**NATIONAL SOCIETY**

**OF THE SONS OF THE AMERICAN REVOLUTION**

****

*Seal of the National Society of the Sons of the American Revolution*

**New Member Orientation Workbook**

**State Name Society**

**Chapter Name Chapter**

Revised Date:



Insignia of the National Society of the Sons of the American Revolution

Compatriot

**New Member**

Welcome to the

Chapter Name Chapter

of the Sons of the American Revolution

Table of Contents

[Welcome and Overview 5](#_Toc49160067)

[Introduction 5](#_Toc49160068)

[Participation 5](#_Toc49160069)

[Mentor 5](#_Toc49160070)

[References 6](#_Toc49160071)

[Terminology - 6](#_Toc49160072)

[History 7](#_Toc49160073)

[Objectives 7](#_Toc49160074)

[Handbook 7](#_Toc49160075)

[Headquarters & Library 8](#_Toc49160076)

[Non-Profit 8](#_Toc49160077)

[Apolitical 8](#_Toc49160078)

[Organization 8](#_Toc49160079)

[Societies 9](#_Toc49160080)

[Seal, Insignia, & Standard 9](#_Toc49160081)

[Medals and Awards 10](#_Toc49160082)

[Pledge and Recessional 10](#_Toc49160083)

[Dues 10](#_Toc49160084)

[SAR Foundation and Donations 11](#_Toc49160085)

[Supplimental Patriot Ancestors 11](#_Toc49160086)

[The National Color Guard 11](#_Toc49160087)

[THE District Name DISTRICT 11](#_Toc49160088)

[Purpose 11](#_Toc49160089)

[District States 11](#_Toc49160090)

[Meetings 12](#_Toc49160091)

[THE State Name SOCIETY 12](#_Toc49160092)

[Objectives 12](#_Toc49160093)

[History 12](#_Toc49160094)

[Non-Profit/Charitable 12](#_Toc49160095)

[Officers 12](#_Toc49160096)

[State Organization 12](#_Toc49160097)

[Executive Committee 13](#_Toc49160098)

[Districts 13](#_Toc49160099)

[Standing Committees 13](#_Toc49160100)

[Dues 13](#_Toc49160101)

[Color Guard 13](#_Toc49160102)

[DAR 13](#_Toc49160103)

[C.A.R. 13](#_Toc49160104)

[Ladies Auxiliary 13](#_Toc49160105)

[Insignia, Flag & Seal 13](#_Toc49160106)

[Fundraising & Endowments 13](#_Toc49160107)

[Publications 14](#_Toc49160108)

[Objectives 14](#_Toc49160109)

[History 14](#_Toc49160110)

[Non-Profit Charitable 14](#_Toc49160111)

[Officers 14](#_Toc49160112)

[Executive Committee 14](#_Toc49160113)

[Standing Committees 14](#_Toc49160114)

[Dues 15](#_Toc49160115)

[Color Guard 15](#_Toc49160116)

[Meetings 15](#_Toc49160117)

[DAR and C.A.R. 15](#_Toc49160118)

[Ladies Auxiliary 15](#_Toc49160119)

[Flag & Seal 15](#_Toc49160120)

[Fundraising & Endowments 15](#_Toc49160121)

[Publications 15](#_Toc49160122)

[Programs and Your Participation 16](#_Toc49160123)

[Member Sponsorship 16](#_Toc49160124)

[Americanism Award 16](#_Toc49160125)

[Youth Awards 16](#_Toc49160126)

[American Flag Award 17](#_Toc49160127)

[Color Guard 17](#_Toc49160128)

[Grave Markings 17](#_Toc49160129)

[Veteran Service and Support 18](#_Toc49160130)

[Speaker Bureau 18](#_Toc49160131)

[Patriot Research System Support 18](#_Toc49160132)

[250th Anniversary of the American Revolution 18](#_Toc49160133)

[Wreaths Across America 19](#_Toc49160134)

[Attendance at State and National Meetings 19](#_Toc49160135)

[Appendix A - National and State SAR Officers 21](#_Toc49160136)

[National Society - General Officers 21](#_Toc49160137)

[State Society – Officers 21](#_Toc49160138)

[Appendix B – Beginning Medals and Certificates 22](#_Toc49160139)

[Appendix C – ChapterName Chapter Officers 23](#_Toc49160140)

[Appendix D - ChapterName Meetings and Events 24](#_Toc49160141)

[My Part - Participation - Summary Sheet 25](#_Toc49160142)

[Where I am Willing to Help - Summary Sheet 26](#_Toc49160143)

# Welcome and Overview

Introduction This Orientation Workbook acquaints you with the National Society of the Sons of the American Revolution (NSSAR), your State Society and your local Chapter.

