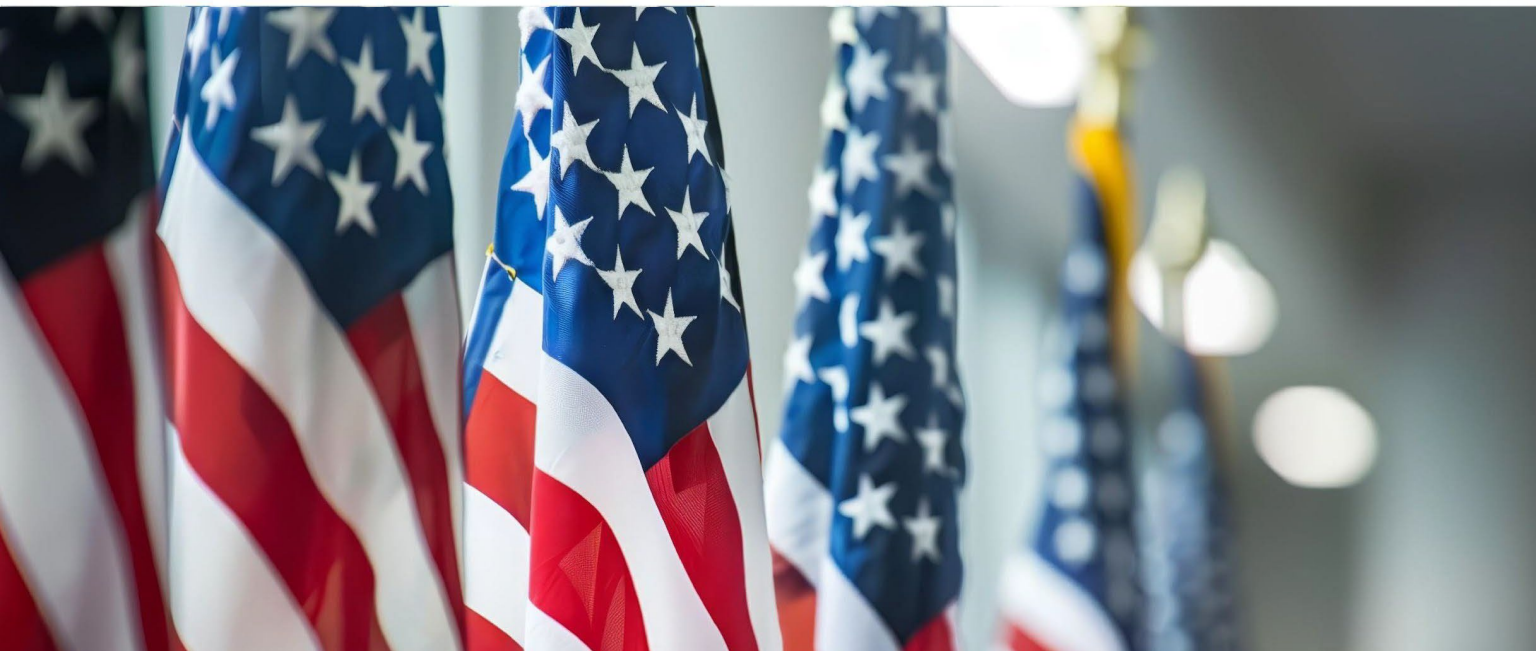




Department
of Florida



Historian Workshop 2026

Dept. of Florida Historian Edward Lewis

2026 DEPARTMENT OF FLORIDA

DEPARTMENT CONVENTION

www.floridalegion.org

History Book Timeframe

- . One Year
- . Installation of officers to next installation of officers
- . (NO PERFECT BOOK)

Where Do You Get The Information?

Individual Members Report

Checkbook Records

Call Members

Meeting Minutes

Post Calendar

News Clippings

Post Social Media

Gather Information Monthly

June to August

September to November

December to February

March to May

The Historian Competition

Things to Keep in Mind

History Book Guidelines: Located at floridalegion.org

Be Creative: Judges have optional points that they can award for items that are attractive and useful.

Make Sure Pictures Are Clear

- . Crop Pictures
- . Avoid Beverages, Cigarettes, Vaping
- . Don't paste too close to center of book.

Use the K.I.S.S Theory

Don't distract the viewer

- Only three or four photos per event (recommended)
- Leave Napkins and Matchbooks out

You can add the “Fluff” back into your book when it's returned from competition.

Make Sure You Follow The Rules

For The Yearbook Contest

The Judging breaks out as follows:

Part 1 - Format - Total 40 Points

Cover (5)

Size 12x15 max.

