

## How to Use the DAR Awards and Contests Spreadsheet

The DAR Awards and Contests spreadsheet is a current list of NSDAR contests and awards. The list excludes committee initiatives, which are created by national committee chairs to engage members and generally end with the administration of the President General. The list also excludes grants and scholarships.

Awards that are bold and in red are special awards outside of those sponsored by the Office of the President General. No past recipient of those awards at the chapter, state, or national levels is eligible to be considered for another award from that list which includes DAR Medal of Honor, DAR American Medal, Founders Medals, Historic Preservation Medal, DAR History Award Medal, and NSDAR Conservation Medal.

The requirements for each award or contest are generalized. Please use information for the National Information Packet (NIP) or committee webpage for full requirements and instructions for each.

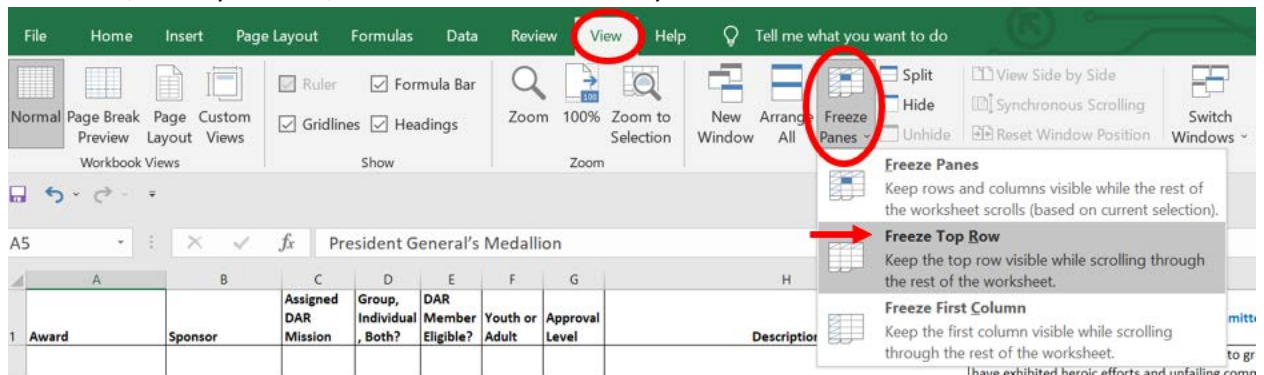
The Alternative Awards columns contain recommendations if the participant/nominee meets the requirements as listed in the NIP or committee webpage.

Tips on how to best view the information in the spreadsheet can be found below.

### Headings Row Visible at All Times (Freeze Pane)

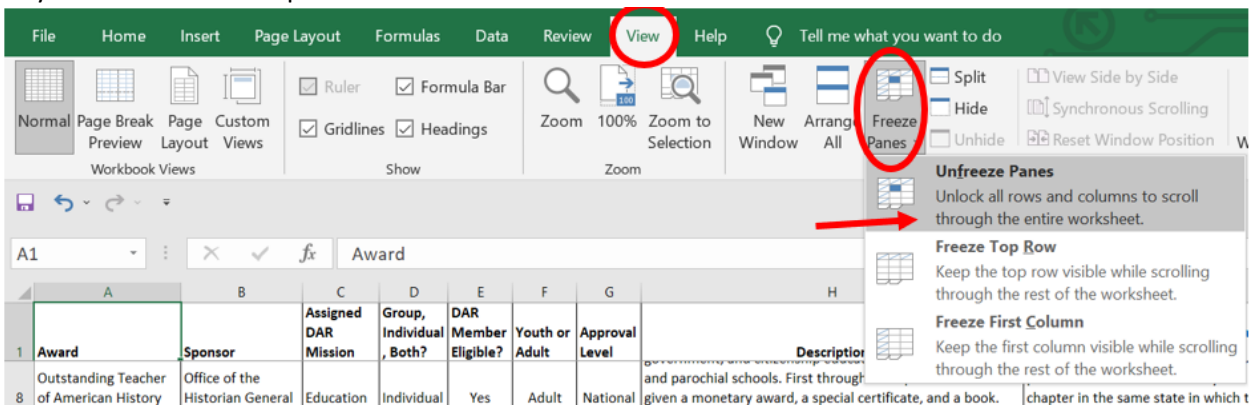
The DAR Awards and Contests spreadsheet is quite lengthy, and while scrolling you may not remember the purpose of each column. You may lock the header row so that when you scroll down to view the rest of your sheet, the header row will remain on the screen.

