



Chapter Achievement Awards 2023 Chapter Checklist

Hello, Chapter Leaders, and Welcome to the 2023 Chapter CAA Checklist:

The purpose of the newly revised Chapter Achievement Awards is to recognize chapters for their exceptional work as it applies to **ALL** committees, and **ALL** chapter sizes, measured by multiple benchmarks highlighting behavior that generates healthy sustainable chapters, while building lasting friendships, as we **“Celebrate Stars & Stripes Forever.”** The goal of the revisions is to distribute the weight of the scoring more evenly, allowing chapters further flexibility in determining where their time, energy, and resources will be spent, while receiving Chapter Achievement Awards (CAA) credit along the way.

Chapters are encouraged to find unique, meaningful, and fun ways to involve their members in service towards goals that fall within the objectives of the National Society involving Historic Preservation, Education, and Patriotism. Within these objectives, the **2023** CAA places an emphasis on supporting friendships among our members and between chapters while promoting dedicated service to God, Home, and Country.

This checklist provides a comprehensive outline of how chapter leaders can use the CAA form to maximize their points. First and foremost, download the **2023** Chapter Achievement Awards Planning Guide (a pdf file available on this committee’s website). Use the guide as both a planning and recognition tool. Involve chapter members when setting goals to promote a sense of belonging, and most importantly, don’t forget to communicate chapter member successes and accomplishments. Note: the CAA names and some of the point levels have changed:

Blue Ribbon = 600 + points
Red Ribbon = 450 + points
White Ribbon = 300 + points

PLANNING

Summer Months:

- Use the **2023** CAA Planning Guide to estimate the number of points a chapter could earn based on planned programs and activities through the last day of December. Set goals which emphasize membership retention through active committee involvement, acquire new members and educate them by supporting the Training Courses, promote volunteerism and public relations, and outreach, by promoting new DAR magazine subscriptions (members and outside organizations).
- Create, revise and use a chapter annual dues invoice. Consider adding to the invoice an opportunity for members to contribute voluntary donations which support the mission objectives of the National Society, i.e., gifting new members a DAR magazine subscription, contributing to a veteran’s project or donating school supplies to a classroom.
- Ensure a healthy chapter budget. Include chapter contributions as outlined in Section 8 of the CAA form as well as the \$40 contribution for the state’s co-op magazine ad.
- Set an obtainable goal for the replacement of members who transfer, drop or pass away during the year.

- Incorporate a National Defense report into each chapter meeting (in person or virtually) or share the report in your chapter newsletter and/or social media private pages.
- Make plans to support the Mission Service Project for the year, and participate in a community service project for the National DAR Day of Service in the month of October.

EXECUTION:

Fall/Winter Months:

- To maximum a chapter's score for **CAA Section 1: NATIONAL DUES (AUTO-FILLED)**:
 - Collection of dues is paramount during the Fall Months. Chapter Treasurers must collect National dues by the stated deadline and promptly submit the resignations of members in good standing. Note: all membership changes for deaths, resignations, transfers must be reported to National by December 1 to earn points in Section 1.
 - Utilize the e-Membership *Membership Chapter Achievement Analysis* to analyze potential points related to payment of National dues.
 - To receive CAA points, 90% of national dues must be postmarked on or before December 1.
 - If the Direct Payment Option is utilized and National dues are received no later than December 1, additional points will be awarded.
- Helpful hints to achieve points in the **CAA Section 2: MEMBERSHIP (AUTO-FILLED)**
 - Use membership count as stated in e-Membership *Count Report* for January 1, **2023**. The e-Membership *Membership Chapter Achievement Analysis* will assist in determining scoring points earned for new members and Juniors by application.
 - The e-Membership *Pending Member Report* confirms pending applications.
- ~~There is a new way to earn more points in~~ **CAA Section 3: SERVICE TO AMERICA (Partially Auto-filled)**
 - Make plans to participate in the Mission Service Project.
- Ensure chapter success by scoring in **CAA Section 4: PROGRAMS, SERVICE, ACTIVITIES, TRAINING (NOT AUTO-FILLED – CHAPTER MUST COMPLETE)**
 - Plan effective programs and chapter activities which highlight the listed Service and Genealogy Committees as well as promote member training.
 - An additional column has been added in this section. More points will be earned if a chapter actively participated in the planning process involving multiple members, versus reading a report, being assigned a participatory role or simply attending an event. Note: only one box may be checked per committee.
 - Programs/activities may take place in person or virtually, and involve other chapters.
 - Committee reports may be shared via chapter newsletter or private social media pages.
 - Note: minimum financial contributions made in Sections 8 and 9 do **NOT** qualify as participation for Section 4.
- Keep your members informed and earn points in **CAA Section 5: COMMUNICATION**
 - Promote communication efforts by ensuring the President General's message is shared monthly (e.g., chapter meeting, newsletter, social media, etc.); enhance Facebook, Instagram and/or Twitter posts on chapter private and public sites and send chapter newsletters/emails consistently.

