IMPORTANT INFORMATION
This document is the complete version of the 2017 National Information Packet (NIP). Since 2014, a supplement was mailed with changes only after the first year of the current administration, instead of reprinting the same material each year. If there is a change in Chapter Regent, please provide the incoming Regent a complete set of the NIP packet. The NIP is currently available in the DAR Members’ Website at http://members.dar.org/publ_forms/?List=NIP. Please check it regularly since the forms will be updated online and they are available in writeable and saveable formats.
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Greetings and Message
From the President General
Ann Turner Dillon

As you begin planning for your next year of Moving Forward in Service to America (and beyond), use the National Information Packet (NIP) as a tool to give you direction for things to include on your schedule.

Our exciting future is based on a firm foundation of service and purpose. For 126 years our members have continued in patriotic service to the Nation through committees that promote education, patriotism and historic preservation. Our mission has not changed, our commitment has not wavered, and our relevance has continued.

The Service to America Committee now recognizes DAR service as Volunteer Hours. This is not about sitting in meetings, nor travel, but service you actually do that benefits your community. Visit the Service to America Committee Webpage for more information. With a goal of 19 million hours of service, to recognize the 19th Amendment to the Constitution, we need everyone to record their hours of volunteer service. And, be sure to plan a chapter service project for our National DAR Day of Service, to be held on October 11, 2017, to commemorate our Society’s birthday.

The Community Classroom Committee is making an impact. Chapters and states are discovering ways to support and encourage local teachers and students. For ideas and suggestions, consult the committee webpage on the Members’ Website. We are excited to learn of all the ways that our vibrant chapters promote education through this committee.

The New Members Course and the New Horizons Course, offered through the Membership Committee are now graduating the first attendees, with rave reviews. Be sure to sign up to take one or both of these outstanding courses. Even seasoned members are giving it a thumbs-up. Your newest member is your most enthused member. Keep her engaged with your work. And, if your chapter is having trouble finding leaders, suggest the New Horizons Course to prepare your members to gain the confidence they need to lead your chapter. As we consider the 250th anniversary of our nation’s beginning, it is not too early to increase and strengthen your membership.

As you put together your programs and plans for the year, remember to consider the webinars prepared by the committees prior to Congress 2017. These were created to inform our membership of the many opportunities available for service. Also, consult the American Spirit magazine and the companion Daughters newsletter, the Members’ Website, this National Information Packet, subscribe to the Blog and take advantage of the many resources provided by the National Society to help you plan your activities.

Each chapter has received this year’s updates to the NIP electronically, and hard copies may be ordered through The DAR Store at a cost of $8.00. The distribution of the updates to this packet electronically allows us to save the cost of printing and mailing.

Your Executive Officers have worked diligently to hear your concerns and ideas. We are excited about the potential to impact our communities. If you have questions, we want to hear from you.

We anticipate great things as we Move Forward in Service to America.

Ann Turner Dillon
RECOMMENDATIONS FROM THE EXECUTIVE OFFICERS AND THE NATIONAL CHAIRS

EXECUTIVE OFFICERS

FIRST VICE PRESIDENT GENERAL, DENISE DORING VAN BUREN
P.O. Box 8, Chelsea, NY 12512–0008; (845) 831–2740, dvb1776@gmail.com

The First Vice President General assists the President General as requested, serves as the Chair of the Human Resources Committee and oversees the Human Resources Department at our National Headquarters. She also serves as Executive Liaison to several DAR national committees.

The First Vice President General prepares all revisions of the DAR Handbook, which is a valuable resource for every DAR member but especially for chapter and State Officers. It is printed once per administration and updated continuously online. The most up-to-date edition may be found at http://members.dar.org/darnet/forms/DHB-1000.PDF. As procedures and information change frequently, members should consult the online version for the most current information regarding committees, policies and procedures.

A copy of the printed edition of the 2017 DAR Handbook and National Bylaws was mailed to Chapter Regents. Copies are also available for purchase from The DAR Store.

Additional Resources:
- Visit the First Vice President General’s Webpage: http://members.dar.org/execs/1vpg.cfm
- DAR Handbook and National Bylaws (DHB-1000): http://members.dar.org/darnet/forms/DHB-1000.PDF
- DAR Store/Chapter Supplies: http://www.dar.org/omni/store/ChapterSupplies.cfm

CHAPLAIN GENERAL, PAMELA ROUSE WRIGHT
6218 Westheimer Road, Houston, TX 77057–4416, (713) 780–3785, dar@pamelawright.com

The scriptures selected by the President General for the 2016–2019 administration are: Jeremiah 6:16 “Stand at the crossroads and look; ask for the ancient paths, ask where the good way is, and walk in it, and you will find rest for your souls”; and Proverbs 3:5–6 “Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight.” May these scriptures guide us as we do the work of our Society and continue Moving Forward in Service to America.

Chapter chaplains set the example of loving kindness as they extend themselves to contact those in need of comfort; celebrate in time of joy; and welcome new members.

Instructions:
- Member deaths: The chapter is responsible for reporting all deaths through e-Membership. For the deaths of current and past members of the National Board of Management, complete the Necrology Report section of the Chapter Chaplain’s Report Form (CHG-1003) and include the national office held including dates of service, and the name and address of family member(s)
to be sent a note of condolence from the Chaplain General. The information is essential in order to ensure recognition of deceased current or past members of the National Board of Management during the Continental Congress Memorial Service.

**Birthday greetings:** The Chaplain General sends birthday greetings only to those who are celebrating 90th and 100th birthdays. (State and chapter chaplains are encouraged to send birthday greetings for those celebrating 91–99 years of age.) Requests for birthday greetings on the Chapter Chaplain’s Report Form (CHG-1003) must be received by the Chaplain General on or before the tenth of the month preceding the member’s birthday. (If the birthday is October 13, please send your request by September 10.) You may e-mail the request. If no response is received from the Chaplain General, please e-mail again. **Please send the Chaplain General immediate notification of a recently deceased member whose name is on the 90th or 100th birthday acknowledgement request list so that the name may be removed.**

**Chaplain supplies:** Supplies needed for state and chapter chaplains may be ordered from The DAR Store. These supplies include the note cards “Thinking of You” and “With Sincere Sympathy” as well as “Donor Memorial Cards.” The Chapter Chaplain’s Report Form (CHG-1003) may be downloaded from the DAR Members’ Website. Please read the form and instructions very carefully. All extant copies of the **NSDAR Rituals and Missals** are available online in PDF format.

**Special days of prayer:** Public prayer and national days of prayer have a long-standing and significant history in American tradition. Days of prayer have been called for since 1775 when the Continental Congress designated a time for prayer in forming a new nation. The National Day of Prayer was established by an act of Congress in 1952. In 1988, the first Thursday of May each year was so designated. The NSDAR Day of Prayer is the Sunday closest to our founding date of October 11.

**Dates of Special Events:**
- National Day of Prayer ................................................................. Thursday, May 3, 2018
- National Memorial Service ............................................................ Sunday, June 24, 2018
- NSDAR Day of Prayer ................................................................. Sunday, October 8, 2017

**Additional Resources:**
- Visit the Chaplain General’s Webpage: [http://members.dar.org/execs/chapgen.cfm](http://members.dar.org/execs/chapgen.cfm)
- Instructions for Chapter Chaplains (CHG-1000): [http://members.dar.org/darnet/forms/CHG-1000.PDF](http://members.dar.org/darnet/forms/CHG-1000.PDF)
- Chapter Chaplain’s Report Form (CHG-1003): [http://members.dar.org/darnet/forms/CHG-1003.PDF](http://members.dar.org/darnet/forms/CHG-1003.PDF)
- Chaplain General’s Supplies/The DAR Store: [http://www.dar.org/omni/store/ChaplainSupplies.cfm](http://www.dar.org/omni/store/ChaplainSupplies.cfm)

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**RECORDING SECRETARY GENERAL, MORGAN MEYR LAKE**

645 Touchdown Drive, Jackson, MO 63755–3527, (573) 225–2614, morganlake@mac.com

The primary responsibility of the Recording Secretary is to keep the historical record of the state or chapter and ensure the accuracy of the record by carefully recording the minutes of all meetings in the minutes book. After approval, the minutes become the legal record of the meetings. The Recording Secretary is in possession of the minutes book until her successor is elected, at which time custody of the book is passed to the new Recording Secretary. A copy of all minutes should also be retained by the Regent and passed to her successor.

*Robert’s Rules of Order Newly Revised* is the authority for the form of the minutes. The minutes should be the record of what was done at the meeting, not what was said by the members. The minutes should never reflect the opinions of the Recording Secretary. The minutes should be approved at each meeting. Exceptions are for special meetings when the approval of the minutes is deferred to the next regular meeting or, in the interest of time, when the minutes are approved by a committee, in which case their approval is reported at the next regular meeting. A suggested outline for the minutes follows:

**A.** The first paragraph should state:
1. The kind of meeting: regular, special, executive, adjourned regular or adjourned special;
2. The name of the state/chapter;
3. The date and time of the meeting and the place if it is not always the same;
4. The fact that the Regent and Recording Secretary were present or, in their absence, the names of their substitutes; and
5. Whether the minutes of the previous meeting were approved as read (or distributed) or as corrected, and, if other than a regular business meeting, the date of the meeting.

**B.** The body of the minutes should contain a separate paragraph for each subject and should include:
1. All main motions (except any that were withdrawn) and motions that bring a main question again before the assembly and the disposition of each, including:
   a. The wording of each motion as adopted or disposed, the maker of the motion, and whether the motion was debated, and
   b. The disposition of each motion and any amendments to the motion that were pending, including whether the disposition was temporary;

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2. Secondary motions that were neither lost nor withdrawn (e.g. motions to recess or fix the time to adjourn);
3. All notices of motions;
4. All points of order and appeals, whether sustained or lost, together with the reason given by the Regent for her ruling; and
5. All counted votes, if any, and, if fewer than the number required for a quorum voted, the fact that a quorum was present.

C. The last paragraph should state the hour of adjournment.

NOTE: (a) the name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly;
(b) officer and committee reports may be filed with the minutes, summarized by the Recording Secretary in the minutes, or, if ordered by the assembly, entered in full into the minutes; and (c) the name, address, and program topic of a guest speaker may be given, but no effort should be made to summarize the program’s content.

The minutes should be produced as soon as possible after the meeting is adjourned to provide the most accurate record. While preparing the minutes, if the Recording Secretary has any questions, she works directly with the Regent who provides clarification. A copy of the minutes should be sent to the Regent immediately upon completion to assist in preparing the agenda for the next meeting. Once approved, the word “Approved” should be written on the minutes along with the Secretary’s initials and the date of the approval.

Items needed by the Recording Secretary for each meeting:
1. Meeting agenda
2. Minutes book
3. Yearbook listing officers and Chairs
4. Bylaws—chapter, state, and national
5. DAR Handbook and National Bylaws, (a) online version if Internet is available at the meeting location or (b) printed version supplemented with notations of any updates posted on the DAR Members’ Website

NOTE: The online version of the DAR Handbook and National Bylaws is revised regularly to provide the most up-to-date information about the organization. The printed version, available from The DAR Store, is updated once every three years. A secretary preferring to use a printed copy should visit the DAR Members’ Website and add notations of any changes to her printed copy.

Additional Resources:
- Visit the Recording Secretary General’s Webpage: http://members.dar.org/execs/recsecg.cfm
- DAR Handbook and National Bylaws (DHB-1000) and most recently approved amendments: http://members.dar.org/publ_forms/?List=handbookbylaw, or printed version available from The DAR Store
- National Board of Management minutes: http://members.dar.org/publ_forms/?List=keywordsearch&MyKeyWordSearch=NBM+Minutes

CORRESPONDING SECRETARY GENERAL, VIRGINIA GRACE LINGELBACH
106 Becky Drive, Bonaire, GA 31005–4301, (478) 922–7615, (478) 952–6145

This office, The DAR Store, is the source for materials, publications, supplies, and gift items needed by Chapter Regents, officers, Chairs and members, as well as all Junior Shoppe merchandise. The DAR Handbook and National Bylaws, the NSDAR Directory, the NSDAR Annual Proceedings, and this National Information Packet (NIP) may be purchased from The DAR Store. You may shop using The DAR Store online, by telephone, fax or mail. The current order form (CSG-1002) is available from the DAR Members’ Website. All purchase orders made through The DAR Store must be prepaid.

- Mail orders must be accompanied by check or money order payable to the Treasurer General, NSDAR.
- Credit card orders with a $15 minimum using a Visa, MasterCard, American Express or Discover card may be placed either by calling the toll-free number (888) 673–2732 between 8:30 a.m. and 3:30 p.m. EST or by faxing to number (202) 638–6793 at any time. Both methods are safe for credit card orders.
- The DAR Store online shopping site is available on the DAR Members’ Website for Visa or MasterCard orders of at least $15.
- Go to the DAR Members’ Website to download The DAR Store Order Blank, as well as all of the NIP pages.
- The vital information in this packet must be copied or downloaded from the DAR Members’ Website (www.members.dar.org) and distributed by the Chapter Regent as soon as possible.

You are always welcome at The DAR Store. Our friendly office staff will assist you with your purchase of DAR supplies and gifts. Visit The DAR Store on the lower level at NSDAR Headquarters, or telephone (202) 879–3217, or shop online.
The Office of the Organizing Secretary General assists existing chapters in a myriad of ways. The office is responsible for all chapter and membership services and is available to answer questions on weekdays. The office provides guidance for developing new chapters and for strengthening and maintaining existing ones.

**CHAPTER SERVICES** (organizing@dar.org): The office provides e-Membership passwords for eligible National, State, and Chapter Officers, and State Chairs. It prepares for installation of incoming State Regents and State Vice Regents, processes chapter charters, and verifies eligibility for new and used DAR insignia and pins.

**STATE OFFICER AND CHAIR LISTS**: These lists must be sent to this office immediately following election, appointment, or when changes occur. The State Officer or Chair changes should be e-mailed to the office using appropriate forms. This office also provides e-Membership passwords for eligible State Officers and Chairs.

**CHAPTER OFFICER LISTS**: All officer changes must be reported to the Office of the Organizing Secretary General when they occur. Changes should be made using the “UPDATES” function in e-Membership. If changes have been processed in e-Membership or there are no changes, it is not necessary to submit an annual officer report form.

**DAR PINS**: The Office of the Organizing Secretary General, as the repository for used DAR pins, authorizes the purchase of the official insignia, ancestor bars and riders, and pins for National Officers, National Chairs, Chapter Officers, and members. The NSDAR does not purchase pins from the Internet, members, antique shops, etc.

**MEMBERSHIP SERVICES**: The Office of the Organizing Secretary General is responsible for all membership changes including reinstatements, transfers, resignations, notice of deaths, length of service certificates, processing of annual national dues, and receiving Continental Congress credentials and resignations.

**FORMS**: Forms for membership changes, Chapter Officer changes, and reinstatements can be obtained from the DAR Members’ Website http://members.dar.org. Membership changes should be e-mailed to organizing@dar.org.

**MEMBERSHIP TRANSFERS**: Transfers should be reported to the Office of the Organizing Secretary General by the receiving chapter. Please refer to the DAR Handbook (Chapter on Membership, Changes in Membership Status & Procedures, Transfer) concerning transfers that occur in the months of August through November.

**LIFE MEMBERSHIP**: The fee for life membership is $1000. At age 65 or older, a member must pay the entire amount to become a Life Member. Before age sixty-five, a member may become a Life Member Pending and is responsible for paying annual national dues until all requirements are met.

**LENGTH OF SERVICE CERTIFICATES**: Chapters are urged to honor their members’ years of membership and service milestones to the National Society by presenting them with a length of service certificate. Certificates are issues for 10, 20, 25, 30, 40, 50, 60, 65, 70, and 75 years and may be ordered from the Office of the Organizing Secretary for $10 each.

The primary task of the Organizing Secretary General is to provide information and direction for chapters who want to stimulate and refresh their chapters or form new chapters. Help is also available from the Chapter Development and Revitalization Commission, Membership Committee, Lineage Research Committee, members of the National Board of Management, State Regents, State Organizing Secretaries, and Volunteer Genealogists. Please call on these members for their expertise and knowledge. The Office of the Organizing Secretary General looks forward to working with you and is available if you need assistance at organizing@dar.org or (202) 879-3224.

**IMPORTANT REMINDERS:**

1. **ANNUAL DUES** must be sent to the Office of the Organizing Secretary General showing a federal postal service or other carrier cancellation date no later than December 1. Early payment of dues is appreciated.

2. The **CREDENTIALS packet for the 127th Continental Congress** is mailed by the Office of the Organizing Secretary General in February. Credentials must be returned to this office postmarked no later than April 15, 2018.

**Additional Resources:**

- Visit the Corresponding Secretary General’s Webpage: [http://members.dar.org/execs/corrsecg.cfm](http://members.dar.org/execs/corrsecg.cfm)
- The DAR Store Order Form online versions (CSG-1002): [http://members.dar.org/darnet/forms/CSG-1002.PDF](http://members.dar.org/darnet/forms/CSG-1002.PDF)
- Madonna of the Trail (CSG-3000): [http://members.dar.org/darnet/forms/CSG-3000.PDF](http://members.dar.org/darnet/forms/CSG-3000.PDF)

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**ORGANIZING SECRETARY GENERAL, NANCY GARRISON HEMMRICH**

6332 Kingsbury Drive, Brentwood, TN 37207–4846, (615) 373–4872, ghemmrich@comcast.net
Welcome to new State and Chapter Treasurers! And sincere appreciation to those of you continuing to serve in your office. The Treasurer General and staff look forward to working with each of you. Should you have a question not answered in the resource material listed below, please feel free to contact our office. Please carefully read and use the “Guide for Chapter and State Treasurers” available on the DAR Members’ Website. In addition, please check out additional resources relating to Treasurer duties by going to the DAR Members’ Website, Member Resources, Executive Offices and National Board of Management, Treasurer General, and clicking on the “financial resource area” under State and Chapter Finances.

Chapter Treasurers are reminded:

- National dues are sent to the Office of the Organizing Secretary General with a check payable to the Treasurer General.
- In 2015, the invoicing for chapter dues was changed to be online. Please review the process by viewing the Online Chapter Dues Invoice webinar which has a link from the Treasurer General’s Webpage. **Annual dues must be sent postmarked on or before December 1.**
- To avoid last minute stresses of questions or problems in completing the process regarding membership changes or delivery issues, please plan to complete and mail before the Thanksgiving holidays. Send a separate form, the Dues Remittance Form, for any late receipts rather than delay mailing the entire list which results in unnecessary follow-ups and queries regarding the receipt and posting of dues. This form is posted under the Office of the Organizing Secretary General.
- Checks and the remittance form for dues remitted AFTER December 1 should be sent promptly to avoid having the member dropped for nonpayment.
- Individual and chapter contributions using the DEV-1003 form should be sent directly to the NSDAR Office of Development. It is not necessary to send them through your State Treasurer.
- When sending contributions to your State Treasurer, be sure to observe the date she establishes for receipt to ensure NSDAR Headquarters processes your chapter contributions in the same month. Use only the current year form provided by your State Treasurer and keep copies for your records.
- Please discard all old blank forms.
- Review chapter donations carefully for optimum Chapter Achievement Award (CAA) points. CAA is now included in the Chapter Master Report (CMR) in e-Membership, not a separate report. Please refer to the letter from the Chapter Achievement Awards Chair for specific information.
- Forward a copy of the audited/reviewed Annual Treasurer’s Report to your State Treasurer or her appointed recipient. If you need assistance, sample forms are available on the DAR Members’ Website to aid in preparing financial statements and audit reports. Your State Treasurer may have a preferred format.
- Each Chapter Treasurer **must** file IRS tax forms annually, regardless of the income level. This is essential in maintaining our group tax exemption. See the information below under IRS filings. Contact your State Treasurer with any questions.
State Treasurers are reminded:

- Develop a new remittance form to be used by Chapter Treasurers for sending state dues and contributions to you as State Treasurer. Use the 2017 NSDAR State Treasurer’s Master Report (TG-1000) and the CAA 2017 goals and objectives as a guide. Review the 2017 form carefully as there are updates and changes which could be overlooked causing a loss in CAA points.
- Establish and communicate a monthly cutoff date to Chapter Treasurers for you to receive chapter contributions so you can prepare the NSDAR State Treasurer’s Master Report and forward funds so that they may be recorded in the same month as received. This must arrive in the Office of the Treasurer General BEFORE the 25th of each month.
- Just as you need a copy of each chapter’s annual financial report, the National Society requires that you send a copy of your state’s audited/reviewed Annual Treasurer’s Report and a copy of your Form 990 tax return to the Office of the Treasurer General annually as soon as it is complete.
- Request a copy of the annual IRS filings from each chapter to alleviate chapter neglect of this critical issue. Follow up and work with chapters to be sure this obligation is fulfilled.

IRS filings—Chapter and State Treasurers:

- Each chapter and each state must file. Essential to our continued tax exempt status is the timely filing of annual information to the IRS by each chapter and each state organization.
- As of tax year 2010, each chapter must file the Form 990-N, an online report, if gross revenues are less than $50,000.
- Organizations with gross revenues above $50,000 are required to file an annual information return on Form 990 or Form 990EZ. Filings are due no later than the 15th day of the 5th month following the end of your fiscal year. If necessary, application for extension of time to file, Form 8868, may be requested. Information may be found on the IRS Website http://irs.gov/charities--&-Non-Profits.