1. Click on the **View** tab and click **Freeze Panes**. A drop-down menu will appear. Select **Freeze Top Row**. Now, when you scroll, the column titles will always be visible.



A	B	C	D	E	F	G	H	I	J	
1	Award	Sponsor	Assigned DAR Mission	Group, Individual, Both?	DAR Member Eligible?	Youth or Adult	Approval Level	Description	General Requirements* - See NIP and committee webpage for detailed instructions	Alternative Award 1
8	Outstanding Teacher of American History	Office of the Historian General	Education	Individual	Yes	Adult	National	and parochial schools. First through third place winners are given a monetary award, a special certificate, and a book.	previous or current academic years and be nominated by a chapter in the same state in which the teacher is employed	Founders Medal (Education)
9	DAR History Award Medal	Office of the Historian General	Education	Both	Yes	Adult	National	One of the most prestigious NSDAR awards, it honors any individual or group whose study and/or promotion of some aspect of American history—on the regional or national level—has significantly advanced the understanding of the American past is eligible for this award	Contributions to the study of American history may have been associated with, but are not limited to, archives, manuscript collections, historical societies, libraries, museums or other organizations. Writers and/or editors of significant historical publications, historical researchers and persons involved with preservation efforts of historical buildings, artifacts or records are eligible for this award. Work performed in history-related disciplines such as genealogy, museum studies, anthropology, archaeology, political science, etc. may be eligible.	Founders Medal (Education)
10	Founders Medal - Eugenia Washington Medal for Heroism	Office of the Reporter General	Service	Individual	Yes	Adult	National	One of the most prestigious NSDAR awards, the medal honors an individual civilian, aged 21 years of age or older, who has displayed the outstanding qualities of courage and valor, recognizing outstanding bravery and self-sacrifice in the face of imminent danger	Recipient must have displayed extraordinary acts of heroism. Awards should only be given in recognition of deeds, service, or educational pursuits that go far beyond the obligations of an individual's employment or normal duties.	Community Service Award

- To turn this option off, click on the **View** tab and click **Freeze Panes**. A drop-down menu will appear. Select **Unfreeze Panes**. Now, when you scroll, the column titles will no longer be visible as you scroll down the spreadsheet.



A	B	C	D	E	F	G	H	I
Outstanding Teacher of American History	Office of the Historian General	Education	Individual	Yes	Adult	National	To recognize a notable, full-time teacher of grades 5-12 of American History and related fields, such as social studies, government, and citizenship education in public, private, and parochial schools. First through third place winners are given a monetary award, a special certificate, and a book.	patriotism and loyal support of our country and constitutional government, demonstrates the ability to relate history to modern life and events, has high academic standards, committed to students, and enjoys good rapport with them. The candidate must also have taught during the previous or current academic years and be nominated by a chapter in the same state in which the teacher is employed
DAR History Award Medal	Office of the Historian General	Education	Both	Yes	Adult	National	One of the most prestigious NSDAR awards, it honors any individual or group whose study and/or promotion of some aspect of American history—on the regional or national level—has significantly advanced the understanding of the American past is eligible for this award	Contributions to the study of American history may have been associated with, but are not limited to, archives, manuscript collections, historical societies, libraries, museums or other organizations. Writers and/or editors of significant historical publications, historical researchers and persons involved with preservation efforts of historical buildings, artifacts or records are eligible for this award. Work performed in history-related disciplines such as genealogy, museum studies, anthropology, archaeology, political science, etc. may be eligible.
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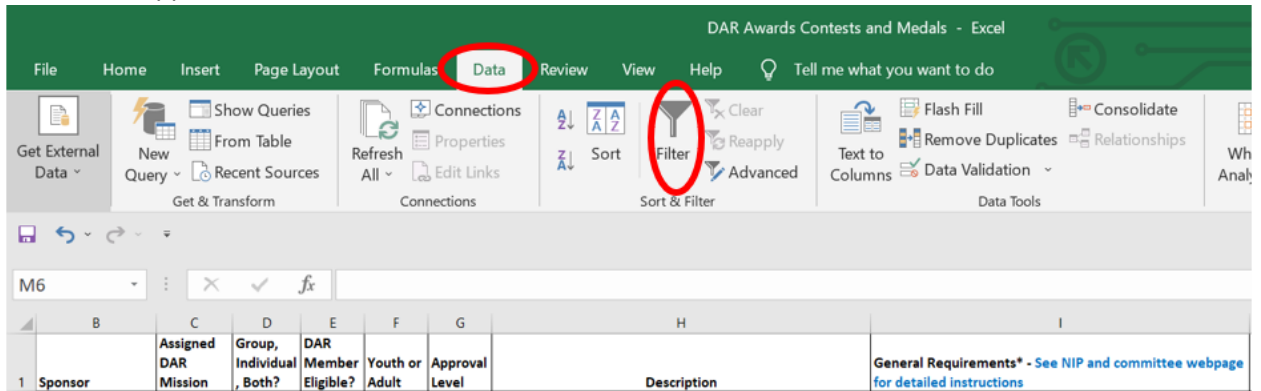
### View Certain Criteria Only (Filter)

