

SCRAPBOOK GUIDELINES

PART I FORMAT

(1) **COVER:** The size of the scrapbook should not exceed 12x14 1/2 inches and have a substantial cover with the Marine Corps League emblem centered on the cover. The name and number of the Detachment and the period of time covered by the book should also be on the cover. Be sure that the rings or studs used are firm enough to hold the book together. If two or more binders are used, you must indicate on the cover and title page, some wording such as Volume 1" "Volume 2" etceteras.

(2) **Name address of compiler:** The full name and complete mailing address of the scrapbook author should appear on the inside front cover, in the lower left hand corner. This is necessary so that the scrapbook can be returned to the right person/ detachment.

(3) **Title page:** This should be the first page facing the reader as the scrapbook is opened. It should be centered on the page and be in logical arrangement with double spacing or more, and contain the following:

Scrap/yearbook
Name of the detachment and number
Marine Corps League
Town/village location
For 19—to 19—
By: Person compiling scrap/yearbook

(4) **Introduction:** Every scrap/yearbook should carry a Forword or Introduction, setting forth the reasons for the organization and may include:

- (a) the selection of the Detachment name. If for a departed Marine include a brief biographical sketch of their life and include photographs if available.
- (b) Include a brief resume of your community's history and if possible, the part played by that locality in furnishing men and woman during wars and conflicts.

(5) **Table of contents:** listing by chapter order and page, the contents of the book

(6) **Index:** This alphabetical index is the last must for every scrap/yearbook. This should be carried at the end of the book, giving verbal history of the year presented. Be sure to include every person and activity included in the history.

(7) **Page numbering:** This is a common oversight when compiling Scrap/yearbooks. Do not forget to number pages.

(8) **Official Marine Corps League Uniform**

PART II

PROGRAMS AND READABILITY

(1) One year Detachment memorabilia:

The book is to cover one year from Department Convention to Department Convention.

- (a) A complete and accurate book containing all newspaper clippings, photographs, (of bulky items such as badges, pins ect.), and other items pertaining to the detachment and its activities
Is vitally important as a history itself.
- (b) All newspaper clippings must include the name and date of the Publication from which it is taken. All photographs must be Identified by 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 judges may not.
- (c) All material in the book must be in chronological order. A systematic and logical arrangement should be sought and planned. The reader (judge) must be able to follow the meaning of the illustration (news clippings, photos, etc.) without difficulty and confusion.
- (d) be sure all photos are clear and sharp. Blurry or fuzzy prints will detract from your presentation. Proper arrangement with the caption is a must to achieve an eye catching scrap/yearbook.

PART III

JUDGES OPTIONS: Judge will consider a number of qualities or items or content in the book which are not readily cataloged under the preceding headlines. This part may not be used if a book contains items and features which make it especially attractive and uniquely useful. If inaccuracies should come to the attention of the judges, the inaccuracies would have a disqualifying effect on that entry.

PART IV

JUDGING STANDARDS TO BE MET: Judges for the Department content will be appointed by the Department Commandant. They will be guided by the standards set within this document and their decisions will be final.

PART V

AWARDS: Awards will be presented to the first three winners.

PART VI

ENTRY REGULATIONS: All entries are to be submitted three (3) days prior to judging at the Department Convention. This is necessary so that judges may make an intelligent decision. Scrapbooks will be returned, upon completion of the judging. Those that are selected will be taken to the National Convention for judgment there.