Each organization allows you to be actively involved in the patriotic, historical, and educational programs that meet the goals and objectives of the entire organization. By joining the NSSAR, you are a dues-paying member of each organization.

The objectives, policies, organizational structures, protocols, and programs all flow downward from the National Society to the State Societies and then to the Chapters. This workbook presents an orientation on all aspects of the Society. It also identifies your opportunities to be a more patriotic citizen, respecting and preserving early American history, and helping to educate on the founding and preservation of this great constitutional republic.

A new member’s early education in the NSSAR is in learning what is going on in the chapter and its response to carrying out the Society’s objectives. It is the new member's understanding and participation in the chapter that will lead to interest and involvement at the state and national society levels. Involvement at the chapter, state, and national levels is open to all members at any time.

ParticipationRight up front, we are asking you to be involved. Recognition of our families heritage as decendents of revolutionary war patriots is probably why 95% of us joined. We are proud of our patriot ancestors and our country. Beyond this, we ask for your active participation and support of the Society objectives of patriotism, education, and history. There are many ways for you to stand out from the crowd as a proud and supportive member. These range from wearing the member badge or member rosette pin to being involved in the chapter, state, national SAR, and patriotic community activities. You can start now, today, by volunteering to support one of your chapter’s activities or committees, by becoming familiar with the National and State Societies and by attending Chapter, State Society and National Society meetings and participating on committees and programs..

Mentor The Chapter has assigned a Mentor to you and his name and contact information are given below. You have joined the SAR and we presume you are interested in finding out more about it and participating in its programs.

Your mentor is: mentor name

You can reach him at Phone: phone number email: email address

Your mentor has volunteered to be your guide and advisor. Introducing you to the SAR, making sure you are receiving up to date information about chapter activities, encouraging your participation and involvement in the chapter and being there to answer questions are his responsibilities. He is a senior member who knows how the chapter operates, knows its officers and committees, knows its activities, programs and goals. He also has a general knowledge of National and State Societies and events. While need for him will decline with your increased knowledge over the first few years, he will continue to be there to be a friend and sounding board as you continue to grow.

Fellow chapter members and chapter officers also stand ready to help answer your questions. Answers are also readily available from the national, state, and chapter websites. The national magazine and state and chapter newsletters, Facebook pages and blogs also provide useful and current information keeping you up to date.

References All the details of the national, state, and chapter organizations, are available on the website of each. You are encouraged to log in to the websites and become familiar with contents of each.

The websites are:

National Society **www.sar.org** (follow instructions to establish access)

State Society **www.statewebsite.org** (ask mentor for login password)

ChapterName **www.chapterwebsite.org** (ask mentor for login password)

Of particular importance in the websites are national, state and chapter governing documents. You will also find schedules of events and meetings, histories of the organizations, recent developments, important announcements, lists of officers and members, patriot research and definitions of programs. The national website provides the “Store” where you can purchase pins, badges, certificates, stationery, medals, clothing, books, and pamphlets.

## Terminology -

**Annual Congress**, sometimes called “Congress,” is the annual convention of the National Society, typically held in July and hosted by a State Society. State Societies select delegates to attend based on their membership size, but every compatriot is welcome to attend; spouses and family members are also welcome.

**Board of Trustees** manages the business and affairs of the National Society and is the custodian of all National Society property; one Trustee represents each State Society.

**CAR** (always pronounced as letters, C-A-R, never as a one-syllable term) is the acronym for the National Society of the Children of the American Revolution.

**Congress** is the shortened name for National Congress. It is the annual meeting of the National Society held in July and held at different locations in the United States.

**Compatriot** is the official designation of a member of the National Society of the Sons of the American Revolution.

**Chapter** is the local organization chartered by a State Society to promote growth in membership and interest in the objects of the National Society.

**DAR** (always pronounced as letters, D-A-R, never as a one-syllable term) is the acronym for the National Society of the Daughters of the American Revolution.

**District** is a group of State Societies served by a Vice President General to strengthen the constituent State Societies. States may also have districts established within the state and having a district leader or chairman.

**General Officer** is the term given to the National Society officers elected at the Annual Congress to one-year terms. The **President General** is the Chief Executive Officer of the National Society. Serving with him, in descending rank, are the Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General. A Vice President General is nominated by each District (see below) and elected at Congress.

**Ladies’ Auxiliary** aids the SAR at Chapter, State, and National levels. Membership is open to ladies who are related by marriage or bloodline to NSSAR Members in good standing.

**Leadership Meeting** is held each fall and spring in Louisville, KY, at which national committees meet to make recommendations, and the Board of Trustees manages the business and affairs of the National Society.