The DAR Awards and Contests spreadsheet contains a lot of content, making it difficult to find information quickly. Filters can be used to narrow down the information, allowing you to view only the information you need.

- You may filter on any of the columns in the header row (row #1), which is used to identify the name of each column.

	B	C	D	E	F	G	H	I	J	K	L	M
1	Sponsor	Assigned DAR Mission	Group, Individual, Both?	DAR Member Eligible?	Youth or Adult	Approval Level	Description	General Requirements* - See NIP and committee webpage for detailed instructions	Alternative Award 1	Alternative Award 2	Alternative Award 3	Alternative Award 4
2	Office of the President General	Patriotism	Both	No	Adult	National	Honors men and women and groups who have provided extraordinary service in order to protect America's freedom	This award can be given to an individual or to groups that have exhibited heroic efforts and unflinching commitment in defending the United States of America. Presented at the discretion of the President General.	DAR Medal of Honor/Americanism Medal	Founders Medal (Heroism)	Founders Medal (Patriotism)	
3	Office of the President General	Patriotism	Individual	No	Adult	National	Presented annually during Continental Congress to the Army Nurse of the Year at the discretion of the President General	Army nurse with outstanding qualifications and achievements and has made contributions to Army Medicine and the nursing profession	DAR Medal of Honor/Americanism Medal			
4	Office of the President General	Patriotism	Individual	No	Adult	National	Pays tribute to women in all branches of the military for distinguished and extraordinary military service and presented at the discretion of the President General	This award is for military women only	DAR Medal of Honor/Americanism Medal	Founders Medal (Heroism)	Founders Medal (Patriotism)	
5	Office of the President General	All	Both	No	Adult	National	This rarely presented award honors a distinguished person or organization that embodies the mission of DAR and has made a noticeable and positive impact on the nation	Serves to honor organizations or individuals that embody the spirit of the DAR and may be extended only at the discretion of the President General for extraordinary service, outstanding accomplishment, and long-lasting impact				

