

Instructions for the DAR History Award Medal

Purpose and Eligibility

Any individual or group whose study and/or promotion of some aspect of American history—on the regional or national level—has significantly advanced the understanding of America’s past is eligible for this award. Projects concerning local history will be considered only if a connection to a wider influence on American regional or national history can be proved. These contributions to the study of American history may have been associated with (but are not limited to) archives, manuscript collections, historical societies, libraries, museums or other organizations. Writers and/or editors of significant historical publications, historical researchers and persons involved with preservation efforts of historical buildings, artifacts or records are eligible for this award. Work performed in history-related disciplines such as genealogy, museum studies, anthropology, archaeology, political science, etc. may be eligible; however, the primary goal and the final result of the project must have been the study and/or promotion of some aspect of American history. DAR members are eligible for this award provided they meet all requirements. Each nomination is judged only on the accomplishments of the nominee in relation to the Submission Requirements for the DAR History Award Medal. This is not a contest and nominations are not compared with other nominations.

Nominations should be addressed to:

NSDAR
Office of the Historian General
1776 D Street NW
Washington, DC 20006–5303

Please refer questions about this award to the Office of the Historian General:

Phone: (202) 879–3256
E-mail: historian@dar.org

Applications are processed in the order in which they are received; allow approximately four months for review. Please note that select materials may become part of records retained by the NSDAR Archives.

The sponsoring chapter, state or national society may advise the nominee of being nominated for the DAR History Award Medal; however, the nominee may not contact the Office of the Historian General at any time concerning any aspect of the application. Do not submit a personal photograph of the nominee. The submission will be reviewed without respect to race, religion, sex or national origin. Absolutely no photograph of the nominee may be sent, including images that may have been incorporated in newspaper articles.

The DAR History Award Medal may be awarded to a recipient one time only and may not be **initiated** or **approved** posthumously. However, awards that were approved prior to death may be presented posthumously.

Submission Requirements for the DAR History Award Medal

Please provide the following materials in the following order. For the nominee to be considered for the award, all sections of the application packet must be complete according to these instructions. It is not necessary to return this instruction sheet to the Office of the Historian General.

- 1) A cover sheet containing the following:
 - Nominee's name
 - Proposed date of award
 - Name of sponsoring DAR chapter, state or national society
 - A statement that the chapter, state or national society guarantees payment for the DAR History Award Medal
 - Contact person's name including:
 - Complete mailing address, phone, e-mail
 - Contact person's signature
- 2) Table of contents
Include a list of every item in the nomination packet.
- 3) Biographical sketch
The nominee's biographical sketch must describe the nominee's history-related studies and activities only. Include as much detail as possible regarding the nominee's publications, history-related projects, professional work, leadership activities in professional organizations, etc.
- 4) Letters of recommendation
Provide a minimum of three letters of recommendation from professionals closely associated with the study of history generally and in a position to evaluate seriously the historical contributions of the nominee specifically. Recommendation letters may not come from DAR members and must concentrate on the nominee's history-related work. Character references will not be considered. Each letter must contain the following:
 - A statement explaining why the professional is in a position to evaluate the contributions of the nominee in the field of American history;
 - A detailed summary of the work being evaluated;
 - A clear explanation of why the work detailed in the letter of recommendation is significant to the study and promotion of American history.
- 5) Nominee's work
Examples of the nominated work must be included in the application packet. Materials should include samples of up to five scholarly writings with citations, published reviews of the nominee's work, proof of the nominee's leading role in history-related projects and/or any other materials that clearly show the extent and value of the nominee's historical endeavors. Selected samples must demonstrate that the nominee's work provides a connection to American regional or national history. Be as specific and as detailed as possible when describing the nominee's work.