

MARINE CORPS LEAGUE AUXILIARY

MEMORY BOOK FORM

Department/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Number of Members in Unit \_\_\_\_\_

MCLA Logo, Unit, Department names must appear on the front cover or on the cover page.

Activities covered in this book. (A table of contents labeled in the order in which they can be found.)

Examples:       “Memorial Day – Print Media and Photos”  
                      “June Convention – Photos”  
                      “Award Ceremony – Program and Photos”

Memory Books represent a “VISUAL”, “PICTORIAL and/or “WRITTEN” account of your MCLA Unit/Department projects, achievements, etc., for the entire year. Books need not have a fancy cover, however, appearance is important. Take pride in it.

1. Books must be of the scrapbook or photo variety (not a loose-leaf notebook). They should not exceed 13” x 15”.
2. Books must be at National or State Convention to be judged and arrangements made for them to be picked up following judging. The chairman will collect the books at a designated time.
3. All newsprint articles must be neatly trimmed, identified and labeled so that it can be determined what is being viewed. Articles must have the “5-W’s” – WHO – WHAT – WHEN – WHERE –WHY?
4. Pictures must have some type of written or typed caption or explanation. The same would be true of newsprint articles.
5. All pictures and articles must be in chronological order.
6. NEATNESS COUNTS.
7. When including a news media item, photos may accompany this to further enhance the event coverage.
8. Remember this is an accounting of what your Auxiliary Unit has done this year, not the League (unless they were combined events).

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