| **Criteria for Judging History Book** | **Yes** | **No** |
|---|---|---|
| | | |
| Is the book in a 3 Ring Binder ? | | |
| Does it have approx. 1" margins? | | |
| Is the font "Times New Roman" ? | | |
| Is it 12 point font ? | | |
| Are Headers in bold 14 pt font? | | |
| | | |
| | | |
| Are they numbered using odd numbers on the front side? | | |
| | | |
| History Books are to be turned in during the first day of Convention | | |
| This book is to be continued consecutively until it is necessary to start a new book | | |
| | | |
| The current year should have the following: | | |
| **Page 1:** History- Name of Unit/Department, Date Compiled by (name of Historian | | |
| **Page 2:** Officers- with positions, names and addresses (Unit may also | | |
| list the Dept Officers. Departments are to include name of each | | |
| Officer's home Unit & Office held | | |
| **Page 3:** Installations- Include installing officers, ceremonies, | | |
| date, time and place (Photos are sometimes used here) | | |
| **Page 4**: Meetings: Include number per year, when and where held, | | |
| as well as presiding officer | | |
| **Page 5:**Membership- Unit should list names and address of each member | | |
| Departments list name and address of each of the Units in the Departments along | | |
| with the Presidents name. | | |
| **Page 6:** Hospital- Chairperson's name or CDCE Representative's name, name of hospital | | |
| affiliated with the Unit, name of workers and number of hours each contributed, as well | | |
| as any special social events. Departments are to compile reports of Units listing same as | | |
| above as well as any Dept. CDCE Representatives or Hospitals affiliated with the Dept. | | |
| **Page 7: Rehabilitation** - Name of Chairperson and brief description of the program for | | |
| the year as compiled in the report (total hours, volunteers, mileage, donations) | | |
| **Civics-** same as above | | |
| **Child Welfare-** same as above | | |
| **Americanism-**same as above | | |
| **VAVS-** same as above | | |
| **Girls Scout Awards Given-** Name of council and how many awards per council | | |
| **Page 8: Awards -** Name of the Award, who received it and for what is was received | | |
| (indicate any projects that were involved) | | |
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|---|---|---|
| **Criteria for Judging History Book (continued)** | **Yes** | **No** |
| | | |
| **Page 9:** Annual Dept. Convention: Place, time, and events | | |
| List total number of Units and persons who attends, list National Convention - time, place, | | |
| events , list delegates and members of Units or Dept. attending , You many list National | | |
| officers here. List total number attending including guest. | | |
| **Page 10: Memorial and Special Day Observances-** Brief Description of each | | |
| **Page 11: Comments of Historian-** Along with signature, this is the final sheet | | |
| | | |
| COMMENTS FROM JUDGES: | | |
| | | |
| | | |
| | | |
| | | |
| Signature of Judges: | | |
| Date : | | |
| National Convention Held: | | |
| Include a copy of this with the History Book and Keep a copy for your files | | |