

AMVETS Ladies Auxiliary Department of Michigan

Local PRO/Historian Instructions

2023/2024

Congratulations on taking the appointment of PRO for your Auxiliary. PRO stands for Public Relations Officer. A PRO/Historian promotes the Auxiliary functions and events in local newsletters. You will record the events and works of your local through pictures and news articles which will go into a scrapbook. It will be a record of the Auxiliary's service year and a memory book for your Local President.

Helpful hints for making your scrapbook:

- **Pick a theme and carry it throughout the entire book.**
- **Be sure to put dates on any newspaper clippings.**
- **Be sure to include names of people in your pictures and the event it was taken for.**
- **Make a Table of Contents.**
- **It should only contain material for the current year.**
- **If you plan to enter it for an award on the Department and/or National level be sure you follow the mandatory criteria in the order as it is written. If the proper order is not followed your scrapbook could be disqualified during judging.**
- **Start early so you are not overwhelmed before the deadline date.**
- **Remember – Bigger is NOT necessarily better! Be sure you do not repeat items through the book.**

Mandatory Criteria for a local Scrapbook (must be in this order).

- 1. Table of Contents**
- 2. Name of Department (State), Auxiliary number, President's name, Historian's name and the year. (one page)**
- 3. Pledge of Allegiance**
- 4. Preamble**
- 5. Code of Ethics.**
- 6. Local bylaws (current and signed)**
- 7. Charter Members**
- 8. Officers**

9. Copies of the local service reports signed by the appropriate service officer.

Judging: maximum of 100 points

1. Conformance: contains a Table of Contents and the theme was followed closely – 15 points
2. Presentation: originality – 30 points
3. Neatness: layout, general make-up and internal appearance – 30 points
4. Newspaper: contains clippings, pictures and press releases – 15 points
5. Miscellaneous: invitations, letters, programs, menus, thank-you notes, ads and souvenirs – 10 points

Cover: is judged separately

You may or may not use the theme inside the book. The cover will be judged on appearance, presentation and neatness.

Reviewed and revised – April 2023