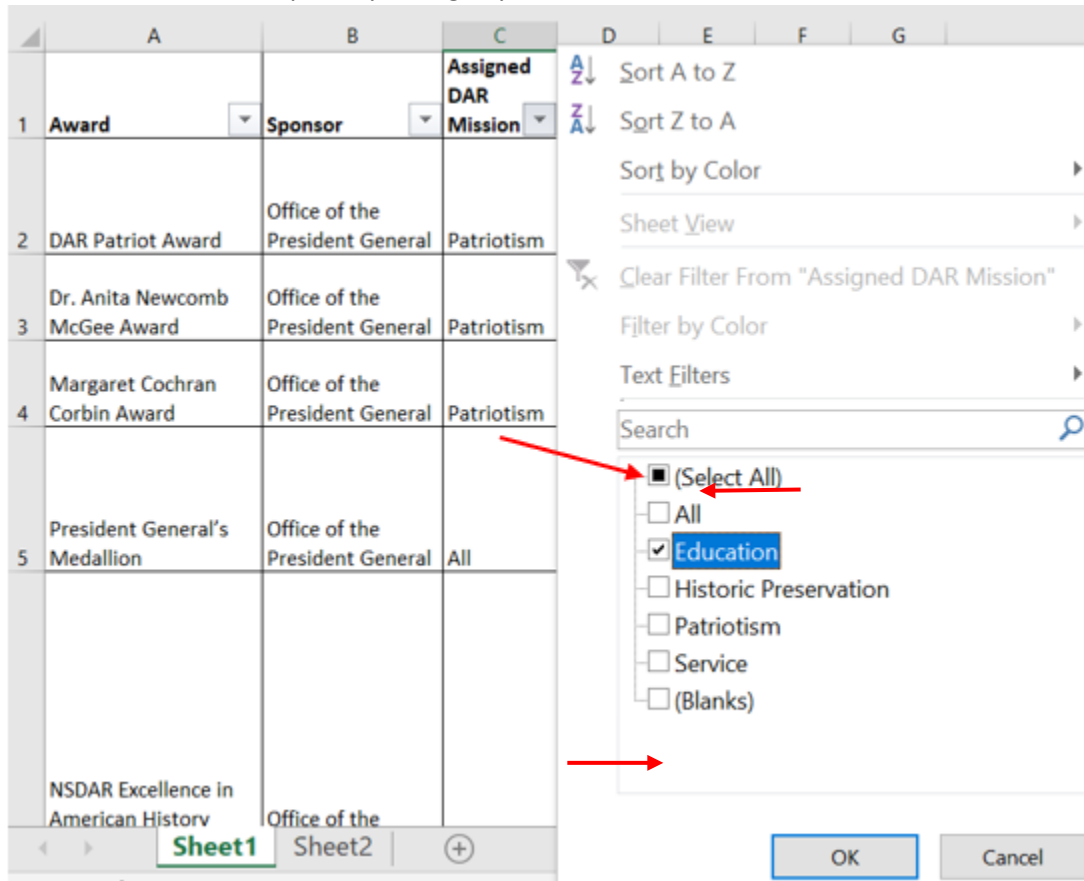
- Click on any cell in the spreadsheet. Then, click the **Data** tab and then click on **Filter**. Drop-down arrows will appear on each column of the header row.



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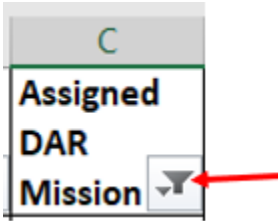
- Click the drop-down arrow for the column you want to filter and the filter menu will appear.

- Uncheck the box next to any category you do not want to see. To quickly deselect all categories, uncheck the box next to Select All. When finished selecting categories, click OK. In this example, we chose to view awards and contests that fall under the Education category. As a result, the data will be filtered, temporarily hiding any content that doesn't match the criteria.