**Membership categories** are **Regular Member** or **Regular Life Member** the age of 18 years and older, **Junior Member** under the age of 18 years, and **Memorial Membership** for a deceased male of the same family as current members.

**SAR** (always pronounced as letters, S-A-R, never as a one-syllable term) is the acronym for the National Society of the Sons of the American Revolution.

**SAR Color Guard** is composed of the compatriots who attend NSSAR meetings and events properly uniformed as either Continental Soldiers or Militiamen or attired as Revolutionary-era clergymen.

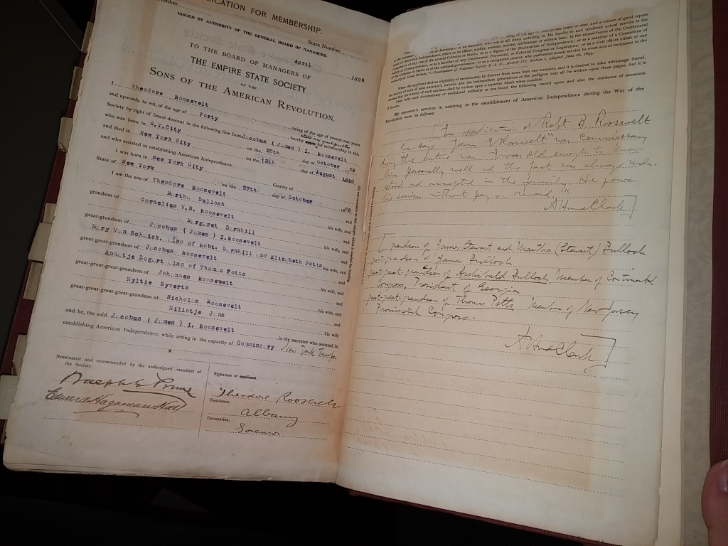
**Supplemental Applicaton** is an application submitted for adding additional family patriots.

**NSSAR Education Center and Museum** are located at 809 West Main, Louisville, KY. NSSAR is active in education and raising funds to complete the Museum.

**NSSAR Member Badge** is worn by a compatriot at NSSAR functions and when representing the NSSAR. It is a Maltese cross of four arms and eight points with a bust of George Washington at its center and available from the NSSAR Store at <https://store.sar.org/product/member-badge>

**NSSAR Rosette** is worn by a compatriot member, at his discretion, on the left lapel of his jacket, but is not worn simultaneously with the NSSAR Member Badge. Purchase it from the NSSAR Store at www.store.sar.org/product/member-rosette.

**State Society** is chartered by the National Society in any State or Territory, including any foreign country, in which a Society does not exist.

History The NSSAR grew out of a few patriotic organizations that formed during and shortly following the centennial celebration of the United States in the 1870s and 1880s. Originally organized on April 30, 1889, in Washington D.C., the founding members chose this date because it was the 100th anniversary of the inauguration of George Washington as the first President. The Society was chartered by an Act of the U.S. Congress on June 9, 1906, and signed into existence by President Theodore Roosevelt, a NSSAR member. This charter authorizes the granting of charters to state societies and through them to local chapters. Another important date is April 30, 1890, when the first National Congress took place in Louisville, Kentucky. Volume VII of the NSSAR Handbook provides a more detailed history of the NSSAR.

Theodore Roosevelt’s SAR Application

Objectives “The objectives of this Society are stated in the Handbook Volume I, Constitution and Article II, Objectives: and declared to be patriotic, historical, and educational, and shall include those intended or designed to:

* perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people;
* unite and promote fellowship among their descendants; to inspire them and the community-at-large with more profound reverence for the principles of the government founded by our forefathers;
* encourage historical research about the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks;
* mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and the Revolutionary period; to foster true patriotism;
* maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.”

For consistency, many state societies and chapters restate these objectives in their organizational documents (constitutions, by-laws, regulations, and manuals).

Handbook The eight-volume Handbook of the NSSAR contains the official policies, procedures, and protocol for the National Society. It provides official guidance for the National Society’s operation, programs, and activities. The policies contained in the Handbook are established by the: (1) Annual Congress, (2) Board of Trustees, (3) Executive Committee, (4) National Headquarters staff, and (5) Standing, Special Advisory and Program Committees. The Volumes in the Handbook are:

