MARINE CORPS LEAGUE AUXILIARY

MEMORY BOOK FORM

Department/ Unit: _____

City_____State_____ Number of Members_____

(Point system used for judging: 1 through 5, (5 being best) with the possibility of 50 points total)

MCLA logo should be included on cover and /or title page _____

Book must be properly identified: Unit/Department name, location, etc. _____

Book must be neat _____

Book should be photo album or scrapbook variety and not exceed 13”x15” _____

This form included in the front of the book _____

Table of Contents listed in chronological order _____

Example:

Name of Event	Included	Pages
Unit Installation	Photos, news media	1, 2, 3 or 1-3

Identify all photos as to event, name persons (who, what, where, when, why) _____

Try to have at least one MCLA member in each photo _____

Embellishments may be used but must not distract from content _____

Include only events sponsored by Unit/Department (no weddings, showers, etc.) _____

Photos should be included, if possible, when news media is included _____

Total _____

MEMORY BOOKS REPRESENT A VISUAL ACCOUNT OF MCLA RELATED EVENTS, ACHIEVEMENTS, AND PROJECTS…THEY NEED NOT BE FRILLY OR FANCY.

The book is to be submitted by end of Tuesday business session at the National Convention.