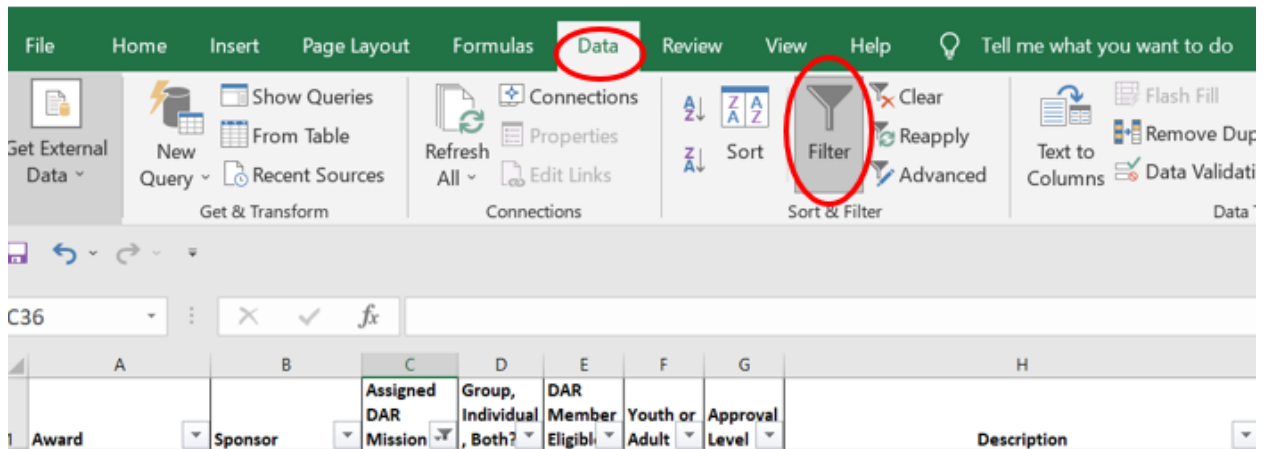


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	Award	Sponsor	Assigned DAR Mission	Group, Individual, Both?	DAR Member Eligible	Youth or Adult	Approval Level	Description	General Requirements* - See NIP and committee webpage for detailed instructions
1									
2	DAR Patriot Award	Office of the President General	Patriotism						
3	Dr. Anita Newcomb McGee Award	Office of the President General	Patriotism						
4	Margaret Cochran Corbin Award	Office of the President General	Patriotism						
5	President General's Medallion	Office of the President General	All						
6	NSDAR Excellence in American History Book Award	Office of the Historian General	Education	Both	Yes	Adult	National	Recognizes distinguished historical literary works of non-fiction and biographies that have made an original contribution to the body of historical knowledge or added new information to previously familiar materials. The recipient is honored at Continental Congress and receives a monetary award.	The literary work must be a historical non-fiction or biography focused on American history from the Early Colonial Period (1607- landing at Jamestown) through the Federalist Period (1801- Jefferson's first Inauguration) published during the past five years by a reputable publisher - not self-published. The work must be written in English and peer reviewed as an original contribution to the body of historical knowledge or add new information to previously familiar materials. A nomination may be submitted by either a DAR chapter or state society.
7	NSDAR Excellence in American History Children's Book Award	Office of the Historian General	Education	Both	Yes	Adult	National	Recognizes distinguished historical literary works of non-fiction and or biographies that have made contribution to the body of historical knowledge or added new information to previously familiar materials for the young reader	The literary work must be a historical non-fiction or biography focused on American history from the Early Colonial Period (1607 - landing at Jamestown) through the Federalist Period (1801 - Jefferson's first Inauguration) and a contribution to American History for which children are the main audience (defined as persons of ages up to and including fourteen). The work must be written in English, published during the past five years, and peer reviewed. A nomination may be submitted by a DAR chapter or state society.
									The candidate has an incisive knowledge of American history that is readily shared with students, fosters a spirit of patriotism and loyal support of our country and

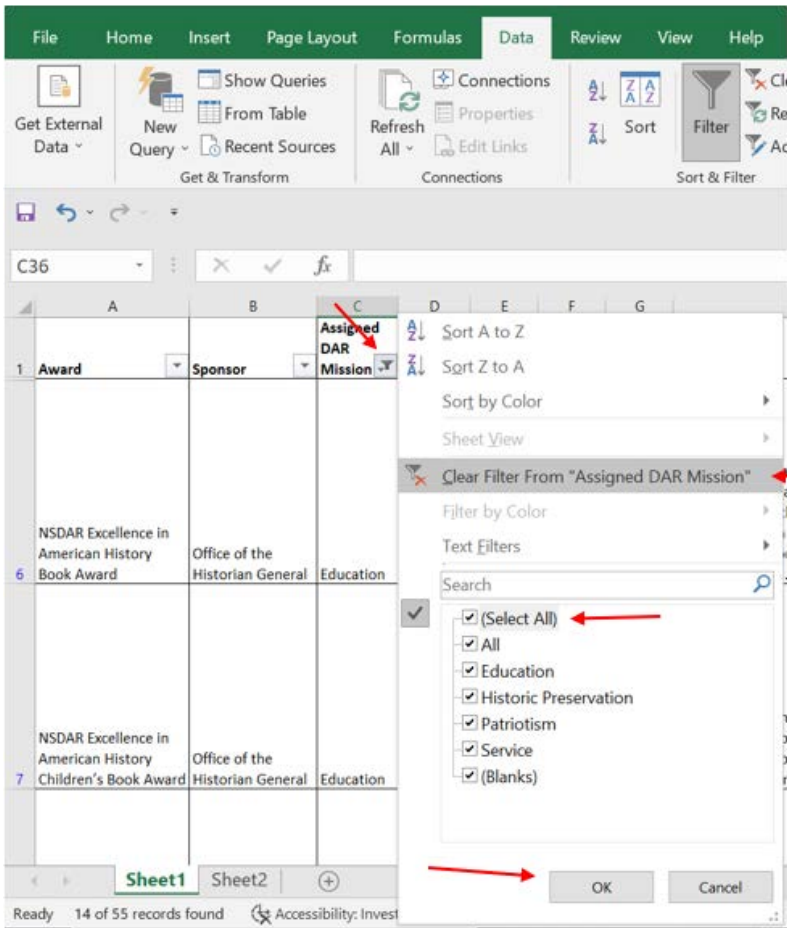
5. How do you know if there is a filter being used on the spreadsheet? There is a filter icon on the header column.