Vol. I: Governing Documents

Vol. II: Organization

Vol. III: Membership, Compliance & Other Policies

Vol. IV: Insignia, Protocol, Ceremonies & Rituals

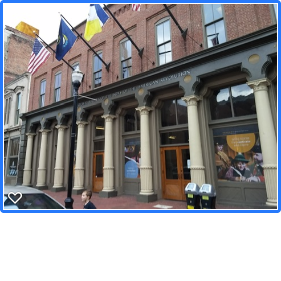
Vol. V: Individual Medals & Awards

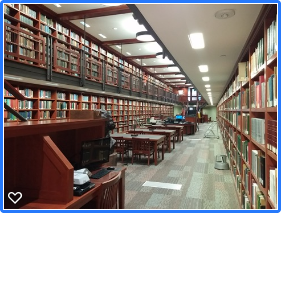
Vol. VI: Youth Programs, State Society & Chapter Awards

Vol. VII: Summary History of the Sons of the American Revolution

Vol. VIII: Historical Roster of NSSAR General Officers

The complete Handbook can be viewed or downloaded from the NSSAR website [www.sar.org](http://www.sar.org). As a new member, you should review the indexes in each Volume of the NSSAR Manual to become acquainted with the manual’s contents.

Headquarters & Library  The NSSAR headquarters is located at 809 W. Main Street Louisville, KY 40202.

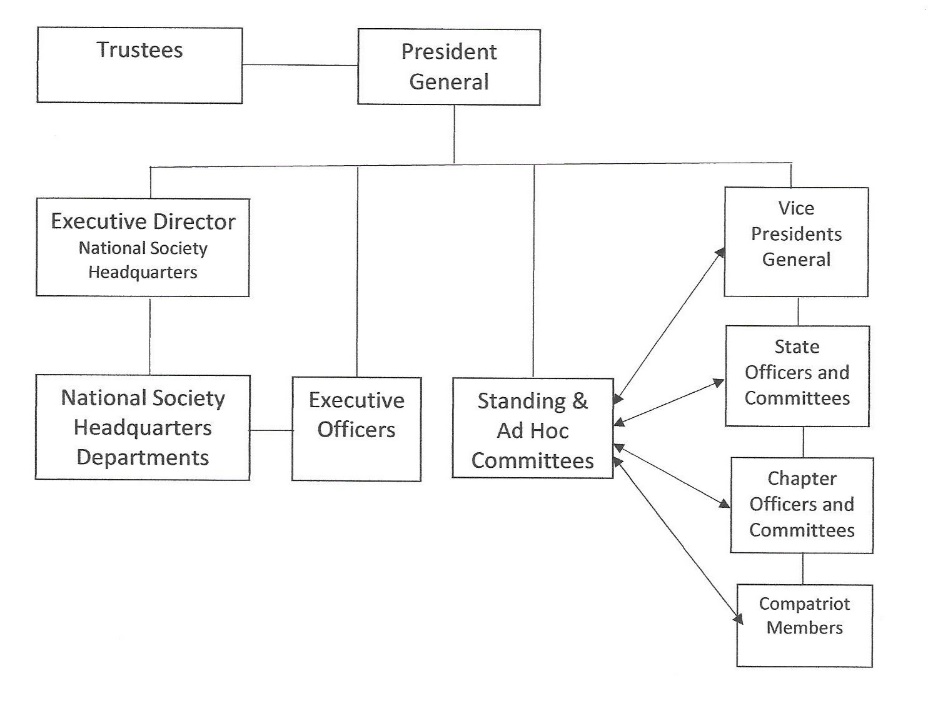
The Executive Director of the National Society Headquarters and headquarters staff are employees of the NSSAR. They carry out the day to day operation of the Society. The NSSAR Library, NSSAR Compatriot Application Archives, NSSAR Merchandise Store, and NSSAR Museum are in the headquarters building. Headquarters also staffs Finance, Education, and Genealogy departments. Meeting facilities and classrooms are available for education.

Any compatriot member may visit the headquarters and use the library for research and view the museum at no charge. Be sure to have your national membership number for access.

Non-Profit NSSAR is a tax-exempt non-profit organization per IRS 501 (c)(3). This same status, under the umbrella of the National Society, is provided to each state society and its chapters, and each must file annual exemption notifications to the IRS.

Apolitical NSSAR is a non-political organization. Chapters and State Societies should never endorse or recommend any candidate for public office, nor can meetings include the discussion of the pros and cons of such candidates. However, the benefit of any general question involving the social, economic, moral, or physical welfare of the people may be fairly and intelligently studied and discussed at a meeting. NSSAR may take a position on any bill or measure which may be submitted to a vote of the elected representatives of the people or a vote of the people.

Organization To the right is a very simplified organization structure of the National Society.

The angled horizontal connectors on the right side emphasize the opportunity for members to participate and interact with other members, committees, and officers at all levels of the organization. Individual members may even submit resolutions for national adoption. Participation in the National Society occurs through attendance of members at two Leadership February and November of the year and at the National Congress in the summer.