Resources:

The Office of the Treasurer General has created a comprehensive Financial Resource Area on the DAR Members’ Website: http://members.dar.org/execs/treasg.cfm. It includes valuable resources available to Chapter and State Treasurers including forms and instructions. The “Guide for Chapter and State Treasurers” is updated on the website as necessary and should be reviewed regularly. This guide contains general guidance, information on remittances, dues, reports, calendar, and much more. There are detailed sections on chapter and state internal finances, conflict of interest information, contributions to and by non-profits, and relations with the IRS. There are also links to specific forms posted on the forms and publications page for the President General’s Project, donations and contributions, State Treasurer’s report, application form for e-Membership access and chapter achievement, as well as links to leadership training webinars, e-Membership.

Use of the e-Membership Website is essential for Chapter and State Treasurers. This site provides membership reports, members’ information, magazine subscription data, Chapter Master Report (CMR), and much more. Eligible individuals may obtain their login and password to the website from the Office of the Organizing Secretary General. It is important to send officer updates promptly to that office via e-mail.

Additional Resources:

- Treasurer General’s Webpage with links to financial resources area: http://members.dar.org/execs/treasg.cfm
- Organizing Secretary General’s Webpage: http://members.dar.org/execs/orgsecg.cfm
- National Information Packet (NIP) 2017: http://members.dar.org/publ_forms/?List=NIP
- Dues Remittance Form (OSG-1003): http://members.dar.org/darnet/forms/OSG-1003.PDF
- Guide for Chapter and State Treasurers (TG-3000): http://members.dar.org/darnet/forms/TG.3000.PDF
- State Treasurer’s Master Report (TG-1000): http://members.dar.org/darnet/forms/TG-1000.PDF
- President General’s Project Collection Form (TG-1006): http://members.dar.org/darnet/forms/TG-1006.PDF

REGISTRAR GENERAL, MARY BANNISTER FRISCH
7827 Chadwick Street, Prairie Village, KS 66208, (913) 645–7883, mfrisch@dar.org

Chapters are encouraged to work towards the goal of an “AIR” (additional information required) rate of less than 10% for all submitted new member and supplemental applications. A wealth of information is available on the “Applications/Supplementals” section of the DAR Members’ Website. It is important that every chapter have at least two members that can properly prepare applications. Every Chapter Registrar now has Image Access. Image access allows the Chapter Registrar to view proof documents on e-Membership. This access can be a valuable tool in preparing a complete and accurate application. Please invite members of your state CDRC commission to present “Application Basics” or other workshops designed to sharpen your chapter’s application skills. It will take a TEAM effort at all levels to decrease the “AIR” rate. Be a TEAM player and watch your verification rate soar.
Below are some updates from the Office of the Registrar General:

All new member and supplemental applications must be submitted using the most current version of the application form. The form can be downloaded at http://members.dar.org/apps/. It can also be e-mailed from the e-Membership site on your e-Membership Member Management Page by clicking on the top, right button titled, “Links”.

Y-DNA results may be submitted as part of your analysis of the evidence for connecting an established ancestor to his son (new child). Prior to submitting Y-DNA evidence, carefully read all materials found at http://members.dar.org/apps/submit/dna.cfm. Members are encouraged to register for GEP 4, “DNA and the DAR”, at http://daronlineclasses.mrooms.net/.

Applicants whose papers have been verified by the Office of the Registrar General are now admitted to membership on the 5th day of each month by an electronic vote of the National Board of Management. For applicants to be admitted on the 5th day of the month, their application must have been verified by 12:00 noon on the last day of the previous month. Please allow one week for the new member applications to be uploaded in e-Membership.

A new publication, “NSDAR Genealogy Guidelines”, combines the four previous publications of the Office of the Registrar General into one volume and is available online at http://www.dar.org/sites/default/files/members/darnet/forms/RGG-4000.PDF.

New and Exciting Information for Chapter Registrars:

The America 250! Membership Task Force and Application Help Desk has been established to help the Chapter Registrar complete a successful application each and every time. Also, if your chapter has AIRs and Pre-letters, the task force can help you resolve them and get the application verified. The Task Force has 200 volunteers standing by to help you. Help is just a click away! Contact the task force at 250taskforce@nsdar.org.

The America 250! Application Help Desk can answer all of your application questions. Contact the help desk at apphelpdesk@nsdar.org.

Additional Resources:

- Visit the Registrar General’s Webpage: http://members.dar.org/execs/regg.cfm
- Step by Step Instructions for Completing DAR Applications Papers (RGG-1000): http://members.dar.org/darnet/forms/RGG-1000.PDF
- Application Checklist (RGG-1006): http://members.dar.org/darnet/forms/RGG-1006.PDF
- Supplemental Application Checklist (RGG-1007): http://members.dar.org/darnet/forms/RGG-1007.PDF
- DAR Worksheet/Documentation Checklist (RGG-LRC-1000): http://members.dar.org/darnet/forms/RGG-LRC-1000.PDF
- Genealogy Worksheet (RGG-1001): http://members.dar.org/darnet/forms/RGG-1001.PDF
- Pedigree Chart (RGG-1003): http://members.dar.org/darnet/forms/RGG-1003.PDF
- Request for Membership Certificate (RSG-1000-RGG): http://members.dar.org/darnet/forms/RSG-1000-RGG.PDF
- DAR Application PDF for Macintosh and Windows: https://members.dar.org/apps/software/default.cfm?
- Hot Tips from Lineage Research Committee (RGG-1002): http://members.dar.org/darnet/forms/RGG-1002.PDF
- DAR Genealogy Guidelines: http://www.dar.org/sites/default/files/members/darnet/forms/RGG-4000.PDF

HISTORIAN GENERAL, VIRGINIA “GINGER” HUDSON TRADER
4740 Stratford Court, Salisbury, MD 21804–2701, (410) 742–3699, ginger@gingertrader.com

State and Chapter Historians and members are encouraged to honor outstanding achievement in the study and promotion of American history; mark important historical buildings and sites; mark graves of Revolutionary War soldiers, patriots, wives, daughters, and Real Daughters; maintain the manuscript, rare imprint, and archival collections at NSDAR Headquarters; honor outstanding achievements in historic preservation; and recognize outstanding teachers of American history. To help accomplish these goals, please review resources available in the DAR Handbook and on the DAR Members’ Website at http://members.dar.org/execs/histg.cfm.

Collections

- The Office of the Historian General maintains the Americana Collection, the NSDAR Archives, and the DAR Historical Research Library. Financial donations to these collections are welcomed and enable the purchase of meaningful documents and/or archival supplies and equipment to preserve the collections. Donations of manuscripts, books, and other items are appreciated. Please consult the office before making any donation to determine the suitability of the item for the collection.
- A slide presentation about the Americana Collection highlights early American manuscripts and imprints. Write the Office of the Historian General or e-mail historian@dar.org to reserve this program for chapter use.
- Chapters and state societies are strongly encouraged to preserve their official records in a safe and appropriate location. A suggested DAR Chapter Property Agreement form is available on the DAR Members’ Website. When completed it will provide a file of what records your chapter maintains, where they are located, and who is responsible for them. The completed form should remain a permanent part of the Regent’s file.
Additional information, forms, and instruction sheets are available on the DAR Members’ Website at http://members.dar.org/publ_forms/?List=hist.

Awards
Three awards programs help your chapter honor outstanding men and women who have contributed to the study and promotion of American history: the Outstanding Teacher of American History Contest, the DAR History Award Medal and the NSDAR Excellence in American History Book Award.

- The Outstanding Teacher of American History Contest honors full-time teachers of American history or related fields for grades 5–12. The application form and instruction sheet are available on the DAR Members’ Website.
- The DAR History Award Medal honors an individual or group whose study and promotion of American history on the state, regional, or national level has significantly advanced the understanding of America’s past. The criteria for this award are strict. Nominees must demonstrate significant contributions beyond those required for any paid employment. Not all nominations will be successful.
- The NSDAR Excellence in American History Book Award recognizes distinguished literary work of historical non-fiction or biographies. The focus of the book must be on American History from the Early Colonial Period (1607) through the Federalist Period (1801). The award is administered by the Office of the Historian General and awarded at the national level only. Nomination guidelines and official application are available on the DAR Members’ Website.

Markers
This office grants approval of and permission for markers for graves of Revolutionary War soldiers, patriots, wives, daughters, and Real Daughters and for historical or commemorative markers. Full documentation is required for each statement requested in a marker’s text. The office reviews the text of each marker in detail to determine its historical accuracy. Any statement that cannot be verified will not be approved for inclusion in the marker text. Please allow at least six months for this process to be completed. Instruction sheets and application forms are available in Part II of the NIP and on the DAR Members’ Website at http://members.dar.org/publ_forms/?List=hist.

Additional Resources:
- Procedure for Granting Permission to Purchase DAR Insignia to Mark Member Graves (HG-7000): http://members.dar.org/darnet/forms/HG-7000.PDF
- Permission for a DAR Member to Obtain a DAR Insignia to be Placed at Site of Her Interment (HG-7001): http://members.dar.org/darnet/forms/HG-7001.PDF
- Revised List of Firms Authorized by the NSDAR to Reproduce the DAR Insignia on Historical and Commemorative Markers and on Member Markers (HG-1001): http://members.dar.org/darnet/forms/HG-1001.PDF
- DAR Member Grave Marker Report Form (HG-1008): http://members.dar.org/darnet/forms/HG-1008.PDF
- Application and Instructions for Permission to Place a DAR Historical or Commemorative Marker (HG-7002): http://members.dar.org/darnet/forms/HG-7002.PDF
- DAR Chapter Property Agreement (HG-5000): http://members.dar.org/darnet/forms/HG-5000.PDF
- Application and Instructions for Permission to Place a DAR Insignia Marker or a government headstone Honoring a Revolutionary War Soldier/Patriot, Wife, Daughter, or Real Daughter (HG-1005): http://members.dar.org/darnet/forms/HG-1005.PDF
- Instructions and Official Application for Nominating a Teacher for the NSDAR Outstanding Teacher of American History Contest (HG-4000): http://members.dar.org/darnet/forms/HG-4000.PDF
- Instructions for the DAR History Award Medal (HG-4002): http://members.dar.org/darnet/forms/HG-4002.PDF

LIBRARIAN GENERAL, PATRICIA MUSICK HATFIELD
22296 Whitney Lane, Abingdon, VA 24211–6576, (276) 759–3978, pathatfield62@gmail.com

The DAR Library has come a very long way in 125 years from a small collection of books and documents to a collection of over 225,000 volumes and 300,000 digital images. The DAR Library now has a Facebook page. Keep up by joining. The DAR Library wants to be the leading resource for Revolutionary War records. Many unique sources and images reside in special libraries like the DAR Library. It is important for members to continue to support our treasured library by the donation of books or funds to support the acquisition of new materials. Researchers today see that many of the older genealogy sources have inaccuracies and are in need of new information and updating. Chapters should continue to seek out family histories and genealogies, local histories, genealogical periodicals, cemetery records, church record abstracts, and published county and town records.
Library supporters know about the “Wish List”. The list continues to be one of the best ways to support the library. The Acquisitions Office handles all the donations and is always eager to receive offers of materials that are not on the “Wish List”.

Please use the DAR Library’s Gift Approval and Donation Form to verify that the library needs a specific book or publication. Daughters who know of new materials, which are significant, should seek permission to donate directly to the DAR Library. By purchasing the book after permission is granted, you have eliminated a great deal of paperwork for the staff.

The following states have now been completed in the Source Guides for Genealogists and Historians American Revolution series by Eric Grundset: South Carolina, Rhode Island, New York, Georgia, Virginia, Massachusetts and Maine, North Carolina and Connecticut. Check The DAR Store for individual book prices. Each book is also available for purchase as a PDF from the same source. Additionally, the DAR Library’s publication, Forgotten Patriots: African and Native American Indian Patriots in the Revolutionary War is now available as a PDF download at no charge on the DAR Website through the Lineage Research Committee’s Specialty Research Webpage.

What’s new in the library’s ongoing effort to collect unique patriot records? Check out the new Patriot Records Project which was begun in the fall of 2014. The project will make finding and identifying Revolutionary War patriots in hard to search collections easier than ever. This project was made possible by countless hours of indexing done by DAR member volunteers.

The Genealogical Records Committee continues to be an important committee to the library’s special collections. This committee continues to accept records. The GRC Indexing Project is a crucial step for the NSDAR and the DAR Library and offers access to records that may not exist in other collections.

Your support is critical to the ongoing success of the Library. We continue Moving Forward in Service to America.

Additional Resources:

- Library Gift Approval and Donation Form (LG-1002): http://members.dar.org/darnet/forms/LG-1002.PDF
- Instructions and Request Form for Ordering Application Record Copies (LGL-1000): http://members.dar.org/darnet/forms/LGL-1000.PDF
- Instructions for Ordering Online Record Copies (LGL-2000): http://members.dar.org/darnet/forms/LGL-2000.PDF

CURATOR GENERAL, BARBARA “BARBY” FRANKENBERRY
79 Ye Olde McDonald Orchard Lane, Inwood, WV 25428–5311, (304) 229–3110, B Frankenberry@aol.com

The DAR Museum is always Moving Forward in Service to America through the beautiful and historic exhibits that are on display for all visitors to see. To enhance the capabilities of these exhibits, the DAR Museum Gallery will be “moving forward” to a new look. Construction will begin this spring 2017, to give the DAR Museum new display areas that will allow for more flexibility and creativity in showcasing historic relics in developing outstanding exhibits!

In keeping with the goals of “historic preservation, education, and patriotism” of the National Society Daughters of the American Revolution, the fundamental goal of the DAR Museum at our National Headquarters has been “collecting, preserving, exhibiting, and interpreting the material culture and social history of pre-industrial America (ca. 1890).” The museum houses a vast collection of more than 30,000 items, many of which were heirlooms donated by generous members, making the DAR Museum home to a world-class collection of pre-Industrial Revolution artifacts. The historic relics of the American Revolution housed in the museum, along with the permanent collections that are on display in the two galleries and thirty-one state sponsored period rooms, provide visitors with the rare opportunity to delve deeper into American history.

Of critical importance to the DAR Museum is the continual support of the Daughters, the dedicated museum staff, and the numerous outstanding volunteers who skillfully weave a support network of essential care for items entrusted to them and who provide educational perspectives for the visitor. Daughters are Moving Forward in Service to America through their ongoing efforts to collect decorative arts, jewelry, and costumes for the DAR Museum. Please refer to the Collecting Policy and Wish List brochure for details. Furniture, silver, base metals, ceramics, glass, paintings, portrait miniatures, textiles, and needlework forms in good condition are of particular interest, especially when accompanied by relevant family histories.

The Office of the Curator General is happy to review potential museum items. Please submit a photograph of the object along with accurate pertinent information including measurements. For assistance with potential donations of objects, contact the DAR Museum at (202) 879–3241.

The DAR Museum has been accredited by American Alliance of Museums (AAM) since 1974. This is the highest national recognition achievable for a museum. Accreditation validation is the primary vehicle used to increase a museum’s credibility and is a powerful tool within the museum community promoting excellence for funders, outside agencies, and to the public. All museums must undergo a re-accreditation review at least every 10 years to maintain accredited status. The
AAM has stated, “In a city of great museums, the DAR Museum ranks as one of the finest museums in the country.” Members, chapters, and state organizations can continue to help the DAR Museum build upon its legacy by supporting museum projects. All contributions to the DAR Museum Funds (Museum Operating Fund, Friends of the Museum Fund, State Room Fund) must be completed on the Donations and Contributions Form (DEV-1003), specifying the designated fund. The completed form must be sent with each contribution along with a method of payment. Please refer to the DAR Museum section of the NIP for more information on how to donate to the museum. The DAR Museum deeply appreciates all financial contributions as we work towards Moving Forward in Service to America.

Additional Resources:
- Visit the Curator General’s Webpage: http://members.dar.org/execs/curatorg.cfm
- DAR Museum Outreach Webpage: http://members.dar.org/committees/museum/index.htm
- Giving to the DAR Museum Brochure (CG-1004): http://members.dar.org/darnet/forms/CG-1004.PDF
- Period Room Tours: http://www.dar.org/museum/room_tour.cfm
- Museum Shop: http://www.dar.org/dar-shopping/dar-online-store/museum-shop
- Donating to the Museum: http://www.dar.org/giving/support-special-initiative/special-gift-opportunities#musfriend
- Correspondent Docent Programs (CG-3000): http://members.dar.org/darnet/forms/CG-3000.PDF
- Correspondent Docent Requirements and Application (CG-2006): http://members.dar.org/darnet/forms/CG-2006.PDF
- Donations and Contributions Form (DEV-1003): http://members.dar.org/darnet/forms/DEV-1003.PDF

REPORTER GENERAL, CORNELIA “CONNIE” BALL OLDE
215 Burd Street, Pennington, NJ 08534–2812, (609) 737–3669, conniebold@aol.com

The Office of the Reporter General is responsible for committee services. The majority of the work of the National Society is accomplished under a committee system. This office provides information, support, and certificates for the following national committees: American Heritage, American Indians, Americanism, Chapter Achievement Awards, Commemorative Events, Community Service Awards, Conservation, Constitution Week, DAR Good Citizens, DAR Scholarship, DAR School, DAR Service for Veterans, Junior American Citizens, Literacy Promotion, National Defense, The Flag of the United States of America, and Units Overseas. This office also coordinates Founders Medals nominations and judging.

- **The Founders Medals**: The judging for the Founders Medals is done three times each year during the National Board weeks of February, June/July, and October.
- **The Eugenia Washington Medal for Heroism**—Intended primarily for acts by civilians but does not exclude those in uniform.
- **Mary Desha Medal for Youth**—Honors a youth (20 years of age and under) for exemplary service to the community, state, or nation.
- **Ellen Hardin Walworth Medal for Patriotism**—Honors an adult (21 years of age and over) who has displayed outstanding patriotism in the promotion of our American ideals of “God, Home, and Country.”
- **Mary Smith Lockwood Medal for Education**—Honors an individual who has shown outstanding achievement through activities furthering educational pursuits.

Additional Resources:
- Visit the Reporter General’s Webpage: http://members.dar.org/execs/reporterg.cfm
- Founders Medal Nomination Form and Checklist (RPG-FM-1000): http://members.dar.org/darnet/forms/RPG-FM-1000.PDF
- Complete list of programs available to download: http://members.dar.org/execs/reporter/pdf/programslist.PDF

NATIONAL PARLIAMENTARIAN, BEVERLY PRZYBYLSKI, PRP
1412 NW 14th Street, Battle Ground, WA 98604–3227, (360) 687–1954, beverlyp9@comcast.net

The National Parliamentarian serves as an advisor to the President General, Executive Officers and members of the National Board of Management on matters of parliamentary procedure and the National Bylaws and Standing Rules. She may also assist National Chairs, State Parliamentarians and Units Overseas. Chapter members are to first seek assistance from within their own chapter or state.
The DAR Handbook and National Bylaws should be consulted regarding the national bylaws. Chapters may use the Model for Chapter Bylaws and states may use the Model for State Bylaws to organize their bylaws. These may be found on the Members’ Website. Bylaws should always be kept up to date through amendment or revision.

The current issue of Robert’s Rules of Order Newly Revised (11th ed.) is the adopted parliamentary authority used by the National Society. RONR and RONR in Brief (2nd ed.) are available for purchase in The DAR Store. When the answer cannot be found in the bylaws, special rules or standing rules, RONR is consulted.

Each time a state amends or revises its corporate charter, constitution, bylaws or standing rules, a complete electronic copy must be e-mailed to the National Parliamentarian.

Additional Resources:
- National Association of Parliamentarians: http://parliamentarians.org
- American Institute of Parliamentarians: http://aipparl.org/site/

AMERICAN HERITAGE, DIANE WAUGH OLIVER, National Chair
18 Waverly Place, Aberdeen, NJ 07747–1818, (732) 673–8369, dwo2nj@me.com

American Heritage Theme—2018: Exploring America Through the Arts

The American Heritage Committee was established to preserve our rich American heritage in the fields of art and sculpture, crafts, fiber arts, literature and drama, and music. There are many ways Daughters can participate in the American Heritage Committee. The Women in the Arts Recognition Award may be presented to honor a woman who has made significant achievements in her artistic field. This is a non-competitive award and state and chapters are invited to honor women with this award throughout the year. Members are also invited to participate in the various contests conducted by this committee. The Evelyn Cole Peters Award may be awarded for excellence in any of the contest categories when an exceptional entry is presented.

A fully completed American Heritage Contest Entry Form must accompany ALL entries. Please take the time to review your state’s website for further instructions set forth by your State Chair. By signing the contest entry form, you are affirming that you created this entry in its entirety while an active member of the NSDAR and granting permission for the committee to reproduce the work.

You MUST send a duplicate contest entry form to your State Chair. Entries will not be accepted if transmitted electronically. Every entry must incorporate the theme for the 2018 contest: Exploring America Through the Arts. Only current members of NSDAR may enter the contests. Individual entries must be the original work of the person entering while they were a DAR member. Please do not enter another person’s work.

GROUP ENTRY INFORMATION FOR ALL CATEGORIES:
Group entries must be the original work of the family, chapter, or state group members. Groups consist of 2 or more individuals who were all members of DAR at the time the work was created. Every person within the group should be involved in both the planning and creation of the entry. Along with the entry form, attach a separate sheet of paper listing each member of the group, her national number, and how she contributed to the entry. Each member of the group must include their signature next to their printed name, by which noting the following:

The committee requests permission to reproduce entries in printed materials in order that the members may view and read these entries. By signing below, I affirm I created this entry in its entirety while an active member of the National Society Daughters of the American Revolution and I grant permission to the National Society Daughters of the American Revolution to reproduce my entry for use in print materials.

Submit entries for the following contest categories by MAIL (USPS) directly to the appropriate National Vice Chairs between January 2, 2018 and February 15, 2018. E-mail entries will NOT be accepted. The items are to be post-marked by February 15, 2018. Do NOT send entries to the National Chair.

