 Points)

Report of State Community Service Chairman to include number of projects/programs; types and variety of programs; number of members participating; hours worked

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

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

SECTION XI – SPECIAL AND SOCIAL EVENTS

(7 Points)

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