The President General (called the PG) is the official head of the organization. He along with the Vice-president Generals, and the Executive Officers: Secretary General, Treasurer General, Chancellor General, Genealogist, General Registrar, General Historian General, Librarian General, Surgeon General, Chaplin General, and National

Trustees, are all elected General Officers of the National Society. The election of the officers occurs at the National Congress held each July. All elected officers serve without compensation. Any member may apply to be a delegate to the annual Congress and vote on all measures and elections coming before the Congress.

Following Congress, national officer candidates for the following year declare their candidacy. The candidates seek endorsements from the State Societies and Districts during the year. At Leadership meeting in February, a Nominating Committee reviews credentials and endorsements and selects a slate of one officer per position. Nominations can also come from the floor at Congress.

The Standing Committee Chairmen, official members of the committees, and an Inspector General are all appointed by the President General. All these appointed committee members are members like you from chapters and state societies who volunteer to serve.

See Appendix A for listing of current National Society and State Society Officers.

Societies Societies exist in all states (North and South Dakota are combined), as well as France, Spain, and Germany. There are 13 Districts in the U.S., one in Europe and one that covers other International locations. A US District typically represents three or four states. Each District has a Vice President General (VPG), who reports to the President General and provides oversight to the state Societies in the District.

Seal, Insignia, & Standard Bylaw No. 26 states that the seal of the Society shall be two and three-eighths (2-3/8) inches in diameter, charged with the figure of a Minuteman grasping a musket in his right hand, surrounded by a constellation of thirteen stars who shall be depicted in the habit of a husbandman of the period of the American Revolution, and as in the act of deserting the plough for the service of his country; the whole encircled by a band three-eighths (3/8) of an inch wide, within which shall appear the legend, “The National Society of the Sons of the American Revolution, organized April 30, 1889.”

Bylaw No. 27 states that the insignia of the Society shall comprise (1) a cross surmounted by an eagle in gold, and (2) a rosette.

Bylaw No. 27, Section 1. The insignia has a cross that shall be gold in color, with four arms covered with white enamel and eight gold points, the same size as a Chevalier’s Cross of the Legion of Honor of France, with a gold medallion in the center, bearing on the obverse a bust of Washington in profile, and on the reverse, the figure of a Minuteman, surrounded by a ribbon enameled in blue, with the NSSAR Motto, “Libertas et Patria,” (Liberty and Country) on the obverse, and the legend, “Sons of the American Revolution,” on the reverse, both in letters of gold. The cross shall be surmounted by an eagle in gold. The whole decoration suspended from a ring of gold by a ribbon of a blue or deep blue, flanked by buff and white stripes is the Member Badge. It may be worn by any member of the Society on ceremonial occasions only, and shall be carried on the left breast or at the collar by active or Past General Officers of the National Society and present or Past National Trustees (the President General shall wear the distinctive badge of his office) or by the President, active or Past, of a State Society and by the President, active or past, of a local Chapter. The Member Badge should not be worn when the Member Rosette (see below) is worn.



Bylaw No 27, Section 2, defines the recognized emblem of the Society is a rosette, seven-sixteenths (7/16) inch in diameter, displaying the colors of the Society, blue, white, and buff. Every member of the Society is privileged to wear the rosette on all occasions when it would be in good form to do so. On a business suit, the emblem is worn on the left lapel. In those areas of the world in which suit jackets are not required for regular business or Society meetings, the emblem may be worn on the left shirt pocket or the collar. Do not wear the emblem on formal clothing.

As a member, you can wear the Member Rosette or the Member Badge (available in the NSSAR Shop) but both are not worn at the same time.

Bylaw No. 28 defines the Society Official Standard as a flag consisting of three equal vertical bars, blue, white, and buff, the blue bar at the hoist. Upon the center or white bar is the insignia of the Society and the name “The National Society of the Sons of the American Revolution.”

Medals and Awards The NSSAR provides its members with the opportunity to receive numerous medals, pins and certificates that can be purchased or awarded for various contributions to the NSSAR and its programs at National, State, and Chapter levels. Medals, pins and certificates are also available to members and non-members who have completed military, community, or government distinguished service outside the NSSAR.

Volumes IV and V of the Member Manual provides a complete listing of requirements for achieving and protocol for wearing medals, pins and certificates. A summary of awards that are typically earned by a new member is provided in Appendix B, “Beginning Medals and Certificates”.

Medals and pins are worn on a blue blazers, suit jackets and on formal evening attire but, are NOT WORN on Color Guard uniforms or militia clothing.

The SAR Neck Ribbon (deep blue, buff and white stripes) is worn by current or former National General Officers and Trustees, and State and Chapter Presidents. Specific pins like past president pins and supplemental patriot stars may be worn on the ribbon.