- Art and Sculpture
- Crafts
- Literature and Drama
- Music
The Fiber Arts category is a little different. All fiber arts entries are first mailed (USPS) to the STATE CHAIR (SEE EXCEPTION) as judging in this category is first completed at the state level. Please do not send packages which require a signature upon receipt. Reach out to your State Chair at the fall meeting for her deadline to receive fiber art entries. State Chairs will send only the first-place winning creations to the National Vice Chair, postmarked by February 15, 2018. EXCEPTION: ALL MEMBERS-AT-LARGE ARE TO SEND THEIR FIBER ART ENTRIES DIRECTLY TO THE NATIONAL VICE CHAIR.

If there is a minor child in any photo that is used in any of the contests, permission must be granted by his/her parent/guardian for the photograph to be submitted to the contest. The official NSDAR PHOTO/VIDEO OF MINOR CHILDREN RELEASE FORM noting the child was allowed to be photographed, that the photograph may be placed on the DAR Website and used for promotional materials, must be included with the entry. You can find this form under Forms/Publications—Committee—American Heritage.

It is imperative for you to follow the instructions for each category. If your entry is selected for display at Continental Congress, you will be contacted by the National Vice Chair of the competition.

Reporting Deadlines:
- State Chairs report to National Division Vice Chair—must be postmarked by March 15, 2018
- National Division Vice Chairs report to National Chair—must be postmarked by April 15, 2018

Instructions for American Heritage contests and activities:

ART AND SCULPTURE, DARLA DUVALL DESAUTELS, National Vice Chair
2517 Cove Creek Court, Highlands Ranch, CO 80129–6463, (720) 935–3315, DDD4DAR@comcast.net

There are thirteen (13) Art and Sculpture competition categories: Acrylic, Pastels, Oil, Watercolor, Drawing (art pencils—graphite or colored pencil, inks, scratch board), Multi-Media, Collage, Color Photography (unenhanced natural photo or computer enhanced photo), Black and White Photography, Sculpture (any medium that fits the standard for sculpture), China Painting, and Other Art and Sculpture. Please review the Craft AND Fiber Arts categories before submitting an Other Art and Sculpture entry as the entry may be a better fit into one of these categories.

All entries must be the original work created by an individual DAR member or group of DAR members. It must have been created while they are DAR members and must incorporate the theme of Exploring America Through the Arts.

All entries, including photography, MUST INCLUDE three (3) photos: 1) The entry in its entirety; 2) Two additional photos taken close up to show good composition and clarity of the photograph. The photographs should not be taken while the art is matted and/or under glass and frame. Include at least two additional photos and digital images that capture close ups of the fine details of workmanship.
- For Sculpture, please include photos and CD images that show the different angles and dimensions plus good close details.
- For Photography, please include photos and CD images that will show good composition of the photograph and clarity, plus dedication to expression of the theme. Computer art or photocopies are not accepted.
- Please DO NOT send your original artwork. If your work is selected for display at Continental Congress you will be contacted.

Entries must be sent by MAIL (USPS) directly to this National Vice Chair and postmarked between January 2, 2018, and February 15, 2018. You must include the contest entry form. For acknowledgement of entry receipt, include a self-addressed, stamped postcard or note card. Send a copy of the completed form to the State Chair. Entries will not be returned. Entries submitted electronically will not be accepted.

Additional instructions for art and sculpture entries:
- Color photography entries must specify whether the photo is an unenhanced, natural photo OR a computer enhanced photo. For computer enhanced photos, state how the photo was enhanced.
- If there is a minor child in the photo, permission must be granted by his/her parent-guardian for photograph to be submitted to the contest. A signed and notarized letter noting the child was allowed to be photographed and that the photograph may be placed on the NSDAR Website and used for promotional materials. This letter must accompany the entry.
- Maximum of two entries may be submitted in each of the art and sculpture competition categories.
- List the dimensions of the artwork.
- Artwork must be created while a DAR member.
- Each entry must have its own contest entry form, written description, 4" x 6" prints and CD or flash drive.

Group Entry: See beginning of the American Heritage Committee section for more information.
Judging criteria: (subjective to judges)
All entries will be judged on originality, artistic merit, composition, technical excellence, and overall impact.
- 50 points—Overall artistic merit
- 20 points—Technical quality
- 15 points—Uniqueness/Overall impact
- 15 points—Expression of theme

CRAFTS, PATRICE BIRNER, National Vice Chair  
2760 Johnson Creek Road, Middleport, NY 14105, (716) 735–7508, patricebirner@yahoo.com

Seven (7) Crafts competition categories:
- Clay—may be fired or cold cast, thrown or hand shaped, pottery or figurines
- Basketry and Caning—may be made of splints, vines, reed, rush, or any combination. May be woven or solid and incorporate some fibers. Items that are mostly or completely fiber should be submitted in the Fiber Arts category. In caning, the Chair will not be judged, only the caning. If the Chair is to be judged, the entry should be submitted in the Miscellaneous Crafts category
- Jewelry—Jewelry is defined as “personal adornment.” Example: necklace, ring, earring set, bracelet, anklet, barrette, tiara, belt buckle, money clip, tie clasp, cufflinks, or brooch. Beaded jewelry is included in this category.
- Dolls—Two Categories, based on the construction of the doll’s head:
  - Cloth or Fiber: fabric, wool, felt, yarn, etc.
  - Other—wood, porcelain, cornhusk, paper mache, bisque, composition, etc.
- Paper Crafts—scrapbooks, cookbooks, stamping art, greeting cards, etc. Greeting cards must be submitted as a collection of 6 or more.
- Miscellaneous Crafts—includes metal work, floral art, stained glass, woodworking, beadwork, etc. or any other medium not included in above categories. Beadwork is any object not constituting jewelry. Examples: purse, beaded sculpture, beading on clothing, wall decoration, wineglass adornment, tree ornament, etc. Please review the Art & Sculpture AND Fiber Arts categories before submitting a Miscellaneous Crafts entry as the entry may be a better fit into one of those categories.

All entries must be the original work created by an individual DAR member or a group of DAR members. It must have been created while they are DAR members and must incorporate the theme of Exploring America Through the Arts. You will need to submit a paragraph or more, stating how your work reflects the theme, how it was created, and list the materials that were used. Try not to exceed a page for your write-up.

Submit four (4) or more, not to exceed ten (10) digital images on a CD or flash drive and three 4” x 6” photos which include close-up, full shot, and any stylistic details you wish to highlight. Photographs are to be of good quality with good lighting. If submitting a doll entry, a close up of the face of the doll is required. Judges have requested additional images of the artwork to be included on the CD or flash drive formatted with JPG digital image files. Please do not submit your original artwork.

Send entries by MAIL (USPS) to this National Vice Chair between January 2, 2018, and February 15, 2018. Please do not send packages which require a signature upon receipt. For acknowledgement of entry receipt, include a self-addressed, stamped postcard or note card. Send a copy of the completed form to the State Chair. Entries will not be returned. Entries submitted electronically will not be accepted.

Group Entry: See beginning of the American Heritage Committee section for more information.

Judging criteria for Clay, Basketry and Caning, Metal Work and Jewelry, Miscellaneous Crafts and Paper Crafts: (subjective to judges)
- 50 points—Quality of work/workmanship
- 30 points—Design/uniqueness and incorporation of the theme
- 10 points—Quality of material
- 10 points—Written expression of theme and information on material used and construction process

Judging criteria for Dolls: (subjective to judges)
- 35 points—Workmanship and construction of body, face and hair.
- 30 points—Costume—workmanship and construction of the clothing, shoes, and hats. Is the doll dressed suitably for the style of the period/era and are the materials and scale of the items appropriate?
- 25 points—Originality of overall design and incorporation of the theme.
- 10 points—Written expression of theme and description of doll information on material used and construction.
There are thirteen (13) competition categories: Embroidery, Cross-stitch, Needlepoint, Knitting, Crochet, Hand Quilted Quilts, Machine Quilted Quilts, Art Quilt, Hand Quilted Wall Hanging, Machine Quilted Wall Hanging, Weaving (any size and type of loom), Historic Costume (either man’s, woman’s, or child’s), and Other Fiber Arts (rug hooking, lace making, and others not included above). Please review the Art and Sculpture AND Craft categories before submitting a Fiber Arts Other entry as the entry may be a better fit into one of those categories. Entries in all categories must be the original work designed, created and finished by an individual DAR member or a group of DAR members, while they are currently active members. Posthumous entries are not eligible, even if the deceased member was part of a group. Commercial framing or the use of commercially obtained mounting are acceptable; however, quilting, quilt binding and any other fiber art (e.g., pillow making, upholstery, etc.) must be done by a DAR member.

Commercially available patterns or printed/painted canvases may be used. The entrant is expected to have selected the fabrics, yarns, trim, colors, etc., herself in order to create a personal, one-of-a-kind piece. All sizes will be accepted for all categories. The entrant shall incorporate the theme Exploring America Through the Arts within her piece, including that of historic costume. Quilt and Wall Hanging entries may be piecework, appliqué, block, embroidery, or any combination of these. Quilts will be judged in the category that describes the method used for the actual quilting, not for the piecing, appliqué, or embroidery. All quilts must be quilted and bound. Entries that are quilted by a non-DAR member will be disqualified from the contest.

You must submit a paragraph or more stating how one’s work reflects the theme, Exploring America Through the Arts. For group entries, see further instructions under American Heritage Committee heading. Submit photographs of your entry AND digital images on a CD or flash drive. The judges have requested construction pictures. Include at least 6 pictures showing the development of the piece. Include close-up photos of stylistic details and ensure you include at least one picture that shows the size of your entry. If possible, please show the back of your needlework or the inside of your costume, and the stylistic details of the front and the back of the artwork. Three-dimensional objects should be photographed with at least two views. Photographs are to be of good quality with proper lighting. Do not submit your original artwork! If your work is selected for display at Continental Congress, you will be contacted.

Send entries to your State Chair. Contact your State Chair for her deadline. EXCEPTION: ALL MEMBERS AT LARGE ARE TO SUBMIT THEIR ENTRIES DIRECTLY TO THE NATIONAL VICE CHAIR OF FIBER ARTS.

State Chairs are to send first place winners from each category to the National Vice Chair of Fiber Arts by USPS mail postmarked by February 15, 2018. Please submit entries in the following format: staple together the entry form, additional pages, and an envelope (6” x 9” clasp envelopes are preferred) containing pictures and the cd/flash drive. Do NOT send plastic CD cases, document protectors, folders, binders, photo albums, or 9” x 12” envelopes. Do NOT fold your entries and place them in zip lock bags. State Chairs are encouraged to consolidate all digital images onto one thumb drive. The National Vice Chair will attempt to return the flash drives to the State Chairs at Continental Congress. Individually submitted thumb drives will not be returned. For acknowledgement of entry receipt, include a self-addressed, stamped postcard or note card. Entries will not be returned. Entries submitted electronically will not be accepted.

Judging criteria: (subjective to judges)
- 50 points—Quality of work
- 30 points—Uniqueness of design
- 10 points—Originality
- 10 points—Expression of theme

Needlepoint, Cross-Stitch, Embroidery criteria:
A. Construction: stitches are firm and uniform in size, corners are square, knots are secure and hidden, and smooth transition from color to color.
B. Color and Design: colors work together to express design, color and design work together to support a feeling, and design reflects title of the piece.
C. Finishing: clean and neat, outside edges are straight, and blocked and finished.

Knitting and Crocheting criteria:
A. Construction: stitches are uniform, edges are flat, knots are hidden, and smooth transition from color to color.
B. Color and Design: colors work together to express design, color and design work together to support a feeling, and design reflects the title of the work.
C. Finishing: clean and neat, and outside edges are smooth.

Quilts and Wall Hangings criteria:
A. Construction: appliqué is firmly attached, appliqué pieces have smooth edges, corners are square, and opposite borders are equal.
B. **Color and Design**: colors and shapes of border frame the quilt, colors work together to express the design, colors and design work together to support a feeling, and design reflects the title of the work.

C. **Finishing**: clean and neat, outside edges are straight, and outside corners are square.

**Weaving criteria:**
A. **Construction**: tension is even and consistent, weaving is even and consistent, yams straight, joining and raw edges are hidden, pattern is consistent, and ends are securely finished.
B. **Color and Design**: colors work together to express the design, colors and design work together to support a feeling, and color, design, and texture are harmonious and uniform.
C. **Finishing**: clean and neat and straight even selvages.

**Historic Costume Information**
- American Heritage Contest Theme: Exploring America Through the Arts
- Historic Costume Era: 1910–1920
- Historic Costume Theme: Women’s Contributions to our Nation Through Military, Federal, and Voluntary Service

**Historic Costume criteria:**
- Garment constructed for an adult or child, man or woman.
- A. Must be a heritage period costume of the historical period specified for the contest AND incorporate the overall theme of the competition.
- B. May be hand or machine sewn
- C. Must exhibit correct construction; i.e., zippers were not used in garments prior to 1930
- D. Fabric used must be correct for the period, i.e., wool, cotton, linen, leather, silk. Fabric prints must be correct for the period.
- E. Notions and accessories shall be of the closest available substitutes when the original materials are not available (i.e., plastic boning substituted for whale bone). A statement explaining why the substituted item was used must be included with entry.
- F. Entrants are encouraged to properly reference and include detailed descriptions of their historical research, as well as pictures and descriptions of their garment’s construction in progress.

**LITERATURE AND DRAMA, GRETCHEN A. MAGEE, National Vice Chair**

38 Rannoch Drive, Bella Vista, AR 72715, (405) 306–5096

There are five (5) Literature and Drama competition categories.
- Poetry—a pattern of free verse, one to fifteen (1–15) lines.
- Poetry—a pattern of free verse, sixteen or more, but not to exceed thirty (16–30) lines.
- Fiction Short Story or Narrative—not to exceed eight (8) pages, double space, 12 point, Times New Roman font, one inch margins.
- Non-Fiction Short Story or Narrative—not to exceed eight (8) pages, double space, 12 point, Times New Roman font, one inch margins.

Since Non-Fiction is based in some type of factual information, it is important to note that the factual information be referenced using the MLA Handbook for Writers of Research Papers, most recent edition. MLA format is a reference tool used by scholars and writers in the Humanities field as the preferred way to document research. It addresses areas such as punctuation and technical aspects of writing and also explores the subjects of plagiarism, evaluating sources, and determining the reliability of web sources. MLA guidelines may be found online or in various bookstores.

- Drama—a monologue, duet scene, or short play, not to exceed eight (8) pages, double spaced, 12 point, Times New Roman font, one inch margins.

Each entry is to be an unpublished work by an individual DAR member or group of DAR members illustrating some aspect of the theme, Moving Family Traditions Forward With the Arts. You will need to submit a paragraph or more, but not to exceed one page, stating how your work reflects the theme. Each entry must be typed, postmarked and mailed directly to this National Vice Chair between January 2, 2018, and February 15, 2018. You must include the contest entry form. For acknowledgement of entry receipt, include a self-addressed, stamped postcard or note card. Only one entry may be submitted in each of the following competition categories.

**Additional instructions for literature and drama entries:**
- In addition to the Contest Entry Form, include your name, national number, and page number on the upper right hand corner of each piece of paper of your submission if it is more than one page.
• Submission must be written while a DAR member.
• Attach the pages of each submission with a paperclip.
• Do not send DVDs, flash drives, newspaper clippings, photographs, etc. with your entry.

**Group Entry: See beginning of the American Heritage Committee section for more information.**

**Judging criteria:** (subjective to judges)

- 50 points—Quality of work
- 20 points—Originality
- 20 points—Incorporation of theme
- 10 points—Written expression of theme

**MUSIC, SUELLN M. PALYA, National Vice Chair**
202 49th Avenue South, Grand Forks, ND 58201–8004, (218) 230–9562, suellenpalya@yahoo.com

Each music composition entry must be the original work created by an individual DAR member or group of DAR members. It must have been created while they are DAR members. It must have been composed while she is a DAR member and must incorporate the theme, *Exploring America Through the Arts.*

You will need to submit a paragraph or more, but not to exceed one page, stating how your work reflects the theme. The music should not have been performed except at a DAR meeting. Submit entries directly to this National Vice Chair **between January 2, 2018, and February 15, 2018.** You must include the contest entry form. For acknowledgement of entry receipt, include a self-addressed, stamped postcard or note card. Send a copy of the completed form to the State Chair.

**Types of acceptable entries are as follows:**

**Vocal**
- Lyrics must follow the stated theme.
- Entry must be a titled musical manuscript scored for female voices (Solo, Unison, SA or SSA) with relatively simple accompaniment.
- Form is important. Suggested forms include multiple stanzas, multiple stanzas and refrain, ABA or ABAA.

**Instrumental**
- A Concert March which must be suitable for use as a processional or recessional.
- Composition must be submitted as a keyboard arrangement.
- Title may be descriptive or technical (i.e., “Martha’s March” or “Processional for State Conference 2013”)
- Composition must follow standard Concert March form. (Introduction, Section A, Section B, Breakup strain, Trio; (the Intro and breakup strain are optional.) Sections may repeat as long as entire piece fits within the time limit.

**Music—Other**
- Music composed on instruments other than piano.
- Title may be descriptive or technical (i.e., “Martha’s March” or “Processional for State Conference 2013”)
- Composition must follow standard Concert March form. (Introduction, Section A, Section B, Breakup strain, Trio; (the Intro and breakup strain are optional.) Sections may repeat as long as entire piece fits within the time limit.

**Additional instructions for music entries:**
- In addition to the Contest Entry Form, include your name, address, phone number, and chapter name and location on the manuscript.
- Composition must be composed while a DAR member or members.
- Manuscript may be hand-written (black ink) or computer generated. If hand written, please submit a high quality photocopy rather than the original. Number all pages of the manuscript.
- If using voice-mail, MP3 player, or iTunes to record your composition, save it to a flash drive and submit it with your notation. Garage Band app will notate your composition.
- Include the following statement on your manuscript: “Permission is granted to copy and perform by and for the DAR.”
- Length of composition should not exceed four (4) minutes when performed.
- Include a CD of your composition. Only the composition will be judged. Neither vocal nor instrumental quality of the CD will affect the judging.

**Group Entry: See beginning of the American Heritage Committee section for more information.**
The purpose of the Women in the Arts Recognition Award is to recognize and honor a woman who has made significant achievements at the community level in her artistic field. The American Heritage Committee may present the award, comprising a certificate and lapel pin, to DAR members and non-members. The award is designed to recognize worthy women for outstanding achievements in the non-performance arts including fiber arts design and creation, fine arts and sculpture design and creation, music composition, literature and drama authorship, artisan design and creation including, but not limited to, jewelry, metalwork, decorative painting, and pottery.

The recipient is expected to have contributed to her artistic field in an outstanding manner beyond mastery of technique. This may include innovative design work, featured exhibitions, publication, research, and technique development. The criteria for this award are strict, and not all nominations are successful. Professional women in the arts are eligible for this award as long as they have demonstrated outstanding contributions to their field as outlined above. This is a non-competitive recognition award with no timeline for applications. Once the National Vice Chair has approved the applicant, she will send a letter of approval for the purchase from The DAR Store of a pin and certificate, which may be issued by the chapter or state society. Instructions and application forms may be found on the DAR Members’ Website.

Additional Resources:
- Visit the American Heritage Committee Webpage: http://members.dar.org/committees/amerher/index.htm
- American Heritage Contest Entry Form (AHE-1004): http://members.dar.org/darnet/forms/AHE-1004.PDF
- Women in the Arts Recognition Award Application (AHE-1005): http://members.dar.org/darnet/forms/AHE-1005.PDF
- NSDAR Photo/Video Release Form (NSDAR-1000): http://members.dar.org/darnet/forms/NSDAR-1000.PDF
- The DAR Store: http://www.dar.org/omni/store/default.cfm

AMERICAN HISTORY, REGINA L. HEFFELFINGER, National Chair
12219 Main Campus Drive, Lexington, MA 02421, (907) 957–4263, reginaheffelfinger@gmail.com

The American History Committee promotes American history throughout the year by honoring significant historical people, places, dates, and events. Chapters will find opportunities for Moving Forward in Service to America as they promote the American History Essay Contest, the Christopher Columbus Essay Contest, and the Women in American History Awards.

AMERICAN HISTORY ESSAY CONTEST, ALLISON DUNKLIN, National Vice Chair
5912 Steuben Court, Dallas, TX 75248–2115, (214) 926–7048, alliedunklin@gmail.com

Chapters are encouraged to conduct the American History Essay Contest. All grade 5, 6, 7, and 8 students in public, private, or parochial schools, or those who are home schooled are eligible. The American history State Chair sets the deadline date for essays from her state. A national winner is selected for each grade level from the division winners.

The American History Essay Contest title is “World War I: Remembering the War to End All Wars.” The topic is “The end of World War I was the beginning of the a new age. This year marks the 100th anniversary of the end of the Great War. Imagine you are living in 1918. State where you are living and how the end of the war will impact your daily life. Discuss the pros and cons of the changes this War introduced to society and how you imagine those changes will impact the United States in the years to come.”

CHRISTOPHER COLUMBUS ESSAY CONTEST, BETH WATKINS, National Vice Chair
2 Mulberry Court, Boiling Springs, PA 17007–9591, (717) 645–2212, Bethnsdar@aol.com

Since 1996, the NSDAR has joined with the National Italian American Foundation to sponsor an annual national essay contest on Christopher Columbus. All grade 9 through 12 students in public, private, or parochial schools, or those who are home schooled, are eligible. The American history State Chair sets the deadline date for essays from her state. First-, second-, and third-place winners are selected from among the division winners.

The Christopher Columbus Essay Contest title is “Advantages and Disadvantages of Working Relationships Between Foreign Parties.” The topic is “Christopher Columbus, an Italian, managed to convince a Spanish monarch to fund his voy-
age. Discuss the reasons why a monarch from one country would be interested in hiring an explorer from a foreign country to complete such an important mission. What convinced the Spanish monarchy to support Christopher Columbus instead of Spanish explorers?"

