



National Society Daughters of the American Revolution

Pamela Edwards Rouse Wright, President General

CONSERVATION COMMITTEE — Lynne Stallcop, *National Chair*

PO Box 226, Kapowsin, WA 98344-0226 ★ (253) 318-6579 ★ Conservation@nsdar.org

CONSERVATION COMMITTEE INSTRUCTIONS FOR NSDAR CONSERVATION AWARD

DO NOT SUBMIT A PERSONAL PHOTOGRAPH.

This award is presented without regard to gender, race, color, religion, national origin or disability.

1. The NSDAR Conservation Award is to recognize adult and youth volunteers, including DAR members, with distinguished conservation records; businesses that exhibit sustained efforts to improve the environment or to educate the public on conservation issues; and compensated individuals who go above and beyond the requirements of their jobs.
2. The criteria for issuance should include: outstanding efforts in wildlife and nature centers; resource management; park establishment; youth leadership; conservation-related media and education. Medals will be presented to each person in the group receiving the award.
3. Candidate must be recommended by a chapter or state organization.
4. Recommendation forms are available from: Office of the Reporter General or may be downloaded from the DAR Members' Website. Please type or print legibly all information requested on the entire form.
NOTE: Do not write inside the APPROVED ON block in upper right corner.
5. The recommendation packet consists of a completed recommendation form and one copy of the supporting materials (see #7).
6. Letters of support/recommendation: at least two (2) letters of support or recommendation written by non-DAR members and signed with the author's title/occupation should be included to support the "recommendation packet."
7. Support materials: Supporting materials, such as newspaper or magazine articles, awards, etc., should be included to support the recommendation packet. All support materials included in the packet must be mounted on 8.5" x 11".
8. The award may not be awarded to a recipient more than one time and may not be **initiated** or **approved** posthumously. Awards that have been approved may be presented posthumously.

APPROVAL PROCESS

Recommendations may be submitted by paper or electronically.

Paper Approval Process:

1. The Chapter Regent must approve and sign the recommendation form. She then sends the form and the support material to her Conservation Committee State Chair. **Please allow 10 weeks for processing between submission and the presentation date.**

2. The State Chair must confirm adherence to the criteria and steps 1-8 described above before approving the recommendation. Once approved, she will sign the recommendation form, and send the form, and the support material to the State Regent.
3. The State Regent must approve the recommendation before signing the form. The State Regent retains a copy of the recommendation form before forwarding the original with the support materials to the National Chair at her address above. Upon approval, the National Chair will return the signed form to the originating chapter. The chapter will order the Conservation Medal from the DAR Store. The completed signed form must be uploaded to the store during the ordering process.

Electronic Approval Process:

1. The Chapter Regent must approve and sign the recommendation form. She then sends the signed form and the support material electronically to her Conservation Committee State Chair.
2. The State Chair must confirm adherence to the criteria and steps 1-8 described above before approving the recommendation. Once approved, she will sign the recommendation form and send the form and the support material electronically to the State Regent.
3. The State Regent must approve the recommendation before signing the form. The State Regent forwards the signed form with the support materials electronically to the National Chair at her email address above.
4. The National Chair will review the recommendation, sign the form, and return it via email to the originating chapter.
5. The originating chapter will order the Conservation Medal from the DAR store. The completed signed form must be uploaded to the store during the ordering process.
6. **NOTE:** The process of scanning the form and support materials may occur at any point, as long as the final signed form and complete packet is sent to the National Chair electronically. If the originating chapter does not scan the documents, it is recommended that they keep a paper copy.

NOTIFICATION OF AWARD

1. Once the recommendation packet has been approved by the national chair, the chapter will be notified. The National Chair will notify the Office of the Reporter General to send the DAR Conservation certificate of award directly to the chapter (at no cost to the chapter).
2. The person initiating the recommendation reports to her State Regent and State Chair when approval of the recommendation is received.
3. The person initiating the recommendation must notify the National Chair of the actual date of presentation. Reminder: The NSDAR Conservation Award consists of the medal and the certificate, and both are to be presented together.

NOTE

No past recipient of a Tier 1 award which includes the DAR Medal of Honor, DAR Americanism Medal, and Founders Medals is eligible to be considered for another award from Tier 1 or Tier 2. A past recipient of a Tier 2 award which includes the Historic Preservation Medal, Historic Preservation Recognition Award, DAR History Award, NSDAR Conservation Medal, and DAR Distinguished Citizen Medal may be considered for a Tier 1 or other Tier 2 award after 10 years based on a body of work. A nominee may receive this award only once in a lifetime.

No photographs of the nominee/applicant are to be submitted.