

Departmental Histoire Rules (revised 9/22/2022)

L'Archiviste Departmental shall prepare a Departmental Histoire in accordance with the following rules, which have been set by Salon National. Petite Salon historie shall be submitted to Departmental L/Archiviste only.

General Rules for Departmental Histoires

1. Histoire shall cover the period from June 1 through May 31 and shall be compiled from reports of Departementaux Officers and Chairman.
2. All Histoires must be in the hands of Le Divisional Demi Chapeau National of respective Division **on or before July 1st**.
3. Les Divisional Demi Chapeaux National shall arrange for judging of Histoires in competition from Salons having Partnership of 150 or over, and Salons with Partnership 149 or under, and shall forward the winning Histoire in each category to L'Archiviste Nationale **on or before August 1st**.
4. L'Archiviste Nationale shall have final judging prior to La Marche Nationale and bring only the winning Histoire in each category to the La Marche Nationale City.
5. Each Departmental submitting a Histoire shall be responsible to the postage necessary for its return to their respective Departmental.
6. Histoires shall be double spaced, typed in black, 8 ½ X 11 paper (one side only) with 1 ½" margin on top, side and bottom of all pages. The pages number is to be placed on center of bottom of all pages. There shall be no borders or emblems used on pages. Either a red or white binder may be used, with Eight and Forty Emblem on cover. May be typed on word processor or computer.
7. The only picture to be used is that of Le Chapeau Departmental (or in the case of Petite Salon, the Le Petite Chapeau will be used for Salon Histoires) and it shall be either black & white or color, approximately 2 ½ x 3 ½, but no larger than 3 x 5, not including the border.
8. Two (2) copies (at Least) are to be made, the original to become the property of the retiring Chapeau Departmental and a copy to be place in Departmental files.

Required Contents

- A.**Introductory page giving name of (Departmental) Salon and location, date, name of L'Archiviste and signature on right side of the page.
- B.**Short preface or forward (centered)
- C.**Constants giving subject and page number.
- D.**Prayer of your choice (centered)
- E.**Pledge of Allegiance to the Flag (centered) (single spaced)

- F. First and last stanza of star Spangle Banner (centered) (single spaced)
- G. Flanders Field (centered) (single spaced)
- H. American's Answer (centered) (single spaced)
- I. Chapeau's response (centered) (single spaced)
- J. List of Departemental Officers and Chairman (no service record required)
- K. List of Distinguished Partners serving in Nationale Eight and Forty
- L. In Memoriam (deceased Partners)
- M. A narrative report to include the following information of activities and programs (Do not include actual documents).
 - 1. Children & Youth
 - a) Tuberculosis
 - b) Cystic Fibrosis
 - c) Lung and other respiratory diseases
 - 2. Bulletin information (if applicable)
 - 3. Constitution & Bylaws information (if applicable)
 - 4. Fellowship (including any fund-raising activities)
 - 5. Meetings
 - 6. Partnership
 - 7. Scholarships
 - 8. Miscellaneous (awards, new Salons, etc. not covered in the above)
- N. Index Optional

The Following are Rules for Judging

General Rules for Departemental Histories

Rules for Judging

Items of suggested contents A through L	15%
Arrangement, Simplicity, Eye Appeal	
Item M-Activities	50%
Presentation, Readability, Comprehensiveness	
Sentence Construction, Grammar, and Spelling	
Uniformity and Appearance	35%
Margins, Typing, Paper, Neatness	

Plain covers to be used with and Eight and Forty Emblem on the Front.