Keep in mind these essays are judged and awarded from the National Italian American Foundation, Chapter Chairs should encourage those participating in this essay contest to write essays from a positive standpoint. Essays received at the national level may be disqualified if not written from a positive standpoint.

WOMEN IN AMERICAN HISTORY, MELISSA MOON, National Vice Chair
365 West 1350 North, Centerville, UT 84014, (801) 296–1641, melissaemoon@gmail.com

March is officially Women’s History Month, so chapters may wish to use this occasion to acknowledge the outstanding contributions of the woman of their choice. Please take into consideration individuals who have made a contribution or a difference in their communities. Refer to www.womenshistorymonth.gov for the current theme and ideas. Seek those women who are, or who have been, intellectual, educational, social, religious, political, scientific, or cultural innovators. Recognition may be an invitation to speak at a chapter meeting, presentation of a medal and certificate, writing a letter to the editor of a local newspaper, or publishing an article about the woman. Keep in mind the President General’s theme of Moving Forward in Service to America when recognizing notable women from your state or community. These women serve as an example and inspiration to all of us.

Additional Resources:
- American History Essay Contest Information (AHC-1000): http://members.dar.org/darnet/forms/AHC-1000.PDF
- Christopher Columbus Essay Contest Information (AHC-1002): http://members.dar.org/darnet/forms/AHC-1002.PDF
- Christopher Columbus Essay Contest Guidelines for Judges (AHC-1003): http://members.dar.org/darnet/forms/AHC-1003.PDF
- Christopher Columbus Essay Contest Flier (AHC-1005): http://members.dar.org/darnet/forms/AHC-1005.PDF

AMERICAN INDIANS, JACQUELINE OHLMANN, National Chair
307 Apache Drive, Lexington, NE 68850, Home: (308) 324–4309, Cell: (308) 325–1442, binger50@hotmail.com

As an education committee our goal is to educate DAR members about American Indian history and to bring awareness of issues facing Native Americans today. We support the educational endeavors of our DAR approved schools and programs; Bacone College, Chemawa Indian School and Indian Youth of America Summer Camp. We provide scholarships and financial assistance for other worthy educational projects and programs as well.

Opportunities for meeting these objectives include:
- Participate in Native American Heritage Recognition Month in November by having a proclamation signed, having spot announcements on local radio and television, and having a chapter program or project. A sample proclamation is provided on the committee webpage at http://www.dar.org/sites/default/files/members/darnet/forms/AI-1005.pdf.
- Read American Indian Minutes at chapter meetings. Minutes are provided on the committee webpage.
- Donate to the Friends of American Indian Scholarship Fund and the American Indians Fund through the Office of Development
- Donate gift cards, money or goods to Bacone College, Chemawa Indian School or Indian Youth of America Summer Camp. Want lists are on the committee webpage
- Educate chapter members about Native American history and contemporary issues in your area
- Make scholarship information available to local students and schools
- Report your activities on the Chapter Master Report

As we Move Forward in Service to America, please remember the First Americans by participating in the programs and activities of this committee.

Additional Resources:
- American Indians Committee Webpage: http://members.dar.org/committees/Indians/index.htm
- American Indian Scholarship Application Form (AI-1001): http://members.dar.org/darnet/forms/AI-1001.PDF

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This committee oversees the approval process for the DAR Medal of Honor and the DAR Americanism Medal. It also encourages DAR members to become involved in the naturalization process and the support of new citizens in naturalization ceremonies.

**Awards:**

- **The DAR Medal of Honor** is one of the most prestigious honors awarded by DAR. It is presented to an adult man or woman who is a United States citizen by birth and has shown the extraordinary qualities of leadership, trustworthiness, patriotism, and service. The recipient must have made unusual and lasting contributions to our American heritage by truly giving of himself or herself to the four areas of community, state, country and fellow man.

- **The DAR Americanism Medal** is presented to an adult man or woman who has been a naturalized citizen for at least five years and has met the required qualifications following naturalization. Medal recipients must have shown outstanding qualities of leadership, trustworthiness, patriotism, and service. They must have actively assisted other immigrants to become American citizens or displayed outstanding abilities in community affairs, preferably with emphasis on the foreign-born community.

DAR members are not eligible to receive either medal. Nominees must be at least 18 years of age, and the chapter sponsoring the nominee must follow instructions and guidelines. The proposed recipient must be living at the time of national approval. Please do not recommend a candidate who has received/been recommended for the DAR Community Service Award or a Founders’ Medal.

Recommendation forms and instructions may be obtained from the Office of the Reporter General, NSDAR, 1776 D Street NW, Washington, DC 20006–5303, or from the DAR Members’ Website.

**DAR Manual for Citizenship:**

The NSDAR Executive Committee issued a ruling that encourages all chapters to cooperate with the U.S. Citizenship and Immigration Services Office of Citizenship and Immigration Services Office of Citizenship (part of the Department of Homeland Security) in its efforts to help legal immigrants embrace the common core of American civic culture, learn our common language, and fully become Americans. A chapter may fulfill this directive by participating in a naturalization ceremony in their area, volunteering at a local U.S. Citizenship and Immigration Services’ Office of Citizenship, or volunteering to help individuals prepare for American history and citizenship exams or local citizenship classes.

The *DAR Manual for Citizenship* continues to be a useful study guide for those preparing for naturalization. A current version of the manual is available online on the NSDAR Public Website and the DAR Members’ Website to interested parties and those studying to become naturalized citizens.

**Additional Resources:**

- Americanism Committee Webpage: [http://members.dar.org/committees/americanism/index.htm](http://members.dar.org/committees/americanism/index.htm)
- DAR Medal of Honor Instructions and Guidelines for Completing Recommendation (ADMFC-1000): [http://members.dar.org/darnet/forms/ADMFC-1000.PDF](http://members.dar.org/darnet/forms/ADMFC-1000.PDF)
The Bylaws Committee is a standing committee that receives, investigates, and carefully considers proposals for amendments to the Bylaws of the National Society. All proposals for amendments to the NSDAR Bylaws are submitted to the Bylaws Committee prior to October 1. Committees authorized by the Executive Committee, National Board of Management, and Continental Congress may submit proposed amendments. Committees proposing an amendment must furnish the following information to the Bylaws Committee:

1. Wording of the proposed amendment
2. Rationale for making the amendment
3. Name of the committee proposing the amendment
4. Date the committee voted to propose the amendment
5. Signature of the Committee Chair

Chapters may submit proposed amendments with the endorsement of at least nine (9) other chapters. The chapters must be located in at least five (5) different states. The chapters proposing or endorsing an amendment must furnish the following information to the Bylaws Committee:

1. Wording of the proposed amendment
2. Rationale for making the amendment
3. Name of the chapter proposing or endorsing the amendment
4. Name of the state in which the chapter is located
5. Names, addresses, and signatures of the Chapter Regent and Recording Secretary of each proposing or endorsing chapter
6. Date the chapter voted to propose or endorse the amendment

Proposed amendments received by the Bylaws Committee by the October 1 deadline are reviewed by the committee and submitted to the Executive Committee. Proposed amendments recommended by the Executive Committee are submitted to the National Board of Management no later than its February meeting. Proposed amendments recommended by the National Board of Management are considered by the Continental Congress. All chapters are notified of proposed amendments to be considered at the Continental Congress no fewer than sixty (60) days prior to Continental Congress.

Note that a proposed amendment received after October 1 may be submitted to the National Board of Management at its February meeting only if the proposed amendment is received with enough time for the committee to consider it adequately. If not submitted to the National Board of Management at its February meeting, a proposed amendment is submitted at the next meeting for consideration in the notice of amendments for the following Continental Congress.

Additional Resource:

*DAR Handbook and National Bylaws (DHB-1000): http://members.dar.org/darnet/forms/DHB-1000.PDF*
Section 8: Maximum for this section will be 28 points. Please note the information about what the various schools are accepting as noted on the 2017 CAA Planning Guide on the committee webpage. Plus, Berry College is now accepting Box Tops. Note: Only UPCs with the Labels for Education logo will be accepted and redeemed for points. The process of removing the logo has begun and there will be a limited number of products that contain these labels in stores through August 1, 2017.

“Save CAA and Display Totals” will save the information and tally the points earned.

Once the form is saved, chapter leaders may access the report as often as necessary BEFORE February 1, 2018, to edit the responses as needed by clicking on “Edit CAA”.

Reporting tips and questions about auto-filled numbers:

- Chapters report financial contributions and activities for the period January 1, 2017, through December 31, 2017. Financial contributions must be made and received prior to the deadline listed below:
  - The Section 3 deadline is set by your State Treasurer. These donations are sent directly to the State Treasurer.
  - The Section 5 deadline is received in the Development Office BEFORE December 25, 2017. These donations are sent directly to the Development Office.
- Sections 1, 2, 4, and 5: The sections are auto-filled on the report. Questions about these numbers are to be directed to the following:
  - Section 1 & 2: State Treasurer, the Office of the Organizing Secretary General, and chapters can also review the Membership Chapter Achievement Analysis under Chapter Reports on e-Membership.
  - Section 4: State Chair of the DAR Magazine, the DAR Magazine Office, and chapters can also review the Magazine Chapter Achievement and Contest Analysis under Chapter Reports on e-Membership.
  - Section 5: Development Office and chapters can also review the Volunteer Contributions/Donations Report for CAA under Chapter Reports on e-Membership.
- Section 3: This section is NOT auto-filled and must be completed by the chapter. Chapters indicate if all financial contributions were made through the State Treasurer by the state deadline. State Treasurers will independently confirm the receipt of such contributions via the State Treasurer Entry link in the CMR on e-Membership.
- Sections 6–8: These sections are NOT auto-filled and must be completed by the chapter. Chapter leaders can indicate participation in any of these areas by clicking on the appropriate boxes/circles.
- All reporting must be done through the Chapter Master Report located on e-Membership BEFORE February 1, 2018.
- Chapters are encouraged to review the information on the Chapter Achievement Awards Committee’s Website: http://www.dar.org/members/committees/national-committees/chapter-achievement-awards/completing-chapter-achievement.

Additional Resources:
- See the Chapter Achievement Awards Committee Webpage: http://members.dar.org/committees/achievement/index.htm
- Chapter Checklist: http://members.dar.org/committees/achievement/pdf/checklist.PDF
- How to Earn Chapter Achievement Award Points: http://members.dar.org/committees/achievement/pdf/section7.PDF

CHAPTER DEVELOPMENT AND REVITALIZATION COMMISSION

(Contact the Office of the President General)

A * I * M — Attract * Inspire * Mentor

The mission of the Chapter Development and Revitalization Commission (CDRC) is to coordinate the combined efforts of the Organizing Secretary General, Registrar General, and the National Chairs of the Membership, Lineage Research, and Volunteer Genealogists committees. Together we A*I*M to Attract, Inspire and Mentor! The goal of A*I*M is to assist states and chapters to attract new member growth, involve all members in DAR activities, and mentor members to strengthen their skills and knowledge of DAR.

- Attract—(verb) ‘cause to come to participate in a venture by offering something of interest … ’
- Involve—(verb) ‘to experience or participate in an activity or situation … ’
- Mentor—(verb) ‘to advise or train (someone, especially a younger colleague)’

Each state society is encouraged to develop its own state CDRC, mirroring the commission members on the national level and as a team work together to support chapters in their state. The volunteers of the State CDRC, while wearing many hats, have specialties. Membership specialists can train a chapter with how to contact prospective members quickly and appropriate next steps. Lineage research volunteers can train chapter members the ‘how and where’ to research for the supporting documentation necessary to complete an application and volunteer genealogist specialists can train a chapter how to prepare applications that meet current standards. The state CDRC Chair will present the name or names for chapter assignments to the State Regent who will make the assignment of the volunteer genealogist to the designated chapter. By joining forces the state commission ensures that chapters receive the correct assistance to support their need(s).
As our Society continues *Moving Forward in Service to America*, each member of the Chapter Development and Revitalization Commission stands at the ready to provide guidance and assist states and chapters. Please feel free to contact your state CDRC or the members of the National CDRC for assistance. The CDRC Webpage contains valuable information for chapters and states: http://members.dar.org/committees/chaptDev-Rev/index.htm.

- *Be the energy you want to attract!*
- *“Tell me and I forget, teach me and I may remember, involve me and I learn.” — Benjamin Franklin*
- *Mentoring is a brain to pick, an ear to listen, and a push in the right direction.*

**Additional Resources:**
- *DAR Handbook and National Bylaws (DHB-1000):* http://members.dar.org/darnet/forms/DHB-1000.PDF
- *Organizing Secretary General’s Webpage:* http://members.dar.org/execs/orgsecg.cfm
- *Registrar General’s Webpage:* http://members.dar.org/execs/regg.cfm
- *Lineage Research Committee Webpage:* http://members.dar.org/committees/lineage/index.htm
- *Membership Committee Webpage:* http://members.dar.org/committees/membership/index.htm
- *Volunteer Genealogists Committee Webpage:* http://members.dar.org/committees/genies/index.htm

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**CHILDREN OF THE AMERICAN REVOLUTION, JOANNE E. ZUMBRUN, National Chair**

5302 Indian Shores Lane, Houston, TX 77041–4298, (713) 937–4361, ghjz@aol.com

*“Good citizens cannot be made suddenly. They must grow ...” — Harriett Lothrop*

At the Fourth Continental Congress of NSDAR, Mrs. Lothrop proposed the organization of the Children of the American Revolution. With a mission to train young people in true patriotism and love of country, N.S.C.A.R. was established in 1895 by an Act of Congress. It remains the nation’s oldest and largest patriotic youth organization.

As DAR members *Moving Forward in Service to America* the preparation and education of the youth of America is vital. Participation in C.A.R. is one way your chapter can move forward in service to America’s young people. Ways to play a part include the following.

- Provide senior leadership. DAR members serve as role models and mentors to the children. C.A.R. can be a wonderful activity for the whole family, fathers included.
- Involve local C.A.R. societies in DAR chapter activities. Enliven your functions by having C.A.R. members participate. Conversely, attend one of their meetings. C.A.R. members with their knowledge of history and civics make wonderful entrants into the many contests sponsored by DAR. Encourage their entry.
- Enroll your children, grandchildren, other relatives and friends in C.A.R. Membership is open to any boy or girl under the age of 22 who is lineally descended from someone who, with unfailing loyalty, rendered aid to the cause of American Independence.
- Urge C.A.R. members to become dual members of DAR and C.A.R. at age 18.
- Support local, state, regional and national C.A.R. activities with monetary donations. The generosity of DAR sustains C.A.R. as it works to fulfill its mission.
- Complete the C.A.R. committee portion of the Chapter Master Report. (Additional material about your chapter’s interaction with C.A.R. can be sent to the appropriate State Chair.) Committee awards will be presented as follows:
  1. C.A.R. membership—How many dual C.A.R./DAR members are in your chapter?
  2. Outstanding Senior Leadership—How many of your members serve in a leadership role in the C.A.R.?
  3. C.A.R./DAR activities—How many chapter programs, meetings, special functions, and DAR contests included participation by C.A.R.?
  4. How much financial support did your chapter provide in each of the three levels: local, state and national (includes regional)?

**Additional Resources:**
- Visit the C.A.R. Committee Webpage: http://dar.org/committees/CAR/index.htm
- Visit the N.S.C.A.R. Website: www.nscar.org

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**COMMEMORATIVE EVENTS, CAROLE D. LEVERING, National Chair**

15 Pinewood Knoll, Rochester, NY 14624–4755, (585) 426–4413, carole.levering@gmail.com

The Commemorative Events Committee was formed to encourage chapters and states to plan and execute one or more events during the year to acknowledge benchmarks in American history. These activities will provide excellent opportunities for members, students, and the community to become involved *Moving Forward in Service to America*.

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National Information Packet (NIP) 2017 PART I—Page 23
Independence Day Celebration: Plan early to involve your chapter in your community’s celebration of the signing of the Declaration of Independence by flying flags, marching in parades, having picnics, and enjoying fireworks. If you will be in Washington, DC on July 4, check the DAR Members’ Website for activities as they are announced.

The following events will be emphasized during the Dillon Administration. Members are encouraged to attend or plan programs that commemorate their importance. During the anniversary year of the event, chapters will be invited to submit their programs to their State Chair for consideration for commendation at the state, division, and national levels. See below for details.

NEW EVENT: 100th Anniversary of Women’s Suffrage: Immediately after the Civil War, Susan B. Anthony, a strong and outspoken advocate of women’s rights, demanded that the Fourteenth Amendment include a guarantee of the vote for women as well as for African-American males. In 1869, Anthony and Elizabeth Cady Stanton founded the National Woman Suffrage Association. Later that year, Lucy Stone, Julia Ward Howe, and others formed the American Woman Suffrage Association. However, not until the passage of the Nineteenth Amendment in 1919 did women throughout the nation gain the right to vote.

50th Anniversary of the Vietnam War: Chapters are encouraged to recognize the valor of a generation that served with honor in the Vietnam War. We pay tribute to the more than 3 million servicemen and women who answered our country’s call in Vietnam and those who awaited their safe return. Through more than a decade of combat, over air, land, and sea, these proud Americans upheld the highest traditions of our Armed Forces. Every chapter is encouraged to become a commemorative partner of The United States of America Vietnam War Commemoration, sponsored by the Department of Defense.” http://www.vietnamwar50th.com/ (through 2024).

75th Anniversary of the Attack on Pearl Harbor, December 7, 2016: Just before 8:00 a.m. on December 7, 1941, hundreds of Japanese fighter planes attacked the American naval base at Pearl Harbor near Honolulu, Hawaii. The barrage lasted just two hours, but it was devastating: The Japanese managed to destroy nearly 20 American naval vessels, including eight enormous battleships, and more than 300 airplanes. More than 2,000 Americans soldiers and sailors died in the attack, and another 1,000 were wounded.

150th Anniversary of Memorial Day: In 1866 Congress and President Lyndon Johnson declared Waterloo, NY the birthplace of Memorial Day. There, a ceremony on May 5, 1866, honored local veterans who had fought in the Civil War. Businesses closed and residents flew flags at half-staff. By the end of the 19th century, Memorial Day ceremonies were being held on May 30 through the nation.

100th Anniversary WWI ended, November 11, 1918; Treaty of Versailles, June 28, 1919: The U.S. World War I Centennial Commission (WWICC) was created by an Act of Congress in 2013. Members of the 12-person Commission were appointed by the President and leaders of Congress. The commission’s mission is to plan, develop and implement programs and activities to commemorate the WWI Centennial. Join the President General for the Dillon Administration’s celebration of the ending of WWI on the Franco-American Alliance Tour, October 7–14, 2017. Information can be found on the National Website, Tours Committee Webpage.

100th Anniversary of American’s Creed established by Congress on April 3, 2018: The American’s Creed was written in 1918 in the course of a nationwide contest. Then Mayor of Baltimore, James H. Preston, offered a prize of $1,000 for the winning statement, which went to William Tyler Page. Mr. Page worked for the government at the Capitol. For 22 consecutive years, he led the Continental Congresses of the DAR in reciting the Creed.

75th Anniversary of D-Day, June 6, 2019: On June 6, 1944, more than 160,000 Allied troops landed along a 50-mile stretch of heavily-fortified French coastline, on the beaches of Normandy, France. More than 5,000 ships and 13,000 aircraft supported the D-Day invasion, and by day’s end, the Allies gained a foot-hold in Continental Europe. The cost in lives on D-Day was high with more than 9,000 Allied Soldiers killed or wounded.

NOTE: The contact information for each of the National Vice Chairs will be found on the DAR Members’ Website at http://members.dar.org/committees/events/contact.htm. Do not hesitate to contact them regarding information about their events. Any questions about reports or other commemorative events should be addressed to the National Chair.

Other anniversary events for potential commemorative programs:

2017
- 150th Anniversary of the Alaska Purchase, March 30, 1867
- 100th Anniversary of John F. Kennedy’s Birth, May 29, 1917
- 150th Anniversary of the Creation of the Dominion of Canada, July 1, 1867

Best Commemorative Events Program: Recognition will be given to the chapter and state presenting the best commemorative events program. Information sent is to include the type of event, date of event, details of the program, and publicity. All information is to be sent to your State Chair who will forward it to the appropriate National Vice Chair.
COMMUNITY CLASSROOM, LINDA L. WINTHERS, National Chair
11556 Forty Niner Circle, Gold River, CA 95670, Home (916) 706–0688, Cell (916) 747–6014, lindawinthers@comcast.net

Moving Forward in Service to America, the Community Classroom Committee was established by the National Society in June 2016 at the beginning of the Dillon Administration. Daughters of the American Revolution have always supported historic preservation, education and patriotism as exhibited by many national committees. The Community Classroom Committee seeks to encourage Daughters to volunteer to provide additional support to children in classrooms and schools in their own communities throughout the nation, as well as overseas. Education makes the difference for all children. DAR women can provide a positive force for children who have difficult circumstances at home. Students at risk of school failure at all levels, preschool through high school, need extra assistance to develop skills and confidence to become responsible and productive citizen.

State Regents are encouraged to appoint a Community Classroom State Chair and ask their chapters to appoint a Community Classroom Chair. The Community Classroom State Chair will provide encouragement, support and ideas for the Chapter Chairs. The State Chair will screen success stories and pictures to be placed on the National Website Committee page. Chapters will be allotted one success story and picture each year.

Chapter Community Classroom Chairs are encouraged to assist their chapters in adopting a classroom or school to provide time and/or financial support. Begin with a teacher in your chapter or a teacher or principal you know. You may have Daughters with children or grandchildren whose school would be a place to begin. Chapter JAC Chairs, DAR Good Citizen Chairs and American History Chairs also have contacts within your community schools. Ask the teacher or principal what assistance would be helpful in their classroom or school setting.