Pledge and Recessional The **NSSAR Pledge** should be recited, *without modification*, as follows:

*“We descendants of the heroes of the American Revolution who, by their sacrifices, established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic and solemnly pledge ourselves to defend them against every foe.”*

The hands should be at the side for the NSSAR Pledge or left hand at the side and the right hand holding a written copy of the Pledge. The hand over the heart should be reserved for the United States Flag – advancing of the colors, the Pledge of Allegiance, the National Anthem, and the retiring of the colors. Many members, especially new members, read the pledge.

The NSSAR Pledge is not a pledge to the organization, but to liberty and our constitutional republic. Nonmembers who wish to make this pledge should be permitted and even encouraged to do so. Those who do not should stand respectfully with their hands at their sides.

The **NSSAR Recessional** should be recited, without modification, as follows:

*“Until we meet again. Let us remember our obligations to our forefathers, who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men.”*

The hands should be at the side for the NSSAR Recessional, or left hand at the side and the right hand holding a written copy of the Recessional. Again, do not hold the right hand over the heart.

Dues In the fall of each year, the chapters collect National Society, State Society and Chapter annual dues from regular and junior members and forwards the National Society and State Society dues to the State Society typically by December 31st. The State Society reconciles the membership, retiains state dues and forwards the National Society dues and member rosters to the National Society.

It is important that members respond and pay dues when requested. Members not submitting dues by the due date will be “suspended” from membership. A suspended member may be “reinstated” after paying current dues and may be required to pay a penalty to the Chapter or State Society to be reinstated. The current amounts of dues are listed in the **Chapter** section of this workbook under the *Dues* section.

A *National Life Membership* option is available from the National Society. The program covers National Society dues for life and does not cover state or chapter dues. For more information and application on the National Life Membership program go to the NSSAR Website and search on “Life Membership”.

Some State Societies and some Chapters also provide life membership programs. For information on State or Chapter Life Membership programs contct your Mentor.

SAR Foundation and Donations The Sons of the American Revolution Foundation seeks to support the mission of the National Society of the Sons of the American Revolution through fundraising, grant seeking, and donor stewardship. Donations may be provided to any of the following ongoing programs.

* SAR Education Center and Museum

*Supports the Completion of an Education Center and Museum-Includes Interactive Educational Galleries*

* SAR King’s College London Visiting Professorship

*Supports Expenses of SAR Visiting Professorship/Research of Georgian Papers at King’s College London*

* Friends of the Library

*60% of Donation Untouchable Endowment, 40% Plus Endowment Interest Used for Special Programs and Operating Expenses*

* Education Outreach

*Supports resources teachers and experiences for students studying at the SAR Headquarters.*

* George Washington Endowment Fund

*Provides Funding of Principal to an Endowment, Income Only Supports Worthy SAR Objectives Projects*

* Council on Youth Awards

*Donations to any of the Youth Contests supports program expenses and contest awards for that contest*

For more information on these and other fundraising programs and to make a donation, go the NSSAR website, *sar.org*, log in and click on the Foundation tab.

Supplimental Patriot Ancestors Do you have additional patriot ancestors? If you do you can complete additional supplemental applications and obtain approval to add them to your patriot ancestor list. A gold star pin is awarded for each patriot ancestor approved.

The National Color Guard The SAR National Color Guard consists of those uniformed SAR members who participate in the Color Guard at events of the National Society, but are themselves volunteers of a State Society or Chapter Color Guards.

The Color Guard serves as a means to add a note of color and bearing to our celebrations, both public and private, and attract the attention of the general public to the activities of the Society. The Color Guard is used in ceremonies to open and close meetings of the SAR, DAR, C.A.R. and other community organizations or events. They participate in parades, memorial services and grave markings. They bring favorable publicity to the SAR with their colorful flags, attractive uniforms and colonial style music.

# THE District Name DISTRICT

Purpose The National Society is divided into Districts. Each District has a Vice President General or VPG who reports directly to the PG. The Primary purpose of the VPG and his district organization is to support the PG and his programs and all National Programs and promote working relationship among the District’s States. Each VPG typically has three or four states in his District and works directly with the District’s State Society Presidents. Participating international countries are also grouped together into Districts. Districts are not registered as businesses within a State and the officers serve without compensation.

District States States within your district are**: List your district’s States**

Each district has its own Constitution and By Laws. The VPG of a District is elected annually by one of the States Societies. States rotate the election of the District VPG. The District VPG appoints all of his own supporting officers..

Meetings **Identify any annual meetings or events that occure in your district. These are often a National Event. For Example:**

Add a picture from one of the events.

