



## Scrapbook/Memory Board Program Action Plan 2021-2022

The role of this program is to collect, chronicle, and preserve the history of the American Legion Auxiliary through photographs, documents, personal mementos and other artifacts. It is through learning from the past that the future can be properly planned. This is why scrapbooks and histories are established at the local unit level, district level and division level.

### SCRAPBOOK GUIDELINES:

#### 1. Enter a scrapbook for activities for year 2021-2022

##### Follow the guidelines below:

1. Continuity through all scrapbooks is a must. The **scrapbook theme** can either be the President's Theme or Membership Theme.

**President's Theme: "Honoring their Service-Spreading Seeds of Good Will"**

**Membership Theme: "Growing Membership by Cultivating Kindness"**

2. The Auxiliary Scrapbook may be purchased through Emblem Sales. It comes with one package of pages, and other pages may be purchased through Emblem Sales.

The book will have the Auxiliary Emblem embossed in gold. **The name and number of the unit, district, or division must appear below the emblem.** Emblem Sales will letter it for a fee, but gold stick on letters or handwritten gold letters are permissible. If the scrapbook is a **junior book** it must be noted on the front of the book.

**Remember: NOTHING IS TO APPEAR ABOVE THE AUXILIARY EMBLEM.**

3. PAGES within the scrapbook:

a. **FIRST PAGE:** Identification Page: Name, number, and address of unit, district or division. At the bottom of the page the name(s) and address (only one is necessary) of the person (s) that compiled the scrapbook.

b. **SECOND PAGE:** President's Page: An introduction and picture of the unit, district or division president should appear on this page. Be creative using the theme.

c. **THIRD PAGE:** Theme Page. Let your imagination go, be creative, and come up with an unusual theme page using either the president's theme or membership theme. Remember to use this idea throughout the scrapbook.

d. **FOURTH PAGE to LAST:**

1. Use the chosen theme throughout the scrapbook

2. Use only one side of the page

3. The event/activity and date should be entered at the top of the first page of each event/activity. If more than one page is used for an event/activity indicate on the other pages that they are a continuation of the event

4. Identify those in the pictures if possible but it is not required. Remember everyone likes to see their name in print. Points will be given if each picture is labeled.

5. Newspaper or other publications should have the name of the newspaper or magazine and the date of publication.

6. All scrapbook information should be placed in chronological order starting with Department Convention 2021 and ending prior to the start of the 2022 Department Convention

7. Starting with the President's page (page 1) each page should be numbered.

Scrapbook/Memory Boards will be accepted on Friday from 8:00am to 4:00pm. Scrapbooks must be picked up between noon and the closing of session on Saturday. All Scrapbooks/Memory Boards must be signed in and signed out.

If you are unable to attend the Department Convention **PLEASE DO NOT MAIL YOUR BOOK TO DEPARTMENT or to CONVENTION**. Everyone working the convention is very busy, and it would be a shame for your entry to get misplaced and not make it to the correct area. Contact someone to bring the book/memory board to convention.

### **MEMORY BOARD**

A memory board highlights special projects or something that was special for your unit. The following are guidelines for the memory boards:

1. A 36"x48" Tri Fold Foam Core Board should be used.
2. Place an index card on the back of the center section with the following information:
  - a. Name and number of unit, address of unit/district/division
  - b. Indicate if this board is a unit, district, division or junior board
  - c. Name and address of person(s) that constructed the board.
3. Display on the board the name of the event/activity with the date.
4. Names of those in the pictures is not necessary but is an added plus.

### **JUDGING of SCRAPBOOKS and MEMORY BOARDS**

Your entry will be eligible for awards:

- (1) Judges Award using a scoring system and
- (2) Member's Choice Award (one ballot per attendee)

For the **judges award** we will have one judge from each division who will use a scoring sheet to score the scrapbook/memory board based on whether they followed the criteria above and their creativity. We will judge for each category (unit, district, division, juniors, memory board)

For the **member's choice award** each attendee to the convention will have an opportunity to vote.

1. In order to vote you must have your convention badge
2. Your badge will be stamped showing that you received a ballot and were able to vote

#### **NO BADGE--NO STAMP--NO VOTE--ONE BALLOT PER PERSON**

3. Your ballot will have 5 votes on it. You have one vote in each category. Any ballot with more than one vote in any category will not be counted.
  4. Categories are: Unit, District, Division, Juniors, Memory Board
  5. You will then place the ballot in the scrapbook/memory board ballot box
  6. Votes will be counted after the close of Friday's session
- There will be a 1st, 2nd and 3rd place in each category.

Thank you,

Janice Calhoun-Winters, Scrapbook Chairman

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