Suggestions and ideas for assistance your chapter might provide are listed on the NSDAR Community Classroom Committee Webpage. In addition, there are tips on how to get started to volunteer and a place for success stories.

COMMUNITY SERVICE AWARDS, KAY YARBROUGH, National Chair
1703 East DeSoto Street, Pensacola, FL 32501–3444, (850) 450–3302, yarbroughkay@yahoo.com

Community Service Awards provide an excellent opportunity to recognize worthy individuals and organizations for unpaid voluntary achievements in cultural, educational, humanitarian, patriotic, historical, citizenship, or environmental conservation endeavors. The individual and/or organization must have contributed to the community in an outstanding manner through voluntary heroic, civic, or benevolent service or by organizing or participating in community activities. The achievement must have taken place within the past five (5) years. Members of NSDAR are eligible for this award if the service is unrelated to their DAR activities.

The award may not be presented to a recipient more than one time and may not be initiated or approved posthumously. Awards that have been approved may be presented posthumously. A nominee may not receive more than one NSDAR award for the same accomplishments. Community Service Awards are chapter or state awards of recognition. They are not contests. There is no competitive judging on any level.

Chapter or State Chairs and Regents: The State Chair of the Community Service Awards Committee administers the award process. Send to the State Chair a nomination packet that contains two (2) copies of the recommendation form and one (1) copy of the documentation, which includes a detailed description of service, letters of recommendation, and newspaper articles showing date line and title of publication and/or Internet documentation showing web address and date. Letters of recommendation should be on letterhead and should identify how the writer is acquainted with the recipient. The documentation must be relevant to the service for which the nominee is being recognized. The documentation is limited to eight (8) pages and is not to be bound or laminated.

For each recommendation, include in the nomination packet a check payable to Treasurer General, NSDAR, for an amount appropriate to the number of certificates and pins ordered and one stamped envelope for mailing the approved form to NSDAR. The State Chair will review the nomination for approval. If approved, she will send the approved form to The DAR Store. Upon receipt of the form, The DAR Store will mail the chapter or state the certificate(s) and pin(s). Allow six to eight weeks for processing.

A chapter may present only two (2) awards per NSDAR year (January 1–December 31). The “Chapter/State Recommendation Form for Community Service Awards” is on the DAR Members’ Website. Please discard all preprinted forms; they contain outdated instructions and will delay approval of the recommendation.

Additional Resources:
- Visit the Community Service Awards Committee Webpage: http://www.dar.org/members/committees/national-committees/community-service-awards/committee-overview
- Recommendation Form for Community Service Awards (CSA-1000): http://www.dar.org/sites/default/files/members/darnet/forms/CSA-1000.PDF
CONSERVATION, HOLLY JEAN DUNBAR, National Chair
725 Ayres Avenue, North Plainfield, NJ 07063–1607, (908) 755–6079, hdunbar@verizon.net

OBJECTIVE: The Conservation Committee was established by the 18th Continental Congress in 1909 with a focus on protecting and conserving our natural resources.

Today, climate change and the misuse of our natural resources pose a real threat to our national security and to the well-being of future generations. Contamination of our land and water, destruction of our forests and wetlands, the introduction of non-native species of plants and animals and a warming climate threaten our agriculture, infrastructure and health as well as the majestic beauty of our great country. The mission of this committee is to educate members about these issues and to promote and encourage good stewardship practices that benefit the environment.

- Conservation Minute: Chapters should present a Conservation Minute at every meeting; Minutes are available on the DAR Members’ Website.
- DAR Conservation Award: Each chapter and state society may present one DAR Conservation Award (medal with certificate) per year to a worthy non-DAR volunteer.
- Million Pollinator Garden Challenge: Members should register gardens that they created or help to maintain, including preserved native habitat, that contain plants which benefit pollinator species. Information and a link to register is on the DAR Members’ Website.
- Earth Day/Arbor Day: Plan an activity for one or both of these environment-focused observances by having a conservation program at a chapter meeting, participating in or hosting a public event, or volunteering for a conservation project.
- Citizen Science: Encourage your members to participate in citizen science projects including wildlife surveys such as the Great Backyard Bird Count, summer butterfly or bat counts, charting the spread of invasive non-native plant species, weather observation, etc.
- Report: Please provide information on your chapter activities in the Chapter Master Report.

Stay current with Committee news by reading the National Conservation Courier newsletter found on the DAR Members’ Website. Together, we can have a positive impact on the environment Moving Forward in Service to America.

Million Pollinator Garden Challenge
The Million Pollinator Garden Challenge (MPGC) was created in response to a White House initiative and call to action to address a dramatic decline in pollinator species in the U.S. and abroad. These species, including bees, butterflies and other insects, as well as some birds and bats, are responsible for pollinating 75 percent of our flowering plants including important food crops, fruits and vegetables.

Created by the Pollinator Partnership together with the National Wildlife Foundation and other conservation and service organizations, the MPGC encourages people to use plants that benefit pollinator species and then to register their gardens or landscape projects. The NSDAR joined the Partnership in July 2016 and is asking our members to join in this effort and to register their gardens.

Any garden that includes pollinator-friendly plants qualifies, from potted plants on a patio or balcony, to a backyard garden, to a meadow seeded with wildflowers. Both new and existing gardens may be registered, including public gardens or areas of native habitat that a member or chapter helps to maintain. Gardens located anywhere in the world may be registered and our Units Overseas are encouraged to participate.

The online registration process is simple, free and allows us to document the work of our members. When registering, please choose “Daughters of the American Revolution” from the drop-down list in the affiliation section. More information and a link is available on the DAR Members’ Website.

Register your garden today and BEE counted!

Chapter Contest: “BEE Patriotic—Plant a Pollinator Garden”
The Conservation Committee conducts an annual contest to recognize your chapter’s efforts to encourage the use of native plants, with special attention to plants that provide nectar or serve as host plants for pollinator species. Keep a record of projects that you worked on. Ask your members to plant a pollinator garden—it could be in a container garden on a deck or patio, in a city park, suburban yard or a community garden, or preserved or restored native habitat. Record the dates that plantings occurred, what plants were used and where, how many members participated and the total number of hours devoted to the project. If you sponsor a public event such as a lecture on pollinator gardens, creating a display garden of native plants or sponsoring an Earth Day or Arbor Day event, include any press that you may have received.

Please refer to the Conservation Committee section of the DAR Members’ Website for a list of resources related to native plants and additional information on pollinator gardens.

Deadline: Your hardcopy entry must be received by the National Chair no later than March 15; entries should be sent via regular U.S. mail to the National Chair’s address. Entries will be judged on their scope, their benefit to the environment, the time involved and the level of participation by chapter members. Certificates will be awarded to the chapter with...
the outstanding project or record of service in each of the eight DAR divisions. Winners will be announced during Continental Congress.

**DAR Conservation Award:** The NSDAR Conservation Award is to recognize an adult non-DAR member with a distinguished volunteer conservation record. The criteria for issuance include outstanding efforts in wildlife and nature centers, resource management, preservation of native habitat, youth leadership, raising public awareness and promoting sustainability and good stewardship, and conservation education. The nominee must be sponsored by a chapter or state organization. This award may be presented at any time during the year, there is no deadline. Applications should be sent no less than 8 weeks in advance of a proposed presentation date. This committee issues the NSDAR Conservation Medal. For additional information, see Chapter XV of the **DAR Handbook**.

**Additional Resources:**
- Please visit the Conservation Committee Webpage: [http://www.members.dar.org/committees/conservation/index.htm](http://www.members.dar.org/committees/conservation/index.htm)
- Instructions for NSDAR Conservation Award (CON-1000): [http://members.dar.org/darnet/forms/CON-1000.PDF](http://members.dar.org/darnet/forms/CON-1000.PDF)
- Recommendation for Presentation of NSDAR Conservation Award (CON-1001): [http://members.dar.org/darnet/forms/CON-1001.PDF](http://members.dar.org/darnet/forms/CON-1001.PDF)

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**CONSTITUTION WEEK, JEANIE PIKE HORNUNG, National Chair**

4632 West 1120 North, New Palestine, IN 46163–9415, (317) 861–5966, ktomom@comcast.net

President Dwight D. Eisenhower signed into law the DAR-initiated resolution to observe Constitution Week in 1956. The 230th anniversary of the signing of the Constitution will be commemorated September 17–23, 2017. The DAR Members’ Website has many tools and ideas to help your state and chapter promote Constitution Week in your community, schools, and local media.

Chapters will be *Moving Forward in Service to America* as they keep the legacy alive with events, programs, displays, and news articles. Bells Across America on Sunday, September 17th or Monday, 18th need to ring loud and clear to declare our message to the public.

- **Educate the public about the 226th Anniversary of the Ratification of the Bill of Rights** on December 15, 1791, and celebrate the blessings of freedom that our Founding Fathers provided for us.
- **Recite the Preamble to the Constitution of the United States of America** during patriotic exercises and read a Constitution Minute at each meeting. Recite the Preamble in the town square on Sunday, September 17th or Monday, 18th after ringing the town bell.
- **Schedule and present a new or existing Constitution program** or invite a judge, political science professor, or constitutional lawyer to speak on the Constitution at your September meeting.
- **Create a program yourself** on the founding documents, Founding Fathers, or the ratification process.
- **State Chair** should request her governor to sign a Constitution Week proclamation. Try to attend the signing with a group of DAR members. Share the document with your state chapters via e-mail or posting it on the website so it can be printed.
- **Chapter Chair** should ask local, city, and county officials to sign Constitution Week proclamations. Sample proclamations can be found on the committee webpage.
- **Involve Junior members**—Encourage Junior members to place articles in their university newspapers and hold a bell ringing ceremony. Media spot announcements are available on the committee webpage.
- **Assist youth volunteers** such as C.A.R., Junior American Citizens, scouts, church groups, and others to fly the American flag, ring bells, and hold educational programs.
- **Contact** churches to ring the bells on Sunday, September 17th, or schools, courthouses, fire houses, historical societies, veterans’ groups, colleges, and city government to ring bells on Monday, September 18th.
- **Create Constitution Week displays** in libraries, schools, colleges, city halls, churches, store fronts, and other public places.
- **Order Constitution Week posters and supplies** from The DAR Store online at [http://members.org/shop](http://members.org/shop) or by phone at (888) 673–2732 and through other sources listed on the committee webpage.
- **Create Constitution Week kits** and include the following: a small American flag, the Preamble to the Constitution, the Pledge of Allegiance to the Flag of the United States of America, the American’s Creed, a small bell, a pocket U.S. Constitution booklet, leaflets on American history, a poster, and other patriotic educational supplies.
- **Donate Constitution Week kits** to youth organizations and encourage everyone to ring their own bells. **Read the Constitution!** Learn about current news events and issues that involve the Constitution. Be a smart, knowledgeable, and informed citizen; know your rights under the Constitution; encourage others to read the Constitution.
- **Visit the Constitution Week Committee Webpage:** [http://www.dar.org/members/committees/national-committees/constitution-week/constitution-week-committee](http://www.dar.org/members/committees/national-committees/constitution-week/constitution-week-committee) for proclamations, Constitution Minutes, and media spot announcements.
CONTINENTAL CONGRESS, JOYCE “JOY” HARRELL CARDINAL, National Chair
437 Moonlight Lane, Keller, TX 74248–2709, (817) 266–3776, joyc@verizon.net

Please mark your calendar and make plans to attend the 127th Continental Congress. Opening night will be Wednesday, June 20, 2018 and the Congress concludes with the Memorial Service, final business session and installation of officers on Sunday, June 24, 2018. From one year to the next, DAR members come to experience the excitement of Congress and to hear of the activities and accomplishments of the National Society. Congress is a time for celebration and fellowship while Moving Forward in Service to America.

While planning your trip to Washington and Continental Congress, check the DAR Members’ Website, http://members.dar.org/congress, for the most current Congress information. This is especially important when making hotel room reservations. The block of hotel rooms held by the Grand Hyatt at the special DAR rate sells out quickly!

The Office of the Organizing Secretary General will mail the credentials packet to Chapter Regents in late February. These credentials and advance reservation forms are due back to that office postmarked no later than April 15, 2018.

Included in the March/April issue of the Daughters newsletter will be a tentative schedule of the NSDAR club and association meetings, committee and state meetings, and other events. Many of these meetings and social occasions are open to all attendees, and they will give you an opportunity to learn, network and enjoy.

All Daughters have an opportunity to be a part of Continental Congress by working on one of the 22 Congressional Committees. If you are interested, contact your State Regent by January 1 and ask her to submit your name to the Office of the President General. Invitations to serve at Congress come from the President General and, when received, the favor of a reply will be expected.

Come and participate by Moving Forward in Service to America at the 127th Continental Congress.

DAR GENEALOGY PRESERVATION, GAIL TERRY, National Chair
210 Myricks Street, East Taunton, MA 02718–1412, (508) 822–9378, gailterry@comcast.net

The objective of this committee is to make the vast collection of DAR genealogical records easily accessible. The current project is the Supporting Documentation Project. The goal of this project is to categorize the documentation submitted with applications and supplementals according to their type (example: birth record, military record, family record, etc.) Once the records are categorized locating a specific document becomes quicker and easier for those who use these records throughout the application process.

DAR volunteers work on this project from their home at a time convenient to themselves. All that is required to volunteer is an internet connection. Detailed instructions are provided and support is available daily via e-mail. Each volunteer assigns herself a set of documents and is asked to complete the set within seven days. Sets vary in size but there are generally less than 25 documents per set. To learn more about this committee or to volunteer visit the committee’s webpage.

State Regents are asked to appoint State Chairs for this committee. State Chairs should promote this project at state meetings and in state newsletters. They should let chapters know it is an excellent way for their at-home members and those who live out of town to actively participate in DAR while also making a lasting contribution.

Recognition of those members who participate in the work of this committee is accomplished by recording their work on the Chapter Master Report (CMR) in the DAR Genealogy Preservation section. Their participation is also recorded on the Chapter Achievement Awards report, Section 7. Chapter Service and Activities, by checking the box next to DAR Genealogy Preservation.

DAR GOOD CITIZENS, SUSAN METZGER, National Chair
201 Starlight Lane, Manhattan, KS 66503–3157, (785) 341–5432, susantelee@yahoo.com

(For the latest information, additional forms are available in the DAR Members’ Website at www.members.dar.org.)

DAR LEADERSHIP TRAINING, GINNIE SEBASTIAN STORAGE, National Chair
235 North Randolph Road, Fredericksburg, VA 22405–2927, (540) 207–5253, masvss@erols.com

The DAR Leadership Training Committee was established to provide members in leadership capacities the resources necessary to develop skills and expand opportunities for their chapters and state. Planning and organizing, listening, promoting, delegating, communicating, and solving problems are all useful skills for successful leaders and this committee is here to assist with cultivating those qualities.

Monthly webinars are available through the DAR Members’ Website covering topics on a variety of leadership issues.
Recorded versions of all webinars presented since the inception of this committee are offered online and are available for viewing at any time on the committee webpage. During the live sessions, participants have a convenient forum to ask questions of the presenters. There is no cost for this valuable service.

Please visit the DAR Leadership Training Committee Webpage for additional information, a schedule of webinars, and the listing of archived webinars. Effective leaders insure the continuity of our beloved organization.

Additional Resources:
- DAR Leadership Training Committee Webpage: http://www.dar.org/members/committees/standing-committees/dar-leadership-training/committee-overview
- Webinar Archives: http://www.dar.org/members/committees/standing-committees/dar-leadership-training/webinar-archives

DAR MAGAZINE, JENNIFER S. MINUS, National Chair
10907 Paynes Church Drive, Fairfax, VA 22032–2920, (703) 278–5413, jminus2@aol.com

(For the latest information, additional forms are available in the DAR Members’ Website at www.members.dar.org.)

DAR MUSEUM OUTREACH, JENNIFER MAY REHNBERG, National Chair
65 Tanguay Road, Kent, CT 06757, (860) 354–5521, hcrkhf@aol.com

MERNIE CRANE, National Vice Chair—Museum Docents
1605 Old Mill Bottom Run, Annapolis, MD 21409, (410) 725–5913, mernie3@me.com

CINDY BELL, National Vice Chair—Museum Correspondent Docents
10406 Hanky Panky Street, Las Vegas, NV 89131, (702) 336–1939, cindy.bell88@yahoo.com

The DAR Museum supports the National Society’s goals of preservation, education, and patriotism by collecting, preserving, exhibiting, and interpreting the material culture and social history of pre-industrial America. The collection and preservation of objects was an original component of the NSDAR vision when the society began in 1890. The founders imagined “a place for the collection of historical relics … portraits, pictures, etc… in a fireproof building.” With the unveiling of Memorial Continental Hall in 1910, the DAR Museum officially opened its doors to the public.

The DAR Museum Outreach Committee strives to Move Forward in Service to America. We encourage all members, chapters, and state organizations to become involved with the DAR Museum and learn more about the historical significance of the objects in the DAR Museum.

How do I get involved?
- Join the Docent Program
- Become a Correspondent Docent
- Order a Portable Education Program (PEP) for your chapter meeting or another local event
- Donate funds to support DAR Museum education programs and the conservation/restoration of the collection
- Follow the DAR Museum on Facebook, Twitter, and online at www.dar.org/museum

DAR Museum Docent Program
The DAR Museum Docent Program is a volunteer group under the direction of the Curator General and the DAR Museum staff. As a participant of the program, the docent’s mission is to support the goals of the museum by providing the public with tours of the DAR Museum in an educated, well-trained and professional manner. Docents must complete the training course provided by DAR Museum staff and are expected to volunteer on-site at least twice a month. For more information, please e-mail museum@dar.org.

Correspondent Docent Program
DAR Museum Correspondent Docents are members who, under the direction of the Curator General, National Vice Chair, and museum staff, volunteer to promote the DAR Museum and its collections by providing public outreach programs to DAR chapters, community organizations, and schools in an educated and professional manner. Interested members may apply by submitting the Correspondent Docent Application Form (CG-2006) per instructions to the state DAR Museum Outreach Chair. This form is available on the Members’ Website under “Forms>Museum.”

Portable Education Programs (PEPs)
Bring the museum to you by ordering one of our Portable Education Programs (PEPs)! The DAR Museum PEPs travel across the country to visit schools and groups of all ages.
The museum offers 3 programs for children and schools: School & Play, Money & Jobs, and Food & Clothing. Curriculum is designed for the fourth grade, though teachers of other grades have successfully used the materials as well. For DAR chapters and other adult audiences, we offer the PEP called Colonial Household. You can learn more about the PEP programs at http://www.dar.org/museum/education/outreach.

Book your PEP today by e-mailing museum@dar.org with the following information:

- Your PEP choice
- Your name, mailing address, phone number, and name of school (if applicable)
- Your requested arrival date for the PEP. Please have backup date(s) should there be no availability for your initial request. Hint: You might want to have the PEP arrive a few days before you want to use it, so you have time to familiarize yourself with the contents.

Cost: The only cost is the shipping. You pay $30 to have the PEP shipped to you, and then you are responsible for the full cost of the return shipment. Shipping costs vary based on your location; check with FedEx for an estimate of a 30-pound box shipped from your location to zip code 20006. The PEP rental period is 2 weeks, and arrives in an easy-to-maneuver hard plastic case with an extended handle.

Donations

The DAR Museum relies on the generous support of members for exhibitions, educational programs, and publications, as well as the acquisition and conservation of objects. Participation by state organizations, chapters, and individuals in these programs guarantees the preservation of the DAR Museum’s artifacts and the implementation of DAR Museum programs. All contributors to any of the DAR Museum funds must complete the Donations and Contributions Form (DEV-1003). The completed form, along with a check made payable to the Treasurer General, NSDAR, should be included with each contribution. Donations may be made in honor or in memory of loved ones. Call the Office of Development if you have any questions or would like to make a donation over the phone, (800) 449–1776.

- **Friends of DAR Museum**: Donations to the Friends of DAR Museum fund support many of the Museum’s initiatives, including educational outreach and programming. While we accept donations of any amount, in order to be eligible to purchase the Friends of DAR Museum pin, a one-time donation of at least $200 is required.

- **Adopt-an-Object Program**: Donations to the Adopt-an-Object fund ensure the preservation of DAR Museum’s collection for future generations. Please check the online wish list to see the current objects available for adoption. Objects from the wish list must be adopted directly from the website. While we accept donations of any amount to the fund, in order to be eligible to purchase the Adopt-an-Object pin, a one-time donation of at least $100 is required. You can access the wish list at http://www.dar.org/giving/dar-wishlist/conservation.

- **Museum Keeper Fund**: Donations to the Museum Keeper fund go toward the acquisition and conservation of DAR Museum collections. While we accept donations of any amount, in order to be eligible to purchase the Museum Keeper pin, a one-time donation of at least $500 is required.

- **Give-a-Book Program**: Donations to the Give-A-Book program support the Museum Library, a reference library available to museum staff and docents, DAR members, students, and the general public. Please check the online wish list to see the current list of books requested by our curators and educators: http://www.dar.org/giving/dar-wishlist/books-and-resources.

- **Object Donations**: We encourage DAR members to submit potential donations to the DAR Museum curatorial staff for consideration. If you have an object you would like to donate, please send a photograph and description of the object to museum@dar.org. You will be contacted once your item has been reviewed.

If you have any questions regarding donations or the online wish list please contact the Office of Development at (800) 449-1776.