*The District holds one annual meeting for its member states in the month of ……..*

*Within each of the District states, there is a National Society memorial event held annually. The events are:……State Name-Event Name…..*

# THE State Name SOCIETY

Objectives **State the objectives of the State Society as found in your State Society Constitution and By-Laws. For Example:** *The objective of the State Society is to promote and support the objectives and programs of the National Society to its Chapters within the state and provide structure so Chapters work together to achieve the objectives, and to charter new chapters.*

History **Provide a brief history of when and how your State Society was chartered. Include dates, notable reasons for starting and notable people who were members or officers.**

Non-Profit/Charitable **Provide a statement of the State Socities legal registration. For Example:** *The State Society is an IRS 501 (c) (3) organization under the umbrella of the National Society. It is registered in the Sate as a non-profit business, and it is registered by the State as a Charitable Organization. It operates under its own Constitution and By-Laws and they can be found on the State Society website.*

Officers **Identify the State Society office titles of the officers and describe how and when officers are elected.** **For Example** *The By-Laws establish election of State Society Officers. A nominating committee presents a slate of officers at the annual State Society meeting held in February each year. Nominations may be made from the floor, and members vote to elect the officers. Detail responsibilities of officers can be found in the State Society By-Laws. A brief description is as follows:*

*President - Responsible for leadership of overall State Society programs and meetings*

*1st Vice President - Act for President and supports President’s agenda.*

*2nd Vice President - Supports President’s agenda coordinates meetings and locations.*

*Secretary - Records meeting minutes and updates National Records on officers.*

*Treasurer - Maintains financial records and collects dues.*

*Chancellor-Provides Legal Council for the State Society*

*Chaplain - Provides spiritual support for the State Society.*

*Historian - Maintains a historical file on all State Society activities and publicity.*

*Registrar - Processes membership applications and reinstatements and maintains member list.*

*Genealogist - Assists with genealogy research on applications.*

**Add State Officers in Appendix B**. See Appendix B for a listing of all State Officers. All officers serve

without compensation.

State Organization **Describe how the State Society is managed. For Example:** *The affairs of the State Society are vested in the Board of Management (BOM) which is deemed for all purposes to constitute the Board of Directors within the meaning of the State Nonprofit Corporation Law. The BOM acts on behalf of the membership and consists of the following persons, occupying certain positions within and without the State Society as ex-office, who constitute the entire membership of the Board of Management:*

* *The elective State Society Officers, including three Directors-at-Large*
* *The National Trustee from the State Society (in his absence the Alternate National Trustee)*
* *State Society District Chairman*
* *Chapter Presidents and Secretaries*
* *Past State Society Presidents*

*The State Society holds three quarterly Board of Management meetings in July, October and January each year and an annual meeting in April. Meetings are moved around the state to various locations. Visit the State Society Website at statewebsite.com or contact your mentor to find out when meetings and events are being held. All members are invited to attend all of the State Society Meetings.*

Executive Committee **Describe any Executive Committee if your State has one-if none delete section. For Example:** *The Executive Committee consists of the President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. The Executive Committee has the authority to carry out the policies of the Board of Management and to act on its behalf when the Board of Management is not in session.*

Districts  **Identify any districts within your State Society-if none delete this section. For Example:** *The State Society is divided into six geographic districts. Each district having a District Chairman who represents four to six chapters each. The District Chairman seeks to promote the interest and activities of both the National and State Society and acts as the liaison promoting State Society programs.*

Standing Committees **Identify the existance of Standing Committees-if none delete this section. For Example:** *There are several standing committees established to assist in the administration of the State Society and to support national and state programs. A complete list of these committees and their chairmen is provided in the State Society website.* *You can volunteer to be on these committees and be part of the state leadership.*

Dues **Identify the existance of a State Life Member program and describe the terms, if none delete this section. Dues are covered in the Chapter section.**

Color Guard The State Society has an active color guard led by a Color Guard Commander appointed by the State President. The State Society Color Guard is made up of Chapter Color Guard members and all can participate in the National Color Guard. The state Color Guard plans and participates in events around the state or participates in other organization’s events.

Add a picture of your color guard at an event.

DAR The State Society partners with the Daughters of the American Revolution (DAR), by reciprocal attendance at annual state meetings, posting of flags at meetings, exchanging speakers, community activities, patriot grave marking programs and supporting membership recruitment.

