PRO Instructions

Thank you for taking the appointment of PRO for your Auxiliary. PRO stands for Public Relations Officer. The PRO promotes the Auxiliary functions and records them through pictures, and news articles in a book formation. This is a record of the auxiliary's year and a memory book for the president.

There are two types of books:

1. History Books are for documenting your Department's Auxiliary events chronicling your Department President's year.

2. Scrapbooks are for your Local Auxiliary events for the current year.

All books are judged on appearance, presentation and neatness.

Some helpful hints:

* Pick a theme and carry it throughout the entire book.
* Include dates on newspaper clippings.
* Table of contents
* Be sure to follow the Mandatory Criteria order exactly as written. Double and triple check that your MANDATORY ITEMS ARE IN ORDER. You don't want to be disqualified for not following the Mandatory Criteria order.
* Bigger is not necessarily better!

Thank you for your consideration in entering your book. Have fun putting it together; follow the rules and good luck. Remember to start early so it does not get overwhelming before the due date.

Prepared by PDP Maureen Jackson 4/2018

