

Scrapbook/Memory Board
Program Action Plan
2018-2019

To collect, chronicle, and preserve the history of the American Legion Auxiliary through photographs, documents, personal mementos and other artifacts is the role of this program.

At the local unit level, scrapbooks and histories are established. It is the by learning from the past that the future can be properly planned.

SCRAPBOOK

Continuity amongst all scrapbooks is a must. The following are rules that must be followed:

1. One of the following rules must be used:

- A. President's Theme: Stepping Across Texas For Veterans & Families
- B. Membership Theme: Marching for Membership Boots On The Ground

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

3. If the scrapbook is a junior book it is also to be noted on the front of the book.

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, address, of person 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: This is the Theme Page. Let your imagination go, be creative, and come up with an unusual theme page (using the president's theme/membership theme) and remember to use this idea though out the scrapbook.

D. ALL PAGES BETWEEN THIRD PAGE and LAST PAGE

- 1. Use the chosen theme throughout the scrapbook.
- 2. Only one side of page may be used.
- 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 it will be permissible to just put the event/activity and word continued at the top center of pages of said event.
- 4. Identifying those in pictures will not be required, but it will be an added plus.
- 5. Newspaper or other publications should have the name of newspaper or magazine and the date of publication.
- 6. All scrapbook information should be placed in chronological order starting with Department Convention 2018 and ending prior to The start of the 2019 Department Convention.
- 7. Starting with the President's page (page 1) each page should be numbered. The page number should be placed in the center bottom of page.
- 8. Scrapbook/Memory Boards will be accepted on Friday from 8:00a.m. To 4:00p.m. Scrapbooks must be picked up between noon and closing of session on Saturday. Scrapbooks/Memory Boards must be signed in and signed out.
- 9. If you are unable to attend the Department Convention PLEASE DONOT 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 friends or acquaintances and see if they can bring it for you.

10. LAST PAGE: Historian's Pages: a picture of the historian along with her name, address, and phone number must appear on this page.

MEMORY BOARD

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

- A. A 36"x48" Tri-Fold Foam Core Board should be used.
- B. An index card should be placed on the back of the center section with the following information:
 - 1. Name and number of unit, address of unit/ district/ division
 - 2. Note if this board is a unit, district, division, or junior board
 - 3. Name and address of person(s) that constructed the board.
- C.
 - 1. President's theme/ Membership Theme must be centered at the top center section of the board.
 - 2. Each event/activity displayed on the board must be accompanied with the name and date of said activity.
- D. Names (identification) of those in the pictures is not necessary, but and added plies.

JUDGING of SCRAPBOOKS and MEMORY BOARDS

We will be trying something totally different for judging scrapbooks and memory boards. There will be NO judges or NO score sheets. Instead all who attend will have an opportunity to cast votes. The following is how it will work:

- A. In order to vote you must have your convention badge
- B. Your badge will be stamped showing that you received a ballot and able to vote.
NO BADGE--NO STAMP--NO VOTE--ONE BALLOT PER PERSON
- C. 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.
 - 1. Unit
 - 2. District
 - 3. Division
 - 4. Juniors
 - 5. Memory Board
- D. You will then place the ballot in the scrapbook/memory board ballot box.
- E. Votes will be counted after the close of Friday's session.
- F. There will be a 1st, 2nd, 3rd, place ribbon in each category

PLUS:

Two special awards will be given:

- 1. PRESIDENT'S CHOICE AWARD
- 2. CHAIRMAN'S CHOICE AWARD

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