

History Book Outline

You should get a current copy of the Officers Guide There is a section that gives an outline of what to follow when you assemble your book. This section will include the latest up to date information on what to include and a guide of the score sheet to be used.

Part One

Very important, this is where most people make mistakes or don't include what is on the outline.

A. Cover, this is the outside cover looking at the book when closed. You can use a three ring binder, 8 1/2 X 11 inches, no smaller or an album 12X15 inches, no larger. You must have at least a title and date here.

Example,

Burns-McCauliffe Post, No. 465

2010 - 2011

For county:

Greene County

2010-2011

You can also do what-ever you would like, legion emblem in the center, full name, date, (year) full name of Historian, centered on the cover, double spaced.

B. Name Address of Compiler. Who ever does the book, must have his/her name and address on a standard size 3X5 paper or card attached or taped to the inside bottom left of the book cover.

C. Title Page, this should be the first page you see on the right side, when opening the book. Everything is **double spaced**, include full name (county) of,

Post
The American Legion
Department of New York
Legion Emblem
Scrapbook History
2010-2011
By
Historians Name.

You can use capital letters if you want or highlighted bold. Make it look good, this is the first impression of the book.

D. Introduction, You should have a good introduction to include a brief history of the formation of the Post or county, some of the people who organized it, some mention of the early programs that the Post or county were doing, a few names of delegates to convention, any department or national officers or committeemen from the post. Include a mention of community involvement, parades, holidays, special events, use of the Post. Start at the beginning of the post and bring it up to date. Don't ramble, keep your facts short and to the point. You should tie everything together mentioning your post, community, department and National organization.

It might seem hard, but keep working at it, and it will come together for you. Hopefully you can do at least a page and a half or longer. Don't go over four pages.

E. Preamble, I always include the preamble here; you can buy one from national emblems sales or make your own. Make sure everything is double spaced and easy to read. Use clip art, stickers, or what ever to make it look good.

F. Table of Contents. Do what it says in the guide.

G. Index, include a good index. You can look in the back of most books and get an idea of what to do, follow the guide.

H. Page numbering, every page is numbered and listed in the table of contents, example,

Title Page...	i
Introduction.....	ii
Preamble.....	iii
Table of Contents.....	iv
Chapter One.....	1 - 20
Chapter Two.....	21 - 39
Appendices.....	40 -44
Index.....	45 - 47

I always use small letters up to chapter one, then start using numbers after that. You can use other things but make sure they are numbered and in the contents.

Part Two

Just follow the outline, it gives good instructions to follow. Keep everything in order of their happening, I usually start with the election of the new officers for that year. And go until the next election. Remember this is a one year book, and should cover that year. Don't give a lot of facts or figures. I try to keep it simple and easy to read.

Part Three.

1. Arrangement, the set up of the book, should be planned for easy reading and understanding. You can do what ever you feel is good. This is how I usually go about it. Each chapter title page should be on the right side looking at the book. If the left side is blank, put something there.

Chapter One- Post Officers.

Chapter Two- Events for the year.

Chapter Three- Post History. Who the post is named for with pictures.

Chapter Four- Post Committeemen.

Chapter Five-Committee reports if you have them.

You shouldn't have a lot of chapters. I try to keep it to no less than five, but under ten. You can arrange them how you want, but you should start with the Officers.

Following the chapters is the appendices; this is where you can include things like the, consolidated post report, list of past commanders, Post minutes and anything else you want. Include everything in the table of contents.

2. Photographs. Clear sharp images, any size. Don't have real small ones, at least 3X5 to be able to see easy. Make sure everyone in the picture is named, starting from the left. Give the name of the event and date if possible. NO bottles or drinks should be showing anywhere in the picture. Glue or tape, I use a small piece of tape on each corner.

Part Four.

This is a hard section, because each judge sees everything different. You must use things that will make the book interesting to the reader. I use a lot of stickers and clip art; ie, stars, flags, stickers of New York State, and other visual things with lots of color. You must understand that this section is important for the overall score, so plan it out.

The score sheet in the officers guide is the form that is used for judging. The only difference is the name at the top of the sheet might read Post or County.

Doing a Post Narrative: this is very hard to do, and my advice is to stay away from it, unless you have experience doing a narrative; the standards are high at the Department judging and I see a lot of books turned away.

Remember!! This book is about the Post, County or District. It is not about one person, but all the people involved in the organization.

You can call me at home any time, 315 568-6622 and I will help you the best I can.

Buzz Blevins,
Department Historian.

Hope this helps, good luck.