

AMVETS Ladies Auxiliary Department of Michigan

Local PRO/Historian Instructions 2025 - 2026

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. Send photos and flyers regarding Local Auxiliary activities for posting to the Department Website (www.amvetsauxdeptmi.org).

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: 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 by the Department Parliamentarian – April 2025