For more information:

- Like the DAR Museum on Facebook and follow us on Twitter
- See a full-list of our upcoming programs at http://www.dar.org/museum/education/calendar-events (includes Girl Scout programs, family events, school programs, lectures, and more!)
- Sign up for our monthly newsletter: https://vr2.verticalresponse.com/s/darmuseum-events

Additional Resources:

- Forms: http://www.dar.org/members/forms-publication-category/dar_museum
- Donating to the Museum: http://www.dar.org/members/committees/national-committees/dar-museum-outreach/donating-museum
- Wishlist for museum object conservation and books: http://www.dar.org/giving/dar-wishlist/dar-museum
- Correspondent Docent Programs: http://www.dar.org/members/committees/national-committees/dar-museum-outreach/correspondent-docent-programs
OBJECTIVE: DAR Project Patriot is the official DAR committee that supports America’s active military personnel. It was initiated as a special committee to organize and coordinate DAR support following the events of September 11, 2001. Thus, DAR members can commit to Moving Forward in Service to America by officially continuing the long history of our support of military men and women.

Today, with military troops serving overseas, DAR members can continue moving forward in serving the men and women following in the footsteps of those who achieved our nation’s independence by providing comfort items from “home.” At the national level, DAR support is focused on these four groups:

- Wounded service personnel receiving treatment at the Landstuhl Regional Medical Center in Landstuhl, Germany. At Landstuhl, requested clothing items for the Chaplain’s Closet are purchased and donated by the National Society.
- Wounded service personnel receiving treatment at San Antonio Military Medical Center in San Antonio, Texas. We provide items as requested for distribution by the Warrior and Family Support Center.
- Wounded service personnel receiving treatment at Walter Reed National Military Medical Center in Bethesda, Maryland. We provide items as requested for distribution by the Warrior Transition Brigade.
- Service members from all over the United States who are deployed overseas through the Mobilization Training Site—Camp Atterbury in Indiana. We provide items as requested.

Additional projects promoted by this committee are:

- DAR Women Supporting Women in Military Service: Deployed military women appreciate comfort items from home, which may be difficult to replenish when they are away from home and stores for an extended time.
- Chaplains serving in Afghanistan: Phone cards are provided to Chaplains, to distribute to troops, with whom they are serving in remote areas of Afghanistan, enabling them to be able to call their families.

Monetary donations from chapters and individuals to DAR Project Patriot Committee are to be sent to the NSDAR Office of Development on Form DEV-1003, designated for DAR Project Patriot. These donations enable this committee to provide requested items in bulk. A minimum donation of $100 will qualify one to purchase the DAR Project Patriot Pin from Hamilton Jewelers to wear on the official ribbon.

Each State Chair is encouraged to promote and support the nationally approved projects of the DAR Project Patriot Committee within her state. While individual state projects may be undertaken, these dilute the effect of the National DAR Project Patriot. If a state project is proposed, it must be approved by the State Regent and the State Board of Management with funding through a state project fund managed by the State Treasurer. While supportive of state initiatives, NSDAR does not endorse separate state projects.

Chapter members are also encouraged move forward in serving America by supporting the dedicated men and women serving in all branches of the armed forces. Activities in which chapter members may participate, in addition to the National Projects, include the following:

- Mail care packages to troops, who are friends or relatives of members
- “Dining with the Wounded Warriors”—provide home cooked meals for troops recovering at local area facilities
- Mail manufacturers’ product coupons to overseas bases for use by military families on base (for base addresses, refer to website: http://www.grocerysavingtips.com/militaryfamilycouponproject/shipping.htm). When reporting donations, only report number of coupons sent, since there is no face value.
- Donate food/comfort items to local USO centers
- Befriend families of deployed troops

By supporting the objectives and activities of this committee, members are Moving Forward in Service to America.

Additional Resources:
- Please visit the DAR Project Patriot Committee Webpage: http://www.members.dar.org/committees/projectpatriot/index.htm
- What You Can Do: http://www.members.dar.org/committees/projectpatriot/programs.htm
The DAR Scholarship Committee was established in 1923 as the Student Loan and Scholarship Committee, and in 1979 it was renamed the DAR Scholarship Committee. This committee provides means to help worthy students attain higher education. Applicants for all scholarships must be United States citizens and must attend or plan to attend an accredited college or university. Chapters and states are no longer required to sponsor a scholarship applicant; however, you are encouraged to assist with the application process if you are contacted or become aware of an applicant.

The DAR Scholarship Committee Webpage information includes the following resources:

- Scholarship Fact Sheet
- NSDAR Scholarships
- DAR Checklist and Application Form
- DAR Scholarship Committee Chapter Information Sheet
- Financial Need Forms (when called for by a specific scholarship)

This will provide you with the information needed to assist applicants to complete their applications. If you do not have access to a computer, please request one of the chapter members to print the DAR scholarship information for your use.

The NSDAR Public Website also includes the information on our DAR scholarships and instructions on how to apply. It is imperative that the application packet be e-mailed to the National Vice Chairs of the specific scholarship, no later than February 15. Please encourage applicants to address any questions to scholarships@nsdar.org.

If you are notified that a scholarship has been awarded in your area, please invite the applicant to a chapter meeting to recognize their receipt of a DAR scholarship. Of course it would be nice to include a picture and article for the newspaper.

Help the DAR Scholarship Committee continue to expand its scholarship program by encouraging contributions to the Friends of DAR Scholarship.

Let’s continue to work together to strengthen our support for DAR scholarships! To make contributions to the DAR Scholarship Fund use Form DEV-1003 found on the Development Committee Webpage under the forms section. Friends of DAR Scholarship is listed as item #17.

For additional information, visit the committee webpage: http://members.dar.org/committees/scholarship/index.htm.

NOTE: The DAR Scholarship Committee does not process DAR Good Citizens, American Indian, DAR School, or state and chapter scholarships.

Additional Resources:
- Visit the DAR Scholarship Webpage: http://members.dar.org/committees/scholarship/index.htm
- DAR Scholarship State Chair and Chapter Information Sheet (SCH-1003): http://members.dar.org/darnet/forms/SCH-1003.PDF
- DAR Scholarship Checklist and Application (SCH-1001): http://members.dar.org/darnet/forms/SCH-1001.PDF
- DAR Scholarship Financial Need Form (SCH-1002): http://members.dar.org/darnet/forms/SCH-1002.PDF

“Targeting Education; Planting the Seeds of Tomorrow!”

Education has always been at the core of DAR. Through our commitment to the DAR Schools, we are aiming high to plant the seeds of education that will help children reach their full potential in life. These children are tomorrow’s future leaders. Continue to target education and help children reach their dreams with your support of the DAR Schools.

- Educate your chapter members regarding the work and mission of each DAR School by planning a chapter program or “DAR School minute.”
- Invite the DAR School administrators or representatives to your chapter to give a program and/or information.
- Visit each of the DAR Schools websites for more information on how you can help. The website addresses can be located in the NSDAR Directory and in the DAR Schools booklet. Both resources are available in The DAR Store. The school websites can also be found on the DAR School Committee Webpage at: http://members.dar.org/committees/school/index.htm
- Plan a DAR School event at your state conference.
- Contribute to the Friends of DAR Schools Fund. This fund provides education support for post-secondary students, maintenance needs of buildings, property and equipment, student needs and for general support at any of the DAR Schools.
- By contributing $200 to the Friends of DAR Schools Fund, individuals may purchase the “Friends of DAR Schools” Pin from Hamilton Jewelers to wear on the official DAR ribbon. Use Form DEV-1003 to make this contribution.
- Contact the Office of Development at National Headquarters to make other financial gifts to the DAR schools.
- Plan a special chapter fundraiser for the DAR Schools. Request donations from your chapter members for the DAR Schools on your annual dues notice.
- Undesignated funds collected by chapters and states for the DAR Schools may be submitted through your State Treasurer to the Treasurer General to be deposited in the Friends of DAR Schools Fund. Funds that are designated for a specific school should be sent directly to that school.
- Plan to remember the children at our DAR Schools during the holidays and throughout the year with special gifts.
- Send your box tops and thrift items directly to the participating schools.
- Don’t forget to attend the DAR School Luncheon during Continental Congress to learn more about the DAR Schools and to meet the school administrators and representatives.
- Purchase and wear the special “Targeting Education” Pin, only available during the Dillon Administration, 2016–2019. The cost of the pin is $25 and can be purchased through your state DAR School Chair or through The DAR Store. All funds from the sale of the pins go towards this National Chair’s project, which will be allocated to special projects identified at the six approved schools.

The best way of getting to know our DAR Schools is by visiting them. Come and visit with the children and school staff and see the wonderful things your support of the DAR Schools is accomplishing. The children love to meet and share their excitement for their school with the DAR ladies.

The promotion of education is one of the three goals that Daughters have dedicated themselves to from the very beginning. Continue to target education by planting the seeds of tomorrow and make a difference in the life of these children with your support of the DAR Schools!

Additional Resources:
- Visit the DAR School Committee Webpage: http://members.dar.org/committees/school/index.htm
- Contact Information for DAR Schools and Approved Schools: http://members.dar.org/committees/school/schools.htm
- Donations and Contributions Form (DEV-1003): http://members.dar.org/darnet/forms/DEV-1003.PDF

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DAR SERVICE FOR VETERANS, CHERYL A. BROWN, National Chair
P.O. Box 688, Kearneysville, WV 25430–0688, Phone: (304) 876–3817, Cell: (304) 596–1868, FrankK5600@aol.com

The DAR Service for Veterans Committee serves America’s veterans. Its major initiatives include:
- Volunteering at Veterans Affairs (VA) medical centers and outpatient clinics, state-sponsored veterans’ facilities and nursing homes where veterans reside
- Support for stand downs and homeless shelters
- Participation in the Veterans History Project of the American Folklife Center at the Library of Congress
- Chapter programs that meet local needs
- Assistance for women veterans
- Involvement of youth in volunteer efforts

The committee provides a tangible way for DAR members to say “thank you” by acknowledging and recognizing veterans’ service, sacrifice and commitment to the preservation of our nation’s freedom. Of special importance are the recognition of and appreciation for women veterans’ service.

The committee also sponsors the following awards:
- Outstanding Veteran Volunteer Award
- Outstanding Youth Volunteer Award
- Outstanding DAR Service for Veterans Award

Chapters are encouraged to nominate qualified individuals for these awards.

Additional Resources:
- Visit the DAR Service for Veterans Committee Webpage: http://www.dar.org/members/committees/national-committees/dar-service-veterans

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DEVELOPMENT, DONNA G. CULLEN, National Chair
3236 Laurel Oaks Lane, Hollywood, FL 33021–8401, (786) 512–3495, dcullen259@aol.com

In accordance with the mission for the Dillon Administration, the Development Committee will assist in charting financial stability for our National Society by providing support, guidance, and advice; suggesting recommendations to the Director of Development and staff of the Office of Development regarding the implementation of proposed development programs, solicitations, campaigns, initiatives and policy changes; will participate in the review of the effectiveness of the NSDAR fundraising efforts in meeting the mission and financial goals; and makes recommendations to the Executive Committee regarding fundraising policies.

The Development Committee works closely with the Office of Development in supporting the projects and programs of the NSDAR, and in providing educational resources at the chapter and state levels regarding fundraising with all local, state and federal laws and professional policies related to fundraising.

Although this committee functions only at the national level and does not require state or chapter appointments, all Daughters are encouraged to participate in fundraising at the chapter, state and national levels, and to financially support the programs that promote our mission of Historic Preservation, Education, and Patriotism and the President General’s Project Moving Forward in Service to America.

Recognition of the generosity of our Daughters who donate to the President General’s Project, the General Fund, Sustaining Supporters, Guardian Trust Endowment, and the many important programs of NSDAR, through current contributions, pledges and planned gifts, recognition clubs and Donor Walls have been established, as highlighted below:

- **Heritage Club**—established in 1998 to recognize the generosity of our Daughters who have cumulatively donated a minimum of $500 to any NSDAR program. Recognition levels change along with donation levels, representing the ongoing cumulative total for current gifts and past gifts.
  - **President General’s Project**—to recognize the following gift levels:
    - minimum gift of $100 allows the donor to purchase the donor pin, which may be worn on the ribbon.
    - gifts of $300 or more to the current President General’s Project will be recognized on the Moving Forward in Service to America Donor Wall.
    - a gift of $1,250 distinguishes the donor as a Benefactor. The donor will also receive a Benefactor pin, certificate and Continental Congress recognition.

- **1890 Annual Giving Circle**—established in 2009 to recognize annual donations of $500 or more to the NSDAR General Fund within a fiscal year.

- **Sustaining Supporter**—$5 minimum per fund, per month via credit card charge or electronic transfer from bank account. The donor tailors their commitment to meet their needs to support the work of the DAR in an area of their interest.

- **Guardian Trust Endowment**—established in 2015, this endowment is a permanent and perpetual foundation for financial security of NSDAR with funds to maintain our DAR home.

- **Founders Club**—established in 2005 to recognize those who have included NSDAR in their estate plans by naming NSDAR as a beneficiary of a will, trust, retirement plan, or insurance policy or have established a Charitable Gift Annuity. These Daughters can receive recognition through current contributions, pledges and planned gifts, recognition clubs and Donor Walls.

**Pin Recognition Eligibility:** If a minimum donation is met in a single contribution OR is met through continuous contributions via the Sustaining Supporter program (except for the President General’s Project Benefactor, which requires a one-time donation for pin eligibility) then the donor is entitled to purchase the corresponding pin from Hamilton Jewelers.

Please visit the Development Webpages for complete details of these giving opportunities.

Additional Resources:
- Visit the Development Committee Webpage: [http://members.dar.org/committees/development/index.htm](http://members.dar.org/committees/development/index.htm)
- Donations and Contributions (DEV-1003): [http://members.dar.org/darnet/forms/DEV-1003.PDF](http://members.dar.org/darnet/forms/DEV-1003.PDF)
- Gift Recognition Programs Webpage: [http://members.dar.org/committees/development/giving.htm](http://members.dar.org/committees/development/giving.htm)
- DAR Giving: [http://www.dar.org/giving](http://www.dar.org/giving)
EDUCATIONAL RESOURCES, ADELE MORRIS, National Chair  
Phone: (540) 989–6174, Cell: (540) 353–8885, educationalresources@nsdar.org

With DAR’s focus on education, the Educational Resources Committee provides sound lesson plans rich in historical facts, enabling teachers to relay the story of the development of the United States. The committee continues to actively receive lesson plans throughout the year, submitted electronically by our own DAR members and by the public. Lesson plans focus on a variety of topics concerning America, its history, government, heritage, genealogy, as well as related language arts and/or math topics from kindergarten through Grade 12. Once posted on the DAR Website, the lesson plans are free for all to use. To view the lesson plans available, use http://www.dar.org/national-society/education/dar-lesson-plans. New lesson plans are uploaded monthly.

The Lesson Plan Template should be used in the development of the lesson plan. A Cover Sheet accompanies each lesson plan submitted. These two forms may be found on the DAR Members’ Website at http://www.dar.org/members/forms-publication-category/edu_resources.

Please encourage members in your chapters to submit a lesson plan that could be used with schools, clubs, scouts or other interested groups. Submit the completed lesson plans and cover sheets to educationalresources@nsdar.org. If each state submits one lesson plan, there would be 50 available! If each chapter submits a lesson plan, there would be thousands!

If you are a member with expertise in the curricular content areas of elementary and/or secondary social studies, math, language arts, government, history, civics, or economics and would be interested in working with the committee in vetting/evaluating the submitted lesson plans, please send your contact information to educationalresources@nsdar.org. Identify in the subject area of your e-mail—Additional Expert! As the amount of lesson plans submitted increases, we may need additional experts to review them. Please provide information as to your strengths and experience in the K-12 curriculum content areas.

If you have any questions, please contact educationalresources@nsdar.org.

Additional Resources:
- Visit the Educational Resources Committee Webpage: http://www.dar.org/members/committees/goals-committee

THE FLAG OF THE UNITED STATES OF AMERICA, LINDA L. HUNT, National Chair  
180 Street David’s Way, Wellington, FL 33414–4727, Lindah@Fredifl.com

This committee, established over 100 years ago in 1909, continues to support the original design to encourage a patriotic sense of reverence and respect for our flag. Its principal objective is to keep the flag flying, to protect it continuously under all conditions, and to educate our citizens regarding its proper usage.

Your chapter may support these objectives in the following ways:
- Distribute the Flag Code leaflets, table-size flags, and flag pins to schools, veteran’s facilities, retirement homes. This leaflet may be presented at patriotic events such as Flag Day, Memorial Day, Veteran’s Day and Fourth of July.
- Encourage members to become familiar with the leaflet, the Flag Code, which is published by the DAR and has excerpts from the official United States Flag Code. These may be purchased from The DAR Store.
- Present a Braille flag to a blind or sight-impaired veteran or community member. Ordering information may be found on the committee webpage.
- Promote flag information to our youth through schools and other youth organizations.
- Always include a “flag moment” at each chapter meeting. This information may be found on the committee webpage.
- Present flag certificates in your community to individuals and/or groups who fly the flag continually and fly it correctly.
- Have a chapter celebration on Flag Day, June 14. Moving Forward in Service to America—Fly the flag of the United States every day!

Additional Resources:
- Visit The Flag of the United States of America Committee Webpage: http://members.dar.org/committees/lflaglindex.htm
- The DAR Store: http://www.dar.org/omnilstore

GENEALOGICAL RECORDS, SUE T. THOMPSON, National Chair  
3618 North Brodie Station, Fayetteville, AR 72703, (479) 751–7775, DARRady1776@aol.com

The Genealogical Records Committee continues to be the “best kept secret” of the genealogical community. For over a century, DAR ladies have been submitting heretofore unpublished local genealogical source materials to the DAR Library.

Additional Resources:
- Visit the Genealogical Records Committee Webpage: http://www.dar.org/members/committees/genealogy-committee

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There is no better way to preserve your local history than to gather unpublished records and submit them to the GRC collection. Directions for gathering and transcribing source records can be found on the Genealogical Records Committee Webpage, and in the publication Instructions for Copying Source Records and Preparing Them for Library Use. Particular emphasis continues to be on records of the period of 1880–1890 which help fill the void left by the loss of the 1890 Federal census. However, other historical records, particularly family Bibles, cemetery transcriptions, early mortuary records, early church rolls which include birth, death and marriage records, and other local records are always wanted.

Through the efforts of many DAR volunteers, more than 64 million names have been indexed. This computerized Every-Name Index has opened doors to this wonderful collection, and makes it easily accessible to all, both on the NSDAR Public and Members’ Websites. Many thanks are given to the DAR volunteers who synchronized the GRC pages during the Book Sync Project, which makes it much easier to view the digital images. These projects are ongoing, though on a much smaller scale now that they are nearly complete.

And now we have a link directly to the index of the Bible catalog. Look for it at the top of the page beside the GRC link. These Bible records are indexed by the name of the oldest couple listed in the Bible.

Explore these GRC records by the name of the oldest couple listed in the Bible.

Additional Resources:
- Visit the Genealogical Records Committee Webpage: http://members.dar.org/committees?GRC/index.htm
- NSDAR Library Master Every Name Index (LG-GRC-2001): http://members.dar.org/darnet/forms/LG-GRC-2001.PDF

HISTORIC PRESERVATION, CINDY S. PHILLIPS, National Chair
372 Sundial Road, Madison, MS 39110–8772, Phone: (601) 856–8385, Cell: (601) 260–4170, craycindy@aol.com

The Historic Preservation Committee encourages chapters and state societies to actively participate in historic preservation Moving Forward in Service to America. The Historic Preservation Committee was established as a national committee on March 1, 2008, and functions at the chapter, state, division, and national levels. The primary objectives of the Historic Preservation Committee are to assist members of the National Society in the area of historic preservation, to encourage recognition of significant volunteer efforts in historic preservation at the community, state, and national levels, and to catalog historic sites and properties that are owned, maintained, or operated by DAR chapters and state societies. To help further the aims of the committee the following awards and projects are available:

1. Historic Preservation Medal
2. Historic Preservation Recognition Award
3. Historic Preservation Project Contest
4. Historic Sites and Property Preservation

State Regents are requested to appoint a State Chair for historic preservation. It is recommended that workshops be held in each state, conducted by the state historian and the State Chair for historic preservation to educate members about the goals of this committee, familiarize them with the medal and contest instruction sheets and applications, encourage them to use the NSDAR Historic Sites and Property Report Form, and help them find additional information in the NIP, the DAR Handbook and National Bylaws, and on the DAR Members’ Website at http://members.dar.org/committees/histpres/index.htm.

Historic Preservation Medal: The purpose of the prestigious Historic Preservation Medal is to recognize and honor a person who has done extraordinary work over a long period of time in establishing a historic district, preserving a local landmark, restoring or preserving objects of historic cultural significance, or establishing or participating in oral history projects, youth leadership, and education as it pertains to historic preservation at the regional, state, and/or national level. This non-competitive award is administered by the National Chair, with no time line for applications. If the application is successful, the National Chair will send a letter of approval to notify the chapter or state society it may purchase a Historic Preservation Medal directly from Hamilton Jewelers, and a certificate will be sent by the Office of the Reporter General. Instructions and application forms can be found on the DAR Members’ Website.

HISTORIC PRESERVATION RECOGNITION AWARD, MARILYN H. VAGLIA, National Vice Chair
627 North Tanglewood Drive, Springfield, OH 45504–1233, (937) 399–2704, mhvaglia@aol.com

The purpose of the Historic Preservation Recognition Award is to recognize and honor an individual or group that has done remarkable work at the community level in the area of historic preservation. The award may be presented to DAR members and non-members and is designed to recognize worthy local individuals and groups for outstanding achievements in all areas of historic preservation, including buildings, landmarks, monuments, cemeteries, historic districts, statues, museum collections, manuscripts, documents, and archival materials; writing or compiling and publishing books on historic preserv-
tion projects, historical properties, genealogical and court house records, and photography collections; compiling oral histories; and serving as historical guides, interpreters, or docents. The recipient/recipient(s) are expected to have contributed to their community in an outstanding volunteer manner. This award may be presented by state societies or chapters and is administered by the National Vice Chair. This is a non-competitive recognition award with no time line for applications. Applicants will not be judged against other applicants. Once the applicant has been approved by the National Vice Chair, she will send a letter of approval for the purchase from The DAR Store of a pin and certificate which may be issued by the chapter or state society. **Instructions and application forms** can be found on the DAR Members’ Website.