Legion Emblem - Centered L to R

Name and Number of Post

Volume Number if needed.

Part 1 - Format - 40 Points

Cover (5)

Not to exceed three (3) inches between front and back cover.

Use Spacers to make both sides of book same thickness.

Part 1 - Format - 40 Points (continued)

Name/Address (3)

Full name and address of author

Located in lower left corner

Nearly typed

Centered

3 x 5 index card

Part 1 - Format - (continued)

Title Page (5)

First Page facing the reader

Centered on Page

Double spaced or more

Part 1 - Format - (continued)

Introduction (5)

Formation of National and Department

How Post name was selected

Brief resume of the community

Post Home information

Post Officers backgrounds

Part 1 - Format - continued

Table of Contents (5)

Separate units covering programs with page references.

If more than one volume, each volume should have a complete table of content

Part 1 - Format - continued

Preamble (2)

Multicolored print is available from Emblem Sales.

Be creative and make it your own.

Part 1 - Format - continued

Index (10)

Alphabetical index of

- Names
- Places
- Events

This is at the end of the book.

If more than one volume, each volume should have a complete index.

Part 1 - Format - continued

Page Numbering (5)

Start with Title Page

Be Consistent

- In location
- Top or Bottom

Count all pages even if they are blank.

Blank pages should state “Page intentionally left blank.”

Part 2 - Account/Readability - 40 Points

Arrangement (20)

1. Systematic and Logical
2. Chronological Order
3. Easy for reader to follow

Part 2 - Account/Readability - 40 Points

Identification (10) - Pictures in Yearbook

Who (use full proper name)

What

Where

When

Identified Left to Right

Part 2 - Account/Readability - 40 Points

Clear Cut Photos (10)

Clear and Sharp

Blurry or Fuzzy will distract

Proper arrangement

Part 3 - Judges/Option/Originality - 10 Points

Originality (10)

Different in Thought

Different in Presentation

Items not readily cataloged under other headings

Features that make the book more useful

Inaccuracies will have a disqualifying effect

Scoring

If an item is in the book, you can not give the book a zero (0) for that item.

Except, judges points start at zero

Judging Format

Outline for a One-YearPost Yearbook

floridalegion.org

Narratives

Some items are the same as yearbook,
others are very different

Re-examine the Outline using the
Standards as a checklist before submitting
your entry

Part 1 - Format - Total 40 Points

Cover (5)

Standard 3 ring binder for 8 ½ x 11 paper

Legion Emblem

Name and Number of Post

Volume Number if needed

Not to exceed 3 inches front to back

Part 1 -Format - 40 Points

Name/Address (3)

Full name and address of author

Located in lower left corner

Neatly typed

3 x 5 index card

Centered

Part 1 - Format - 40 Points

Title Page (5)

First Page facing the reader

Centered on Page

Double spaced or more

Part 1 - Format - 40 points

Introduction (5)

Formation of National & Department

How Post name was selected

Brief resume of the community

Post Home information

Post officer Background

Part 1 - Format - 40 points

Table of Contents (5)

Page reference of CHAPTERS and APPENDICES

Part 1 - Format - 40 Points

Preamble (2)

Multicolored print is available from Emblem Sales

Be creative and make it your own.

Index (10)

Alphabetical index of - Names, Places, Events

After the APPENDICES

Part 1 - Format - continued

Page Numbering (5)

Title Page 1 or i

Introduction 2 or ii

Table of Content 3 or iii

Preamble 4 or iv

The rest using Arabic numbers

Chapters

Chapter 1 - Roster of Post Officers

Chapter 2 - Roster of Post Chairs

Chapter 3 - One-Year Post Chronicle (Use minutes of meetings for information) No Photos or newspaper articles.

Chapter 4, 5, 6 etc. - Programs (dedicated to individual committees.) Include photos

Appendices

Statistical Data -

After the Chapters before Index Post Constitution and By-Laws

Roster of Past Commanders

Citations and Awards

News Coverage (where news clippings are displayed)

Part 2 - Graphic Account/Readability - 30 points

Narrative not statistical style

Pleasing to general reader

Write in third person

Chronological/detailed account

No analysis or interpretation

Part 3 - Illustration - 10 Points

Arrangement (5)

All Photos identified: Who, What, Where, When.

*Identified Left to Right

Check for relation text

Clear-Cut Photo (5)

Part 4 - Judges Option - 10 points

Items not cataloged under other headings

Features that make the book more useful

Inaccuracies will have a disqualifying effect

Conclusion

Don't Forget to have FUN!!

Questions?