- **Insight into maximizing points for CAA Section 6: DAR MAGAZINE/NEWSLETTER (AUTO-FILLED)**

- Use e-Membership *Magazine Subscription Chapter Achievement and Content Analysis* to obtain a chapter's current magazine subscription percentage.
- Strive to have over 30% of the membership count subscribing to the magazine. Remember, total chapter magazine subscriptions include chapter members as well as outside organizations, i.e., schools, libraries, professional offices, etc. plus non-DAR members such as family, friends, or neighbors.
- A chapter will also receive points in Section 6 if the chapter contributed \$40 to a DAR advertisement and/or the Daughters Newsletter and the contribution was submitted to the DAR Magazine Office with a postmark of no later than December 31, 2023.
- Make sure the Chapter Regent has an active magazine subscription as of December 31, 2023 to earn additional points.

- **Keep your members knowledgeable concerning the many issues concerned with CAA Section 7: NATIONAL DEFENSE**

- Read a National Defense report of at least three minutes at every regular meeting, place it in your newsletter, on your private social media group, or send via email.

- **How to earn points for CAA Section 8: CHAPTER CONTRIBUTIONS (NOT AUTO-FILLED — CHAPTER MUST COMPLETE)**

- All Chapter Financial Contributions must be sent through the State Treasurer to the Office of the Treasurer General and postmarked **on or before December 15**.
- Note: minimum contributions to combined funds in mission areas of Historic, Educational, Patriotic and Membership/Administrative programs totaling \$100 or more, 175 points will be awarded.
- There are no set \$ amounts for the four fund categories. The distribution of \$100 minimum contribution is a decision for the chapter leaders. However, the chapter must tell the State Treasurer how funds are being distributed and to which funds.

- **Ways to earn points for CAA Section 9: OPTIONAL ADDITIONAL CONTRIBUTIONS (AUTO FILLED)**

- Have the Chapter Treasurer produce the e-Membership *Voluntary Contributions/Donations Report*.
- Points will be earned for member and chapter donations and contributions made through the Development Office. Examples are Founders Club, Sustaining Supporter Program, Friends of the Library, DAR Project Patriot, etc. A maximum of 200 points in section A. and 75 point maximum in section B. ~~have been added.~~ See complete listing on the 2023 CAA Planning Guide.

REPORTING

Winter/Spring Months:

- Chapter officers must complete the Chapter Master Report (CMR) which contains the Chapter Achievement Awards (CAA) form.

- National deadline for CMR completion is February 1, **2024**. However, verify with your State Regent on her actual due date; it may be earlier than February 1.

Additional facts:

- e-Membership access is granted to the following chapter officers: Chapter Regent, Chapter Vice Regent, Chapter Registrar and Chapter Treasurer.
- Reporting deadlines:
 - CMR (including CAA) by February 1, **2024** (check with your State Regent for her actual due date) . All corrections need to be made by your individual state deadline.
 - State Chair to National Division Vice Chairs – February 25, 2024
 - National Division Vice Chairs to National Chair – March 15, 2024

The CAA Committee has many dedicated and enthusiastic members who are here to support you in achieving your chapter goals. Please do not hesitate to contact us as we:

“ Celebrate Stars & Stripes Forever - Rejoice In Our DAR Ties Of Service & Friendship”

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