**HISTORIC PRESERVATION PROJECT CONTEST, Ellen Hopkins, National Vice Chair**

3851 Portland Drive, Hood River, OR 97031–9607, (541)386–3801, ellen_hpkns@yahoo.com

The purpose of this contest is to recognize and honor an **NSDAR chapter or state society** that has completed an outstanding project in historic preservation. Projects could involve preserving a historic site, landmark, historic district, or property, all of which may be publicly, privately or DAR-owned. The project must be sponsored by an NSDAR chapter or state society and have been **completed in the last two years**. The contest is administered by the National Vice Chair. After states select their winners (chapter and state), the state winners are forwarded to the division level for judging. Division-level winners receive certificates. Division winners are then forwarded to the National Vice Chair. National first-, second- and third-place chapter and state society winners are chosen, and certificates are prepared for Continental Congress each year. **Instructions and application forms** can be found on the DAR Members’ Website.

**HISTORIC SITES AND PROPERTY PRESERVATION, Betsy A. Moreland, National Vice Chair**

722 West Main Street, Homer, LA 71040–3316, Phone: (318) 927–2173, Cell: (318) 225–0035, BACrothers@aol.com

The Historic Sites and Property Preservation project is charged with finding and cataloging all NSDAR sites and properties and determining the condition and tourism availability of each. These properties may include cemeteries, landmarks, forests, buildings, rooms, and so forth, which NSDAR owns and/or maintains. Location, funding, historical significance, historical designations, promotional material, and availability information are all needed for each property. The National Vice Chair evaluates and administers this information and includes it in an NSDAR database as it arrives from chapters and state societies. All state societies and chapters are asked to complete the **NSDAR Historic Sites and Property Report Form**, which can be found on the DAR Members’ Website.

**Additional Resources:**
- Visit the Historic Preservation Committee Webpage: [http://members.dar.org/committees/histpres/index.htm](http://members.dar.org/committees/histpres/index.htm)
- Application Checklist for Historic Preservation Recognition Award: (HP-1008): [http://members.dar.org/darnet/forms/HP-1008.PDF](http://members.dar.org/darnet/forms/HP-1008.PDF)
- Instructions for Historic Preservation Project Contest (HP-1005): [http://members.dar.org/darnet/forms/HP-1005.PDF](http://members.dar.org/darnet/forms/HP-1005.PDF)
- Historic Preservation Brochure: [http://members.dar.org/committees/histpres/pdf/hist_pres_brochure.PDF](http://members.dar.org/committees/histpres/pdf/hist_pres_brochure.PDF)
- DAR Handbook and National Bylaws (DHB-1000): [http://members.dar.org/darnet/forms/DHB-1000.PDF](http://members.dar.org/darnet/forms/DHB-1000.PDF)
- Instructions for DAR Historic Preservation Medal (HP-1000): [http://members.dar.org/darnet/forms/HP-1000.PDF](http://members.dar.org/darnet/forms/HP-1000.PDF)
- Historic Preservation Recognition Award Application (HP-1006): [http://members.dar.org/darnet/forms/HP-1006.PDF](http://members.dar.org/darnet/forms/HP-1006.PDF)
- Historic Preservation Project Contest Application (HP-1002): [http://members.dar.org/darnet/forms/HP-1002.PDF](http://members.dar.org/darnet/forms/HP-1002.PDF)

**INSIGNIA, Karon Jarrard, National Chair**

4941 Pola Court, San Diego, CA 92110–1154, (619) 276–2560, KJarrard@aol.com

DAR pins and insignia are proudly worn to show our service to DAR, our commitment to DAR and its projects, and respect to those in our family line who served in the Revolutionary cause. Here are a few tips to help with pin questions:
- Refer to Q&A section “Let’s Talk Pins” on the Insignia Committee Webpage on the DAR Members’ Website to read general questions and answers about pins. Join the unofficial closed Facebook page, “Let’s Talk Pins,” to discuss pins.
Document OSG-3003 “Pin Requirements” has been added to the Insignia Committee Webpage and pin requirements are also identified on the Hamilton Insignia Website.

Pins may be ordered directly from Hamilton Jewelers (the official DAR jeweler), by phone, or online. The toll-free phone number is: (800) 786–5890. Online go to hamiltoninsignia.com or visit the DAR Members’ Website at http://members.dar.org/committees/insignia to be linked to the site. When applicable, Hamilton verifies DAR service with the Office of the Organizing Secretary General (OSG).

Another option is to download the order form from the Hamilton site and send the order with a check or credit card number to the Office of the Organizing Secretary General, 1776 D Street NW, Washington, DC 20006–5303. DAR service is verified in the OSG Office and orders are sent immediately to Hamilton Jewelers.

Contribution pins require a specified contribution to a fund. Commemorative pins do not require verification.

Form INS-1000 “Placement of DAR Insignia and Pins on Official Ribbon” is available at http://members.dar.org/committees/insignia. A copy of this form is included with this NIP.

Members are encouraged to prepare written instructions concerning the disposition of their pins. Suggested wording may be found on the DAR Members’ Website at http://members.dar.org/publ_forms/?List=org and click on Form OSG-3002. A copy of OSG-3002 is included with this NIP.

For additional information, refer to the DAR Handbook and National Bylaws, Article XVIII—Insignia.

Additional Resources:
- Visit the Insignia Committee Webpage: http://members.dar.org/committees/insignia/index.htm
- Placement of DAR Insignia and Pins on Official Ribbon (INS-1000) http://members.dar.org/darnet/forms/INS-1000.PDF
- DAR Handbook and National Bylaws (DHB-1000): http://members.dar.org/darnet/forms/DHB-1000.PDF
- Hamilton Insignia: hamiltoninsignia.com

JUNIOR AMERICAN CITIZENS, LEMIRA L. PARKS, National Chair
2505 South Ward Avenue, Caruthersville, MO 63830–9107, (573) 757–5052, lsjparks@gmail.com

(For the latest information, additional forms are available in the DAR Members’ Website at www.members.dar.org.)

JUNIOR MEMBERSHIP, JAMIE BURCHFIELD, National Chair
2224 Walnut Drive, Mansfield, TX 76063, (936) 675–1996, jamiedurham@yahoo.com

(For the latest information, additional forms are available in the DAR Members’ Website at www.members.dar.org.)

LINEAGE RESEARCH, MORGAN ELLIOTT, National Chair
11561 E Running Deer Trail, Scottsdale, AZ 85262–5690, (602) 509–5022, ASDARgenie@gmail.com

Move Forward in Service to America with enthusiastic new members of your chapter! The Lineage Research Committee was established to help prospective members document their lineage for applications. A long wait for the required documentation is discouraging to your PMs. Our committee members at the national, district, state, and chapter levels are your research assistants.

Our team:
- Manages and staffs the online Lineage Research Lookup Board and Lineage Research, NSDAR Facebook group;
- Assists you with specialty research required to document lineages for descendants of African-American, Native-American, Jewish, Spanish, French, and other minority patriots;
- Helps you find additional information requested by verifying genealogists for pending applications;
- Searches for documentation that may reopen the closed lines of DAR patriots.

Chapter Regents:
- Assign a chapter Lineage Research Committee Chair to work with your registrar. Encourage her to visit our committee webpage right away for resources and guidance.
- If you have other members who are knowledgeable about genealogy and the application process, get them involved in helping your Chair by appointing them to your chapter’s committee. By working together as a team, your chapter will have success gaining new members while retaining and energizing current members who enjoy research.
- Recognize your researchers regularly for their contributions to your chapter!
Chapter Chairs:
- Attract and Inspire new lineage researchers to your team by holding workshops for your members and prospectives. Some of your best team members may be “disguised” as those who enjoy doing their own supplementals!
- Know your resources: The GRS, DAR Genealogy Guidelines, the Lineage Research Committee Webpage, local libraries and repositories, and the areas of expertise of your committee members.
- Post a request for assistance on the Lineage Research Lookup Board or Lineage Research, NSDAR Facebook group if your chapter team needs additional documentation for an in-progress or pending application.
- Consider taking the online GEP courses to enhance your research skills.
- Work closely with your chapter Volunteer Genealogists Committee and registrar to ensure your prospective members’ application papers are well documented.

State Chairs:
- Respond quickly to requests for assistance from chapters!
- Attract, Inspire, and Mentor lineage researchers in your state by holding lineage workshops to strengthen research skills, share expertise, and grow rapport.
- Communicate regularly with your Chapter Chairs to share news and information, and to identify Daughters with expertise in specific research areas.
- Encourage your Chapter Chairs and committee members to participate in the Lineage Research Lookup Board and Lineage Research, NSDAR Facebook group.
- Participate enthusiastically with your state CDRC to Attract, Inspire, and Mentor new members to Move Forward in Service to America.

Additional Resources:
- Lineage Research Committee Webpage: http://www.dar.org/members/committees/national-committees/lineage-research/lineage-research-committee-mission
- Applications/Supplementals: http://www.dar.org/members/applications-supplementals
- Genealogy Research System: http://services.dar.org/members/dar_research/search/?tab_id=0
- Genealogy Guidelines: http://www.dar.org/sites/default/files/members/darnet/forms/RGG-4000.PDF

LITERACY PROMOTION, LEE HEMMMRICH HUNT, National Chair
1285 Beechfern Circle, Elgin, SC 29045, (615) 364–5088, huntl@midlandstech.edu

OBJECTIVE: As many as forty-four million adults in the United States are considered functionally illiterate. If one cannot read, one is inhibited in his/her ability to achieve true independence and reach that person’s full potential as an American citizen. The object of this committee is to encourage DAR members to promote literacy in adults and children and thereby fulfill one of the objectives of the National Society in developing an enlightened public opinion.

CONTEST: The Literacy Promotion Contest recognizes the outstanding service of DAR members individually and collectively in their chapters and states. The service must be provided voluntarily outside of that member’s employment. Daughters can promote literacy in their communities by focusing on the following areas:

AREAS OF EMPHASIS:
- Literary Development in Children: Promote and support child literacy initiatives that enhance reading programs, after school tutoring programs, mentor at-risk children or teens and/or sponsor programs that encourage parents and grandparents to read to their children; join with a DAR Schools Chair to hold a book drive for one of the DAR-supported schools; sponsor events for National Family Literacy Day on November 1 of each year.
- Adult Literacy: Support those literacy initiatives that focus on adult learners in programs that provide scholarships to those studying to take the GED exam, teach English as a second language, read to the blind or record books on tape/CD, provide books to hospitals, doctors’ offices and other public areas with waiting rooms; encourage community and state officials to issue literacy proclamations; plan a chapter program with your Chapter Women’s Issues Chair about improving worldwide literacy rates; help publicize literacy programs for those in need.

By promoting adult and child literacy and thus developing a more informed citizenry, we will truly be Moving Forward in Service to America.

For more information on this committee and its annual contest to recognize outstanding literacy promotion efforts by members and chapters, please see the Internet links below:

Additional Resources:
- Visit the Literacy Promotion Committee Webpage: http://members.dar.org/committees/literacy/index.htm
MEMBERSHIP, SUSAN ROGERS THOMAS, NATIONAL CHAIR
1525 Clifftops Avenue, Monteagle, TN 37356–2075, (931) 924–8400, susanrthomas2@cs.com

As we Move Forward in Service to America, the Membership Committee will provide leadership training to foster vibrant, engaged chapters that both accomplish meaningful service in local communities and welcome new members to our important work. We can strengthen our chapters and our National Society by recruiting new members, offering opportunities to learn more about DAR for all our members, and involving every DAR member in the work of the Society.

During the Dillon Administration, we hope each chapter will set this goal: Zero members dropped for non-payment of dues and enough new-members-by-application added during the year to realize a net gain. Chapters that attain a 10% or greater increase in members-by-application and have fewer than 2% of their members dropped for non-payment of dues, will receive special recognition each year; be sure to check the Membership Committee Webpage of the DAR Members’ Website for more information on this exciting initiative!

The mission of the chapter Membership Committee is to recruit and welcome new members, educate all chapter members about DAR programs and activities which promote DAR objectives, and strive to create prosperous, successful chapters which serve their communities and country. Gaining new members is only the first step to an active, vital chapter. Those new members need to be trained and welcomed into the activities of the chapter. Incorporate them into the chapter by holding new member orientation workshops and invite experienced DAR members to participate as mentors during the orientation and in getting the new members involved in committee work immediately. Encourage members to enroll in the New Members and New Horizons courses – details about these courses may be found on the Membership Committee webpages.

Add several members to the chapter’s official Membership Committee and have committee members contact both prospective and current members each month to remind them of upcoming meetings and activities, or to share chapter news with out of town or homebound members. Committee members should greet prospective members at meetings and introduce them to the current members; they should be sure to sit with them during the meeting to explain what is happening or find an experienced member who will serve as a mentor to the new member.

The Membership Committee, along with those members who have lineage research experience and volunteer genealogist training, need to work with the Chapter Registrar to attract new women to our ranks. If you have members who are knowledgeable about genealogy and the application process, get them involved in helping the Chapter Registrar with new member applications. By working together as a team, your chapter will have success gaining new members while retaining and energizing current members.

Invite, Inquire and Inspire – keep your chapter Moving Forward in Service to America through your Membership Committee!

State Chairs:
1. Keep the Prospective Member Database (PMD) up-to-date; referrals should be contacted within 48 hours. A Vice Chair may be appointed to complete this work if necessary.
2. Contact Membership Chapter Chairs to be sure they follow up with the prospective member.
3. Forward National Society information to Chapter Membership Chairs.
4. Work with the State Organizing Secretary to identify chapters on the brink of failure and provide them with assistance in growing their membership.
5. Work with your State Lineage Research and State Volunteer Genealogists Chairs to find chapters the help they need to complete prospective member applications.

Chapter Chairs:
1. Set a goal for annual membership growth that is feasible for your chapter – a 10% addition through new members by application is a reasonable goal, and should help offset the loss of members through death, resignation and relocation.
2. Hold new member orientation events, invite members to volunteer for committees that interest them, and encourage members to sign up for the New Members and New Horizons courses.
3. Work to retain members by involving them in membership activities; correspond regularly with homebound, working, and out of town members who cannot attend meetings; and personally follow up with any members who haven’t paid their dues by mid-October. Remember, our goal is zero percent (0%) of members dropped for non-payment of dues!
4. Invite and welcome guests and new members to the chapter – be hospitable; Inquire about members’ interests and talents, and put them to work – explore the possibilities; Inspire members with opportunities to serve and celebrations of chapter successes – enjoy your chapter’s prosperity!
5. Submit suggestions and success stories to your State Chair for recognition.
NATIONAL DEFENSE, JULIA MILLER ROGERS, National Chair
4015 Ocean Drive, Corpus Christi, TX 78411–1221, (361) 929–5390, Julialrogers75@gmail.com

The National Defense Committee advocates a strong American military defense and unwavering faithfulness to the ideals of the Founding Fathers as codified in the U.S. Constitution in order to preserve our American heritage of freedom, to protect the U.S. Constitution, and to ensure the survival of our national sovereignty. The National Defender is published monthly, September–May, in support of these ideals.

All Daughters are invited to submit articles of national interest for possible inclusion in the National Defender. Please include a signed permission to reprint form with submitted articles. The form may be found on the committee’s webpage on the DAR Members’ Website.

The National Defender contains items of national interest for use at chapter meetings and is published on the DAR Members’ Website. Chapters are encouraged to print and use articles from the National Defender for the three minute chapter reports at meetings. This is one way to recognize national defense activities for the Chapter Achievement Award.

Another way is to present DAR ROTC medals, DAR Outstanding Cadet medals, DAR Youth Citizenship medals, and DAR Distinguished Citizen medals.

ROTC and Cadet Medals:
- The DAR Gold ROTC Medal is awarded to a college or university graduate being commissioned in one of the U.S. armed forces (one medal per ROTC unit).
- The DAR Bronze ROTC Medal is awarded to a student in a secondary school JROTC program, either a junior or a senior, or a junior college graduating senior (one medal per ROTC unit).
- The DAR Outstanding Cadet Silver Medal is awarded to a student for participation in a non-ROTC, military-affiliated cadet program funded by the school or privately, including, but not limited to Naval Sea Cadet Corps, Civil Air Patrol Cadets Corps, National Defense Cadet Corps (NDCC), United States Army Cadet Corps (formerly the American Cadet Alliance), Young Marines, California Wing Cadet Corps, Navy League Cadet Corps, Army Cadets of America, and United States Army Cadet Corps (one medal per year per cadet unit). Medals are worn in accordance with the cadet program protocol.

DAR Citizenship Medals:
- The DAR Youth Citizenship Medal is awarded to a boy or girl in grades 5–11 (one medal per grade per school.) The medal may also be awarded to youth in service and patriotic organizations.
- The DAR Distinguished Citizen Medal is presented to an individual, 18 years of age or older, who fulfills the qualities of honor, service, courage, leadership, and patriotism. The DAR Distinguished Citizen Medal may be awarded to emergency first responders, active duty military and veterans of the United States Armed Forces, and citizens who have contributed to the defense and/or security, and thereby the freedom, of the community, state, or nation in an exceptional manner. The State Chair of the National Defense Committee administers the medal.

The DAR Handbook and the DAR Members’ Website provide further detailed information and instructions.

Use The DAR Store to order medals. When ordering ROTC and DAR Outstanding Cadet medals, specify name of school, branch of armed forces unit where medal is to be awarded, and name of chapter presenting medal. Medals are to be detailed in annual chapter, state, and division reports.

The total amount of contributions to a state national defense fund, local chapter national defense award programs, and scholarships or other monetary awards to ROTC/JROTC/Outstanding cadets are to be reported on the Chapter Master Report.

Additional Resources:
- Visit the National Defense Committee Webpage: http://members.dar.org/committees/defense/index.htm
- National Defender: http://members.dar.org/publ_forms/?List=sec_natdef
- DAR Distinguished Citizen Nomination: http://members.dar.org/committees/defense/pdf/DAR%20Distinguished%20Citizen%20Medal%20Nomination%20Form-W.PDF

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The National Society Daughters of the American Revolution (DAR) is fortunate to be working with other repositories of Revolutionary War era records to obtain copies of unique collections that document American military, patriotic and civil service during this pivotal time in our nation’s history. Examples of collections scheduled to be indexed include pension files, Virginia Revolutionary War Bounty Land Warrants, Ohio Revolutionary War Bounty Land Warrants, New York Revolutionary War Accounts and Claims, and Early American Orderly Books. The resulting index will be available in the DAR Genealogical Research System (GRS).

Indexing is done online through a special program. DAR member volunteers are provided special access in order to index these records. To volunteer the only things required are internet service and the ability to read cursive.

Volunteer by going to the Patriot Records Project Committee Webpage and filling out and submitting the contact form.

State Regents are asked to appoint State Chairs for this committee. State Chairs should promote this project at state meetings and in state newsletters. They should let chapters know it is an excellent way for their at-home members and those who live out of town to actively participate in DAR while also making a lasting contribution.

For 125 years, DAR members around the world have worked to promote historic preservation, education, and patriotism. Moving Forward in Service to America we will continue our work in these three mission areas, as well as, promoting membership through service to America’s communities. The NSDAR complex of buildings are among the most beautiful and historic in Washington, DC, and restoration is an ongoing commitment. As we commemorate the milestone of 125 years of service, we want a path that will direct us forward for more milestone anniversaries.

The President General’s Project will have the National Society Moving Forward in Service to America by:

- Restoring and improving the NSDAR complex of historic buildings;
- Supporting chapters through membership and community service promotions;
- Advancing technological and financial accounting capabilities that serve to reinforce the Society’s promotion of history, education and patriotism;
- Designing tools and techniques to increase public recognition of DAR’s service and contributions to the Nation including, but not limited to, funding Special Projects Grants;
- Furthering the financial stability of the Society through the promotion of established development programs and prudent investment strategies.

Each and every contribution, no matter the size, is extremely valuable to our work. You may be a part of this necessary and important ongoing commitment to the President General’s Project by:

Individual donations may be made online at http://www.dar.org/giving/support-program-your-choice, through the Sustaining Supporter monthly giving program http://www.dar.org/monthlygiving or by completing the Donations and Contributions Form DEV-1003 at http://www.dar.org/sites/default/files/members/darnet/forms/DEV-1003.pdf by remitting a check payable to the Treasurer General, NSDAR or providing a credit card to the NSDAR Office of Development for:

- $100 donation in a single contribution or is met through continuous contributions via the Sustaining Supporter program (except for the President General’s Project Benefactor which requires a one-time donation for pin eligibility) makes one eligible to purchase the President General’s Project Pin from Hamilton Jewelers which may be worn individually or on her official ribbon;
- $300 or more donation makes one eligible for the above and for an inscription on the President General’s Project Donor Wall, (See the form on page 4 of the DEV-1003 for more details);
- $1,250 donation (one time donation) makes one eligible to receive the Benefactor Pin as a gift, a certificate, an inscription on the President General’s Project Donor Wall and special recognition at Continental Congress.
There are four promotional items that arrive in your mailbox throughout the year. The beautiful DAR wall calendar, the useful three-year calendar with the President General’s themed case and the address labels with gold-toned accents make each piece of mail eye catching are just some of the items! Donations for these items are greatly appreciated, urgently needed and are considered individual donations!

Individual donations to the President General’s Project count towards Heritage Club membership levels, but not towards the $7.50 per member contribution made by chapters.