6. Filters can be added to each column with more than one category checked in each. To remove all filters at once, click the **Data** tab and then click on **Filter**.



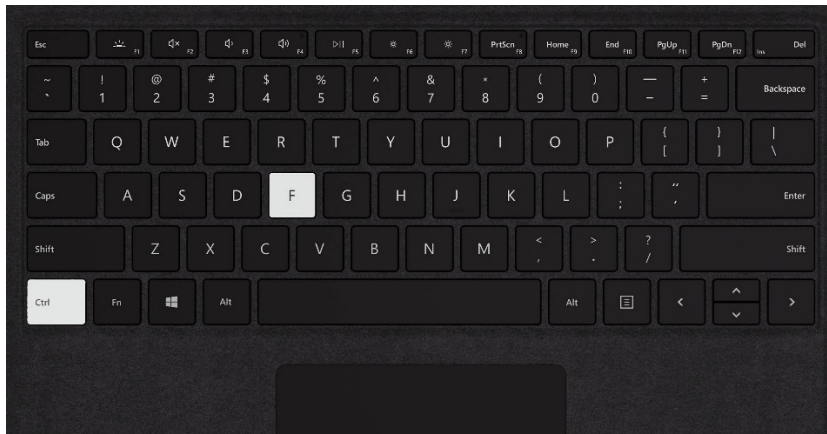
OR you can remove or edit the filters on the column by clicking on the drop-down arrow, and clicking "Clear filter" or by checking Select All. Then, click OK.



## Search for Specific Word/Phrase

Are you looking for a specific word in the spreadsheet but do not want to take the time to search by filter? You may do a quick word search.

1. You can use the shortcut of holding the **Ctrl** and **f** keys at the same time. A text box will appear that allows you to type in a word or phrase. Clicking **Next** will take you to each cell the word is in each time you click **Next**. You can see all cells that contain the word by clicking **Find All**, which allows you to go directly to the cell you want by clicking on it in the results window.



## Find and Replace

? X

Find    Replace

Find what:

Options >>

Find All    Previous    **Next**    Close

		Find and Replace			
		Find	Replace		
A11		Find what: <input type="text" value="youth"/>		Options >>	
		Find All		Previous <b>Next</b> Close	
10	<b>Founders Medal - Eugenia Washington Medal for Heroism</b>	Office of the Reporter General	Service		
11	<b>Founders Medal - Mary Desha Medal for Youth</b>	Office of the Reporter General	Service	Individual    Yes    Youth    National	through service and leadership in activities such as conservation, organized sports (beyond school-sponsored activities), scouting, church, or community, state or national service organizations. Recipient will be at least 18 years of age. Academic
		One of the most prestigious NSDAR awards. the medal			

	A	B	C	D	E	F	G	H		
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2	DAR Patriot Award	Office of the President General	Pa	Find and Replace						? X
3	Dr. Anita Newcomb McGee Award	Office of the President General	Pa	Find what: youth						
4	Margaret Cochran Corbin Award	Office of the President General	Pa	Options >>						
5	President General's Medallion	Office of the President General	All	Find All Previous Next Close						
				Book	Sheet	Name	Cell	Value		
				DAR Awards Contests and Medals.xlsx	Sheet1		\$F\$1	Youth or Adult		
				DAR Awards Contests and Medals.xlsx	Sheet1		\$A\$11	Founders Medal - Mary Desha Medal for Youth		
				DAR Awards Contests and Medals.xlsx	Sheet1		\$F\$11	Youth		
				DAR Awards Contests and Medals.xlsx	Sheet1		\$J\$11	DAR Youth Citizenship Medal		
				23 cell(s) found						
	NSDAR Excellence in American History	Office of the							recipient is honored at Continental Congress and receives a familiar mat	

- Another way to search for a specific word or phrase is to click on the **Home** tab, click on **Find & Select**, and click on **Find**. A text box will appear that allows you to type in a word or phrase.

