**Outline for a one-year post yearbook**

A post yearbook is a pictorial history of the post’s annual activities. Remember, though, that this is a

permanent record that will be seen by others for years to come, so the suggested outline should be followed as closely as possible. It would be advantageous to check any compilation against this outline so as to include as much of the material suggested here as possible.

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**Part I – Format**

**(1) Cover** The size of the yearbook cover must not be smaller than a standard three-ring binder or larger than 12x15 inches, with The American Legion emblem centered (left to right) on the cover with the post’s name and number. Each book is not to exceed three inches between the front and back cover. If two or more binders are submitted, you must indicate on the cover and title page the wording “Volume 1,” “Volume 2,” etc. Acceptable yearbook binders and standard three-ring binders with the American Legion emblem embossed on the cover are available from Emblem Sales.

**(2) Name/address of compiler** The full name and complete mailing address of the yearbook author should appear on the inside front cover on the lower left corner. It will be neatly typed or computer generated and centered on a 3x5 index card.

**(3) Title page** This should be the first page facing the reader as the yearbook is opened. It should be centered on the page (left to right, top to bottom) and be in a logical arrangement with double spacing or more and contain as a minimum the following:

**Yearbook of**

(Name of post) **Post No.** \_\_\_\_\_\_\_\_\_ (Number of post)

**The American Legion**

(city and state)

**For** 20\_\_\_\_ - 20\_\_\_\_

**By** (person compiling yearbook)

**(4) Introduction**

Every yearbook should have a forward or introduction, setting forth the reasons for the

organization, and may include:

Mention of the national organization’s founding with a tie-in of the department and post. (See

**www.legion.org/history** or “Capsule History of The American Legion,” listed earlier, as a possible

beginning, and see your department historian for a capsule history of the department.)

Selection of the post name. If named for a departed comrade or comrades, include a short biographical sketch of their lives and include available photographs.

If possible, a brief résumé of your community’s history, especially the part played by that locality in

furnishing men and women during wars and conflicts.

A photograph of the post and street address, if your post has a post home.

A biographical background of the current post commander and/or the author of the history with

photographs included.

Acknowledgment of any assistance or contributions used in compiling the history.

**(5) Table of contents**

This is a “must” for any good history, which will list the pages of the chapters and appendices and should be in the front of the history immediately following the introduction. If there is more

than one volume, each should contain a complete table of contents.

**(6) Preamble to the Constitution of The American Legion**

Identifying the principal aims of The American

Legion, the preamble is a fitting introduction and should follow the table of contents. It should be centered on

the page and spaced in a neat and logical arrangement. Multicolored 8½ x 11 prints of the preamble may be

purchased through Emblem Sales.

**(7) Index**

The alphabetical index is a “must” for any good history. This comprehensive index of names, places

and events mentioned in your history, with page references, shall be at the end of the history following the

appendices. Be sure to include every person and activity in the history. If there is more than one volume, each

volume should contain a complete index.

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**(8) Page numbering**

Do not forget to number the pages. Be consistent in placing page numbers, either at top

or bottom of pages. Numbering will start with the title page.

**Order of page numbering**

The above pages should appear in order with Arabic or Roman numerals:

Title Page 1 or i

Introduction 2 or ii

Table of Contents 3 or iii

Preamble 4 or iv

The following units will list each page in consecutive order using Arabic numerals. If you use Arabic

numerals, the next number will follow your last number (e.g. if the preamble is 4, the first page of the history is 5). If you use Roman numerals, then the first page of the history is 1 (e.g. if the Preamble is iv, then the first page of the history is 1).

**Part II – Programs and Activities / Readability**

The yearbook material for your post programs and activities will follow the preamble and precede the index.

The yearbook is to cover one year, from the installation of officers up to and including the installation of the

next year’s officers. This timeframe may vary in some departments.

**Chapters**

Following the preamble, the chapters may be sequenced in this suggested manner:

**Chapter 1 – Roster of Post Officers**

Photographs of current post officers should be included in the history. If it is

not possible to obtain photographs of every officer, make a special effort to include photographs of the

commander and the adjutant.

**Chapter 2 – Roster of Post Chairmen**

Include a roster of post chairs with photographs, if available.

**Chapter 3 – One-Year Post History**

This should be a one-year post history.

A record as vitally important as the history itself is a complete and accurate yearbook containing all

newspaper clippings, photographs, copies of programs, tickets, badges and other items pertaining to the post

and its activities.

All material recorded in the yearbook must be in chronological order with a systematic and logical

arrangement. The reader must be able to follow the meaning of the illustrations (news clippings, photographs,

etc.) with little difficulty and confusion.

All newspaper clippings must include the name and date of the publication. Individuals in photographs must

be identified by full proper names (nicknames in brackets), from left to right. Captions should also identify the

occasion, dates and source. You may know who is in the photograph and why, but the reader may not.

Be sure all photographs are clear and sharp, as blurry or fuzzy prints will take away from rather than

enhance your yearbook. Proper arrangement with captions is a “must” for an eye-catching yearbook. Avoid

using pictures with alcohol or cigarettes in them.

Neatness and originality are even more important for the yearbook than the narrative history, since all the

material in the yearbook must be properly identified to make it worthwhile.