Also the President General’s 100% Chapter Participation is for chapters who contribute a total of $7.50 per member during the Dillon Administration’s three-year term of office. These donations may be made $2.50 per member per year for each of the three-year term of office or made in one payment of $7.50 per member for the three-year term of office. The per member count is from the official membership chapter count as of January 1, 2017, regardless of any changes in membership after that date, less Life Members. The participation contribution for a Life Member is paid by National. Those chapters who complete the 100% Chapter Participation donation of $7.50 per member during the President General’s term of office, will receive the beautiful President General’s Project 100% Chapter Participation Certificate, that are delivered to the State Regent. The President General’s Project 100% Chapter Participation are not individual donations and do not count towards the President General’s Project pin from Hamilton or towards Heritage Club.

Additional Resources:
- Visit the President General’s Project Committee Webpage: [http://www.dar.org/members/committees/special-committees/president-generals-project/president-generals-project](http://www.dar.org/members/committees/special-committees/president-generals-project)
- Development Committee Webpage: [http://www.dar.org/members/committees/standing-committees/development/committee-objective](http://www.dar.org/members/committees/standing-committees/development/committee-objective)
- The DAR Store: [http://www.dar.org/dar-shopping/dar-online-store/dillon-administration](http://www.dar.org/dar-shopping/dar-online-store/dillon-administration)
- Hamilton Jewelers: [www.hamiltoninsignia.com](http://www.hamiltoninsignia.com)

**PROTOCOL, MINDY KAMMEYER-PRICE, National Chair**
512 Manderstone, Peachtree City, GA 30269–4243, (678) 637–1293, mindykamm@aol.com

The Protocol Committee provides members guidance in proper and correct etiquette for recognizing and honoring those in leadership positions. The fundamental principles of protocol are dictated by ethics, courtesy, and common sense. The order for receiving lines, processions, and seating at DAR functions has been prepared and revised through the years by members with knowledge of the rules and customs of the National Society and with advice from the Protocol Division of the United States Department of State.

To ensure correct protocol, read the DAR Order of Precedence found in the *Official Procedure and Protocol Booklet 2012* (revised 2013). It can be found online at [http://members.dar.org/committees/protocol](http://members.dar.org/committees/protocol). Consult this booklet when planning state conferences and other meetings so that members and guests will be honored correctly at various DAR events as well as in the state boxes in Constitution Hall during Congress.

Additional information can be found in the chapter on Protocol (Chapter XIII) in the *2017 DAR Handbook and National Bylaws*.

**Additional Resource:**
- *DAR Handbook and National Bylaws (DHB-1000)*: [http://members.dar.org/darnet/forms/DHB-1000.PDF](http://members.dar.org/darnet/forms/DHB-1000.PDF)

**PUBLIC RELATIONS AND MEDIA, LEANN FETHEROLF TURBYFILL, National Chair**
1830 Fountain Drive, #508, Reston, VA 20190–4472, (540) 353–6278, LeAnnT1776dar@gmail.com

Effective public relations is the telling of our DAR story to other members and to those in the community. Through the dynamic use of media and social networks, we express the historic, patriotic and educational goals and achievements of our Society with clarity and purpose. Daughters and prospective members are energized and enthused. Ultimately, the general public gains a greater understanding of our work.

**Reaching members and the community:**
- Chapters must reach out to existing members and welcome new members with effective and ongoing communication. Some examples include:
  - Recap chapter events with a simple newsletter with plenty of photos; this can be done electronically or via traditional hard copies.
  - Create an engaging brochure to both recruit new members and inform the public of your chapter’s vibrancy. Use the brochure available from National or create your own.
  - Videotape your speakers and send recordings to members unable to attend, such as those in nursing homes, out-of-towners, and “snowbirds.”

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• Create a chapter Facebook page following NSDAR Online Guidelines: http://www.dar.org/sites/default/files/members/committees/vis2/pdf/NSDAR%20Online%20Guidelines.pdf
• Encourage visits to the Today’s DAR blog (www.blog.dar.org) and share news at chapter meetings for those who are not web-savvy.
• Reach out to the general public through local media. Get to know your local news reporters and media representatives. Provide them with plenty of advance notice announcing events and activities with media releases that are ready to print “as is.” Newspapers, radio, and TV stations regularly need timely, positive, and relevant information about upcoming events that they can use with little or no revisions. Remember to always include the basics: who, what, when, where, how and why!

Become a familiar face at your local libraries, historical societies, chamber of commerce, or genealogical societies and leave copies of chapter brochures or past issues of the American Spirit magazine stamped with your contact information. You never know where you will find your next member, speaker, or donor!

Public Relations Tools and Resources:
The National Society provides a multitude of tools and resources on the DAR Members’ Website to get you started. Many are downloadable. Visit this committee’s webpages (http://members.dar.org/committees/pr/) for media release templates, fact sheets, presentations, graphics, policy statements, and other promotional items such as:
• The DAR Fact Sheet
• The ABCs of Public Relations
• “Tips for Writing Effective News Releases”
• “Today’s DAR is ALL About Strong Public Relations” PowerPoint presentation
• The DAR Logo and Dillon Administration graphics
• DAR policy statements
• DAR media release template

Visit The DAR Store at www.dar.org/darstore or at (888) 673–2732 for banners, brochures, and videos such as:
• “Today’s DAR and You” membership brochure
• “Getting to Know the DAR” pamphlet
• DAR Press Kit
• DAR Brochures pertaining to the DAR Museum, the DAR Library and the Americana Collection.

Visit the DAR Leadership Training Committee Webpages (http://www.dar.org/members/committees/standing-committees/dar-leadership-training/webinar-archives) for these archived webinars:
• “How to Write a Press Release” Webinar
• “DAR and Social Media” Webinar

Public Relations Awards:
Chapter public relations awards: Chapters achieving outstanding media coverage and/or producing exceptional internal communications such as newsletters and brochures may be recognized for their accomplishments with certificates of merit from this National Chair. Please report proof of your media awards on the annual Chapter Master Report. Send examples of your efforts to your State Chair.

Local media awards: Advance greater awareness of your chapter’s work and DAR’s mission by recognizing a local member of the radio, TV, film, or print industry for outstanding work that promotes historic preservation, education, or patriotism. There is no approval process required for these awards which can also serve as another tool for promoting your chapter’s presence within your community. Daughters are reminded that this award, like all DAR activities, should always be non-political in nature.

National award: Chapters are encouraged to nominate an individual or program for outstanding film, radio, or television work that highlights historic preservation, education, or patriotism on a national scale. The National Society’s Media and Entertainment Award will be presented at Continental Congress. Nominations are due by March 1. A partial listing of past awardees is available online at on this committee’s webpages. Guidelines for this national award nomination:
• The individual or program must be nationally recognized but need not be from the nominating chapter’s local area.
• Individuals nominated for this award are to be recognized for their entertainment or media work, and not for work or activism outside the media or entertainment industry.
• Nominated programs must have been released or aired new episodes during the 2017 calendar year.
• Contact information for the honoree or program must be included with the nomination letter.
• Nomination letters accompanied by a sample of the nominated work must be postmarked by March 1, and sent to the National Vice Chair overseeing this award.
As we continue in Moving Forward in Service to America with the Dillon Administration, our members have participated in many outstanding service projects. Daughters are committed to honor our heritage by sharing their time and talents with their communities through projects such as assisting handicapped children and adults, working in homeless shelters, cleaning up cemeteries, volunteering in historical societies and associations, assisting with youth organizations such as the Boy and Girl Scouts, participating in local cultural organizations such as theater groups, symphonies, and museums and much, much more.

Our members are also committed to volunteering in DAR work that can also now be counted, as of February 1, 2017, on our online Tally. Such work includes:

- Volunteering on behalf of veterans in Stand Down, Project Patriot, compiling care packages for active service duty, etc.
- Indexing records/genealogy research/conducting lineage workshops
- Organizing community events and celebrations including Constitution Week activities
- Promoting literacy through tutoring/gathering books for local libraries
- Serving as Senior leaders of C.A.R. societies and JAC groups
- Supporting schools through classroom involvement/American History essays/Good Citizen awards and scholarships
- Conservation projects/Earth Day activities/the Great Pollinator Project, etc.
- Distributing the Flag of the United States of America to new citizens and in communities

This is not an all inclusive list but gives members an idea of what they can do to help us reach our goal of 19 million service hours by 2019. Check our committee webpage for more community service opportunities.

Can we do this? Yes, we can!! DAR is much more than a lineage society and we are committed to service in our communities. This is an opportunity for all members to be able to participate and show our current and prospective members the rewards of volunteerism and the dynamic, vital DAR of today.

Continue to enter your service hours on the online Tally and help us make our goal of 19 million service hours by 2019! Remember Eugenia Washington’s words, “We want a society founded on service.” Thank you for all your Service to America!

Through the Special Projects Grants Program, NSDAR provides financial support for local community projects which exemplify the Society’s mission areas of historic preservation, education and patriotism.

**Examples of projects considered for grant funding include:**

- Historic Preservation: restoration of historic buildings; digitization or preservation of documents and records; preservation of historical items; erection of new or rededication or relocation of existing historical sites’ markers; cemetery headstone and monument conservation
- Education: literacy programs, historical books, museum exhibits and programs, children’s mentoring or tutoring programs, interactive or interpretive display panels, educational materials
- Patriotism: veterans’ service projects, veterans’ cemeteries and monuments, erection of flag poles to fly American flags, recording of veterans’ stories, support for active-duty military or their families

**Your chapter or state organization has an opportunity to sponsor a grant proposal and thereby:**

- Create local awareness of NSDAR, its mission areas and its support of community projects
- Generate visibility for your local chapter and a reputation for involvement in your community
- Participate in a worthy local program through sponsorship, thus creating a source of pride and achievement for your chapter Daughters
- Attract local women who are interested in the mission areas of NSDAR to membership and active participation in your chapter
- Earn NSDAR Chapter Achievement Award points

The required application format is available on the program websites. Every question, and subquestion, must be answered. The application must be accompanied by an NSDAR chapter or state organization sponsorship letter. The 2018–2019 Special Projects Grants Application Instruction Sheet (http://members.dar.org/darnet/forms/SPG-1000.PDF) contains current instructions and requirements. Current detailed program and application requirements, information and guidance are available on the NSDAR Public Website at www.dar.org/grants and on the DAR Members’ Website at http://members.dar.org/committees/specialproj/index.htm.

Only grant applications strictly conforming to the application requirements will be judged.

Requisites to apply for a Special Projects Grant include an IRS determination letter designating the applicant as a...
Applicants must have secured funds for completion of the entire project, less the amount of the grant application, in order to assure DAR of the completion of the total project. Thus a $100,000 project (no matter the phases) requires secured funding of $90,000 in order for the entity to apply for a grant of $10,000. 1:1 matching funds are required for DAR grant applications when the total project is no more than twice the amount of the grant request.

A grant proposal must provide direct support for a project. Annual conferences, events, trips, camps or workshop expenses are not eligible. Administrative or operating costs are disallowed; examples include travel, food, printing, postage, office expenses, or employees’ salaries or benefits. Work performed by paid staff which is allocated to the project is not allowed. Improvements to building property such as restrooms, elevators, electrical, plumbing, or security systems, handicapped ramps or sidewalks are not accepted since they have no historical value. Also not approved are administrative expenses such as archeological excavations, inspections, permits, architectural drawings, etc.

This year’s grant applications must be postmarked by December 31, 2017 and mailed to the attention of the National Chair at the address above. Successful grantees will be notified by May 1, 2018 and, following receipt of the signed Grant Agreement and documentation of matching funds, payment of the first half of the grant amount will be disbursed by NSDAR. Following the project completion date and receipt by the National Chair of the final project report from the grantee, the remaining grant balance will be remitted to the grantee.

To discuss questions, please contact, or encourage your interested non-profits to contact, this Chair at any time, using the e-mail address above.

Additional Resources:
- Special Projects–Grant Application Instructions Sheet (SPG-1000): http://members.dar.org/darnet/forms/SPG-1000.PDF

**UNITS OVERSEAS, DIANE BRANUM HAMILL, National Chair**
204 Stonewall Road, Ardmore, OK 73401–1152, (580) 220–9613, mdhamill@hotmail.com

The Units Overseas Committee was formed in 1950 to provide a link between the National Society and those members living outside the United States. Some of the members overseas are U.S. citizens. Some are native-born but have ancestors who aided the American Revolution. The first overseas chapter was organized in 1897 in Honolulu, Hawaii, long before it became a state. Yet even before that first overseas chapter, members-at-large maintained a DAR presence in many countries.

Currently there are 22 chapters located in 12 countries and one U.S. Territory. This committee assists with chapter achievement awards, national contests, membership, chapter development and revitalization, websites, and reporting. Whether residing in the continental United States or abroad, Daughters are united by a shared commitment to our Society’s mission and to the enduring focus on historic preservation, education, and patriotism.

**Moving Forward in Service to the World through Units Overseas**

With a mission to continue moving forward in our commitment to promote the DAR, the Dillon Administration supports and encourages the work of overseas chapters as they strive to balance DAR mission objectives with projects unique to their country of residence. These members are dedicated to making a difference in the world around them and to the enhancement of public awareness of the NSDAR mission.

Overseas chapters actively seek new members and associate members. They depend on associate members for their knowledge and expertise in all phases of DAR work as well as their dues and donations. Any DAR member in good standing is encouraged to become an associate member of an unlimited number of chapters in the Units Overseas Committee. Please take a moment to review the Associate Membership in Units Overseas Chapters brochure to learn how you can help advance the work of the NSDAR mission outside the borders of the United States.

**Volunteer Genealogists, Marcy Carter-Lovick, National Chair**
160 Bent Trail Drive, Southlake, TX 76092–9534, (214) 405–2314, marcymail09@gmail.com

The Volunteer Genealogists Committee is Moving Forward in Service to America by supporting the staff of the Office of the Registrar General in their role to verify new member and supplemental applications.
This committee accomplishes its mission by:
1. Providing training for members and chapters on current standards of verification of new and supplemental applications; and
2. Providing direct assistance to chapters in need.

A trained volunteer field genealogist may be assigned by the State Regent to assist a designated chapter.

Some volunteer genealogists may qualify to serve as Electronic Application Reviewers (EAR), a new volunteer position established to assist in the preliminary review of electronic applications.

The committee promotes participation in the DAR Genealogy Educational Programs (GEP). Volunteer genealogists are encouraged to actively participate with the Membership and Lineage Research Committees at both the chapter and state level to ‘Attract’, ‘Inspire’ and ‘Mentor’ members and prospective members.

Training:
- **Volunteer field genealogists** (VFG): Complete online Genealogy Educational Program *Introduction to Genealogy Research for DAR Applications*, GEP 1, and *Applying Genealogy Research Techniques to DAR Applications*, GEP 2.
- **Volunteer genealogists** (VG): Complete online Genealogy Educational Program *Advanced Problem Solving Techniques for Establishing Lineage and Service on DAR Applications*, GEP 3.

Enlist trained volunteers:
- **State Regents and state CDR Commission members**: Assign an NSDAR trained volunteer genealogist to a chapter needing assistance with prospective member applications.
- **State Chair**: Keep a list of members who have taken GEP classes in the last three years and who are willing to assist other chapters, as well as a list of volunteer genealogists assigned to a designated chapter; you serve as a member of your state Chapter Development and Revitalization Commission.
- **Chapter Regents**: Plan a chapter genealogy workshop or ‘paper party’, report genealogy activities, and complete a recommendation for your state society’s Outstanding Volunteer Genealogist if applicable.

Additional Resources:
- Visit the Volunteer Genealogists Committee Webpage: [http://members.dar.org/committees/generies/index.htm](http://members.dar.org/committees/generies/index.htm)
- Volunteer Field Genealogist Workshop Log: [http://members.dar.org/committees/generies/pdf/VFG_log.PDF](http://members.dar.org/committees/generies/pdf/VFG_log.PDF)
- Volunteer Field Genealogist–Chapter Assignment Log: [http://members.dar.org/committees/generies/pdf/MFM_log.PDF](http://members.dar.org/committees/generies/pdf/MFM_log.PDF)
- Registration for Online Genealogy Education Programs: [http://daronlineclasses.mrooms.net/](http://daronlineclasses.mrooms.net/)

**OBJECTIVE:** The Volunteer Information Specialists Committee comprises DAR volunteers who use their computer skills to help promote DAR through the use of computer technology.

**Its objectives are to:**
1. Stay abreast of technology developments, make reports and recommendations to the Executive Board on coming trends, develop guidelines for new platforms, and proactively share information with states and chapters.
2. Promote awareness of DAR and its objectives to the public, in order to attract new members, through the creation of chapter and state websites and social media sites.
3. Promote the use of e-Membership and the Prospective Member Database (PMD) by educating Chapter Officers in their use.
4. Provide a team of skilled volunteer computer users to assist the National Society, states, districts, and chapters.

VIS volunteers work on the chapter, state, and national levels. Volunteers build and maintain chapter and state websites and social media sites, as well as committee and club sites on the DAR Members’ Website; promote the use of e-Membership, the PMD System, and the Chapter Master Report; create writable PDF forms for NSDAR; assist prospective members who access the DAR Public Website; create various templates for chapter yearbooks, labels, name tags, presentations, and certificates; and so much more! VIS volunteers also help out on other committees such as DAR Genealogy Preservation or Genealogical Records.

**State Chairs and Regents:** All public DAR websites should be submitted to National for approval before going public; see the NSDAR Online Guidelines for correct procedure. State and chapter websites are public relations tools with the prime objectives of educating the public about DAR and attracting new members. The public site should focus on the chapter’s/state’s work in promoting historic preservation, education, and patriotism. Content should appeal to non-DAR members, avoid DAR-specific terminology, and assist prospectives in becoming members. Photos and information about a chapter in action—presenting awards, working on projects, or participating in community events—effectively show the DAR...
work in the community and the focus of the chapter. Content directed at DAR members—long chapter histories, lists of charter members, and past Chapter Regents, etc.—is more appropriate for a password-protected DAR Members’ Website.

**Webmasters:** Please review your websites regularly to keep the content up-to-date and be sure all links are working properly. Housekeeping updates to not need to be submitted for national approval.

**VIS State Chairs:** Please review all the websites in your state during the summer to ensure all links work properly, and content is current and reflects the changes in National, State, and Chapter Officers, themes, programs, and dates. All state VIS Chairs and webmasters should use the VIS Style Guide and the NSDAR Online Guidelines. Familiarity with these documents will save a lot of time! Both documents can be downloaded from the VIS Committee Webpage under VIS Tools.

**VIS Pin:** Please be sure to follow the ordering guidelines available on the VIS Committee Webpage. The VIS Log form must be completed and signed by the Chapter Regent, State Regent, or State VIS Chair, and then forwarded to this Chair. If you do not follow the procedure, it will be impossible to verify your service, and will slow down your order with Hamilton Insignia.

**VIS Volunteer of the Year:** States may select one winner of this award each year who is then eligible to purchase the VIS Volunteer of the Year pin. Please notify this Chair, when the state has selected a State VIS Volunteer of the Year. Separately, the National Chair selects a national VIS Volunteer of the Year, based on work done directly for the national committee.

Please visit the Volunteer Information Specialists Committee Webpage for links to all committee tools: http://www.dar.org/members/committees/national-committees/volunteer-information-specialists/committee-home.

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**WOMEN’S ISSUES, REBECCA G. KLINE, National Chair**

9201 Kessler, Overland Park, KS 66212–3946, (913) 669–4808, (913) 341–6209, rggkline@gmail.com

**BRIDGET CLARK-COOPER, National Vice Chair—Career Issues**

1009 W. Michigan Avenue, Phoenix, AZ 85023–1551, (720) 402–7988, DARCO.Bridget@gmail.com

**BONNIE KOTTSCHADE, National Vice Chair—Family Issues**

4719 Warwick Lane NW, Rochester, MN 55901–3430, (507) 282–7126, kottsbon@hotmail.com

**PATRICE R. DONNELLY, National Vice Chair—Health Issues**

1001 Castlemaine Drive, Birmingham, AL 35226–5923, (205) 903–8079, prdonnel@samford.edu

This committee, which was established by the National Board of Management in April 2001, provides a platform from which to address current issues that are important to today’s women. By focusing on health, career, and family, the committee emphasizes how DAR can become an integral part of the lives of women regardless of age. Each of these categories impacts the others on intertwining paths of life.

Our national theme is *Moving Forward in Service to America*, with the symbol of an arrow pointing forward in promotion of Education, Patriotism, and Historic Preservation. As we move through life’s journey, each of us balances work and family, while dealing with issues affecting our home, health, and family. Many of us also balance military service to our country as well.

- **Ideas for chapters:** For program ideas and education, refer to the Women’s Issues Committee Webpage. The “Committee Corner” section in the Daughters newsletter offers additional ideas on a bi-monthly basis. Remember to report chapter programs, educational forums, and/or activities on the Chapter Master Report. Read winning essays at meetings, and give Women’s Issues meaningful minutes.

Each State Chair is encouraged to promote the essay contest as an avenue for self-expression, education, and focus of volunteerism, keeping in mind, ‘service to our communities’.

- **Contest:** Only one essay per member per year will be accepted. Essay must be titled, typed, and limited to 1,800 words. All words count, and only essays will be accepted.

A cover page must include the member’s name, chapter, national number, address, telephone number, e-mail address (if available), essay title, and category (family, career, or health). Any submissions failing to meet the requirements may be disqualified.

~ Together we will continue to move forward in service to God, Home, and Country ~

**Additional Resources:**

- Visit the Women’s Issues Committee Webpage: http://members.dar.org/committees/women/index.htm
- Women’s Issue Committee Contest: http://members.dar.org/committees/women/contest.htm
- Women’s Issue Essay Release Form (WI-1000): http://www.dar.org/darnet/forms/WI-1000.PDF

**Moving Forward in Service to America**