

Outline for a One-Year Post Yearbook

The yearbook is easier than the narrative to prepare by any historian. This is a pictorial history of the post. One must remember, however, that this is a permanent record that will be seen by others for a long time, so the suggested outline should be followed as closely as possible.

Part I – Format

(1) COVER: The size of the yearbook cover must not be smaller than a standard three-ring binder or larger than 12 x 15 inches with The American Legion emblem centered (left to right) on the cover with the name and number of the post. Each book is not to exceed three inches between the front and back cover.

If you use two or more yearbooks, you must indicate on the cover and title page the wording, such as, —Volume II, —Volume III, etc.

Acceptable yearbook binders and standard three-ring binders are available from National Emblem Sales with The American Legion emblem embossed on the cover.

(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-hand corner. It will be neatly typed or computer generated and centered on a 3 x 5 inch 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 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 Location and State)

FOR 20____ - 20____

BY: (Person Compiling Yearbook)

(4) INTRODUCTION: Every yearbook should carry a foreword or introduction, setting forth the reasons for the organization and may include:

The selection of the post name: If for a departed comrade or comrades, include a short biographical sketch of their lives and include photographs if they are available.

If possible, include a brief resume of your community's history, and especially the part played by that locality in furnishing the men and women during the wars and conflicts.

Mention should also be made of the formation of our national organization with a tie-in of the department and post.

If your post has a post home, you may want to include a photograph of it and street address location.

You can have a biographical background of the current post commander or the author of the yearbook with a photograph included.

You may also use this space to acknowledge any assistance used in compiling the yearbook.

(5) TABLE OF CONTENTS: Consists of separate units covering programs with page reference.

(6) PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION: This basic document which sets forth the principle aims of The American Legion is a fitting introduction and should follow the introduction. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored prints 8½ x 11 inch, of the Preamble may be obtained through National Emblem Sales.

(7) INDEX: The alphabetical index is the last **must** for every yearbook. This comprehensive index of names, places, and events mentioned in your yearbook with page references, shall be carried at the end of the yearbook.

(8) PAGE NUMBERING: This appears to be a common oversight when compiling yearbooks. Do not forget to number the pages. However, be consistent in where the page numbers are placed, either at top or bottom of pages. Page numbering will start with the title page.

ORDER OF PAGE NUMBERING: The above pages should appear in order as listed above with pages listed in Arabic numerals or Roman numerals as follows:

Title Page 1 or i
Acknowledgments 2 or ii
Introduction 3 or iii
Table of Contents 4 or iv
Preamble 5 or v

The following units will list each page in consecutive order using Arabic numerals. If you used Arabic numerals, then the next number will follow your last number (e.g. if the Preamble is 5, then the first page of the history is 6). If you used Roman numerals, then the first page of the history is 1 (e.g. if the Preamble is v, then the first page of the history is 1).

Part II -- Programs and Activities/Readability

ONE-YEAR POST MEMORABILIA: 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 annual department convention. This timeframe may vary in some departments.

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.

A systematic and logical arrangement should be sought and planned. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with very little difficulty and confusion.

All newspaper clippings must include the name and date of the publication from which it was taken.

Photographs must be identified by full proper names (nicknames in brackets), from —left-to-right, occasion, source, dates, function, etc. 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 detract rather than enhance your yearbook. Proper arrangement with the caption is a must to achieve an eye-catching yearbook.

Neatness and originality are even more important for yearbook than for the narrative histories since all the material in the yearbook must be identified properly to make it worthwhile.

If the compiler cannot type, nor print well, he or she should have a competent person do the printing or make typewritten or computer generated inserts for them.

The judges will consider the foregoing factors as well as comprehensiveness of the yearbook and the features, which made the yearbook especially attractive or especially useful, and of historic value.

Part III -- Judges Option

Under this category, judges will consider a number of qualities or items of content in the yearbook, which are not readily cataloged under the preceding headings. Some yearbooks contain items and features that make them attractive and especially useful.

By the same token, if inaccuracies should come to the attention of the judges, they would have a disqualifying effect on your entry.

National Judging Standards for a One-Year Post Yearbook Contest

You will note that Part I, Part II, Part III as identified in Outline for a One-Year Post Yearbook coincides with those listed in the National Judging Standards. The —etc. listed after several of the scoring elements on the Judging Standards shows that there are additional requirements necessary for the score points.

It is suggested that you re-examine the outline, using the standards as a checklist before submitting your entry for the contest. The comparison will assist by avoiding loss of

points. **PART I -- FORMAT--40 POINTS**

(1) COVER - size of 12 x 15 inches, (5)
emblem, etc.

(2) NAME/ADDRESS OF COMPILER (3) (5) (3)
- inside front cover/lower left hand corner,
etc.

- (3) **TITLE PAGE** - centered in logical arrangement/double line spacing plus, etc. (5)
- (4) **INTRODUCTION** - background of Post; tie-in Department/National; community, etc. (5)
- (5) **TABLE OF CONTENTS** - page references covering programs/events (5)
- (6) **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 -- GRAPHIC ACCOUNT/READABILITY -- 40 POINTS

- (1) **ARRANGEMENT** - systematic and logical arrangement should be sought and planned. Material to be recorded in chronological order. The reader must be able to follow the meaning of the illustrations (pictures, clippings, copies of programs, tickets, badges, etc.) with very little difficulty or confusion (20)
- (2) **IDENTIFICATION** - All clippings and/or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provide proper left-to-right identifications (10)
- (3) **CLEAR CUT PHOTOGRAPHS** - blurry/fuzzy prints will detract (10)
- (4) **ORIGINALITY** - unique in thought and presentation (10)
- Subtotal (50)

PART III -- JUDGES OPTION -- 10 POINTS

- JUDGES WILL CONSIDER** - a number of qualities or items of content in the yearbook that are not readily cataloged under the preceding headings. They may determine that some yearbooks contain items and features which make them attractive and especially useful (10)

TOTAL POINTS OF ENTRY (100)