

Scrapbook/Memory Board
Program Engagement Plan
2024-2025

The role of the Scrapbook 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.**

A scrapbook may be entered for activities for the year 2024-2025 in each of these levels: **Unit, District, Division and Juniors.**

SCRAPBOOK GUIDELINES:

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

President's Theme: "Advocating for Change One Veteran at a Time"

Membership Theme: "Transforming Lives Through Our Membership"

2. The Auxiliary Scrapbook may be purchased through Emblem Sales. It comes with one package of pages, and others may be purchased through Emblem Sales. The book will have the Auxiliary Emblem embossed in gold. **The unit name and number along with the district and division number must appear below the emblem.** If you are doing a district or division book only the district or division number needs to be on the front of the book. 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.

4. 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 members hip theme. Remember to use this idea throughout the scrapbook.

d. PAGES FOUR to LAST:

1. Use the chosen theme throughout the scrapbook
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 2024 and ending prior to the start of the 2025 Department Convention
7. Starting with the President's page (page 1) each page should be numbered.
8. Scrapbooks are judged based on criteria outlined above along with neatness, quality of pictures and creativity.

Scrapbook/Memory Boards will be accepted on Friday from 8:00am to 4:00pm. Scrapbooks must be picked up between 1PM 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 entries will be eligible for **2 different 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 district 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)

Judging will take place Saturday during the convention lunch break. Anyone interested in being a judge needs to let the Scrapbook Chair know or come to the room where the scrapbooks are at the beginning of the lunch break.

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 where 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 at 12 noon on Saturday.

There will be a 1st, 2nd and 3rd place in each category.

Beverly Sloan, Scrapbook Chairperson
Division 2
15 Moon Valley Court
Conroe, TX 77304
936-581-4462
Bev.sloan@gmail.com