If the compiler cannot type or print well, he or she should have an experienced person do the printing or

type inserts.

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**Part III – Judges Option / Originality**

Judges will consider a number of qualities or items of content in the yearbook that are not readily

catalogued under the preceding headings. Some yearbooks have features that make them especially attractive,

useful and of historic value.

By the same token, if inaccuracies should come to the attention of the judges, they will have a negative

scoring effect on your entry.

**National judging standards**

You will note that Part I, Part II and Part III, as identified, coincide with the categories of the national judging

standards. The “etc.” listed after several of the scoring elements shows that there are additional requirements

necessary to achieve total score points. It is suggested that you re-examine the outline, using the standards as a

checklist, before submitting your contest entry.

**PART I – FORMAT (40 POINTS)**

**(1) COVER** Size of 12x15 inches, emblem, etc. (5)

**(2) NAME/ADDRESS OF COMPILER** Inside front cover and lower left corner, etc. (3)

**(3) TITLE PAGE** Centered in logical arrangement, double spacing plus, etc. (5)

**(4) INTRODUCTION** Post background, tie-in to department and national, community, etc. (5)

**(5) TABLE OF CONTENTS** Page references covering programs and events (5)

**(6) PREAMBLE** Includes Preamble to the Constitution of The American Legion, etc. (2)

**(7) INDEX** Comprehensive alphabetical listing carried at end of yearbook (10)

**(8) PAGE NUMBERING** Carried on post memorabilia pages and index (5)

Subtotal (40)

**PART II – PROGRAMS & ACTIVITIES/READABILITY – 40 POINTS**

**(1) ARRANGEMENT** Systematic and logical arrangement, with material recorded in chronological

order. Readers must be able to follow the illustrations (pictures, clippings, copies of programs,

tickets, badges, etc.) with little difficulty or confusion. (20)

**(2) IDENTIFICATION** All clippings and/or photographs must have names, occasions, sources, dates,

etc., listed to properly identify the subject matter. Provide proper left-to-right identifications. (10)

**(3) CLEAR PHOTOGRAPHS** Blurry or fuzzy prints will detract from presentation (10)

Subtotal (40)

**PART III – JUDGES OPTION/ORIGINALITY – 10 POINTS**

**JUDGES WILL CONSIDER** a number of qualities or items of content in the yearbook not readily

catalogued under the preceding headings. They may determine that some yearbooks include items

and features that make them attractive and especially useful. (10)

**TOTAL POINTS OF ENTRY** (90)

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**Helpful hints for district/county historians**

Some departments use the district and county structures, and historians at both levels must make a team

effort to accomplish their respective responsibilities to posts in their jurisdiction. If you have been elected or

appointed district/county historian, your primary duty is to coordinate the records of post activities within your

district/county to ensure the preservation and accessibility of such records at all times.

Some departments conduct comprehensive spring and fall district meetings. If this is the case in your

department, make every effort to be allotted time on the program. Travel to posts within your district with the

district commander and his or her staff whenever possible, and speak at post meetings. Use the spring meetings

as your vantage point for administering a final “morale booster” to the work-shy in your district. Emphasize the

importance of adequate records and of giving all possible help and encouragement to post historians.

Many district historians have had no experience in this type of work. In addition, many posts have never

tried to keep a history of any kind. You will have to begin by researching and compiling as much information as

possible from past records, then focus on keeping your own records current.

Be sure that every post in your district has a post historian and that they are kept informed of the latest

developments and material. It is your duty to give all possible aid to post historians within your district. If your

department conducts an annual post narrative history or yearbook contest, encourage the historians to enter.

**Outline for a one-year district/county narrative history or yearbook**

Your department may conduct an annual district/county narrative history or yearbook contest in addition to

those sponsored at the post level. Use the outlines for the one-year post narrative history and yearbook to

compile district or county narrative histories or yearbooks. When using the post outlines as a guide, change the

cover title, title page and text references to read “district” or “county.” Naturally, some material suggested for

the post entries would not be appropriate for district or county books.

**Department narrative history and yearbook contests**

The national historian will conduct annual one-year narrative history and yearbook history contests at the

department level. These contests add continuity to the recording of department events for future generations.

Comprehensive records are of significant historic value.

Department historians are encouraged to use the same format as posts for their one-year department

narrative history and one-year department yearbook. Where the outlines say “post,” insert “department,” and

determine if the suggested item fits the context for your narrative history or yearbook.

Judging of department entries for both the narrative and yearbook categories is based on the department’s

history covering one year, beginning with the installation of department officers up to and including the annual

department convention and installation of the next year’s officers.

To participate in the national contest, department histories must be “certified” by the department adjutant

and forwarded to the national historian to arrive in Indianapolis by Sept. 15. Department adjutants need to

contact the national historian or National Headquarters’ Library and Museum director for exceptions.

**The American Legion 100th Anniversary Celebration History**

As part of The American Legion’s upcoming 100th anniversary celebration, a special website has been

created: **www.legion.org/centennial**. Each post is encouraged to add its history. Post pictures and histories are

important to share with other posts, departments and the entire community. Ideally, every post will be listed on

the centennial website.