C.A.R. The State Society supports the Children of the American Revolution (C.A.R.). Members are encouraged to work with the C.A.R. Junior members are encouraged to join the C.A.R

Ladies Auxiliary **Inentify the State Ladies Auxiliary program****-if not one delete this section. For Example:** *The State Society does or does not currently (if not remove this section) have a Ladies Auxiliary organized so a spouse, daughter, or female bloodline relative can be involved in Society activities. They are always welcome at meetings It is a time that they can meet and work on worthwhile projects supporting their programs or Society programs. Medals and certificates are available for ladies who actively participate.*

Insignia, Flag & Seal **Identify the State State Insignia, Flag and Seal-if none delete this section. For Example:** *The State has adopted the outline of Fort Onetimeonly as its official insignia and seal. Fort Onetimeonly was the only Revolutionary War fort built in the State and is located near Biglake, XX. An NSSAR memorial service is held there every July.*

Add a State insignia or seal.

Fundraising & Endowments **Identify the fundraising activities and endowment funds the State Society has – if none delete this section.** **For Example**: *The State Society has four fundraising programs and accepts charitable donations. Funds for the programs are retained in a separate institution from the current (checking) account and are managed by an investment committee appointed by the State President. Fundraising programs are:*

* *Permanent Fund Program- For each $100 donation (and multiples thereof), a donation disk can be worn under the rosette. This fund can be used by the Board of Management to support current programs.*
* *Challenge Coin Program- Sale of challenge coins having the seal of State Society on one side and seal of the National Society on the obverse side support funding of the Permanent Fund and Youth Funds..*
* *Youth Award Endowment Fund-Established to provide an in perpetuity award amount for awards given to winners in the Youth Contests. For a specified amount, a purchaser can name the award. For example: the John Doe 1st Place Poster Award.*

Publications **Describe your State Society newsletter. For Example:** *The State Society publishes a newsletter, “The Liberty Tree” quarterly. It is emailed to email users and and mailed USPS to all members who do not use email. It is also available on the State Society website, statewebsite.com. There is no charge for this publication.*The ChapterName Chapter

As the Chapter Name Chapter President, I want to personally welcome you to our Chapter. I hope that you will be an active participant in the many programs that the chapter offers. Don’t be shy – Volunteer.

NOTE:edit to read President’s name

Objectives  **State the objectives of the Chapter Organization as found in your Chapter Constitution and By-Laws. For Example:** *The objective of the chapter is to promote and support the objectives and programs of the National Society to its chapters within the state and provide structure so chapters work together to achieve the objectives.*

History **Provide a brief history of how your Chapter was chartered. Include dates, notable reasons for starting and notable people who were members or officers.**

Non-Profit Charitable **Provide a statement of the Chapters legal registrations. For Example:** *The Chapter is an IRS 501 (c) (3) organization under the umbrella of the National Society. It is registered in the State as a non-profit business, and it is registered by the State as a Charitable Organization. It operates under its own Constitution and By-Laws and they can be found on the Chapter website*, *chapterwebsite.org,*

Officers **Identify the Chapter office titles of the officers and describe how and when officers are elected,** **For Example** *The By-Laws establish Chapter Officers. A nominating committee presents a slate of officers at the annual chapter meeting held in March each year. Nominations may be made from the floor, and members vote to elect the officers. Detail responsibilities of officers can be found in the Chapter By-Laws. A brief description is as follows:*

*President - Responsible for leadership of Chapter programs and meetings*

*Vice President - Act for President and supports President’s agenda.*

*Secretary - Records meeting minutes and maintains records of participation and membership list.*

*Treasurer - Maintains financial records and collects dues.*

*Chaplain - Provides spiritual support for the chapter.*

*Historian - Maintains a historical file on all chapter activities and publicity.*

*Registrar - Processes membership applications and reinstatements and maintains member list.*

*Genealogist - Assists with genealogy research on applications.*

Add Chapter Officers in Appendix C. See Appendix C for a listing of current officers and their emails.

Executive Committee **Describe any Executive Committee if your Chapter has one-if none delete this section. For Example:** *The Executive Committee consists of the President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. The Executive Committee has the authority to carry out the policies of the Chapter and to act on its behalf when not in session.*

Standing Committees **Identify the existance of Standing Committees-if none delete this section. For Example:** *There are several standing committees established to assist in the administration of the Chapter and to support national and state programs. A complete list of these committees and their chairmen is provided in the chapter web site.* *These committees need your help, and you can volunteer to be part of the state leadership.*

Dues National Society, State Society and Chapter dues are determined by each of those organizations independently, collected in the fall of each year by the Chapter and passed on to the State Society. See the State Society section below for current dues amounts.

**Identify the existance of a Chapter Life Member program and describe the terms and benefits.**

Color Guard **Describe your Chapter Color Guard. If your chapter does not have a Color Guard delete this paragraph.** **For Example:** *The Chapter has an active color guard led by a Color Guard Commander appointed by the Chapter President. Any member that has a militia or continental uniform can be a volunteer Color Guard member. The Color Guard is one of the ways our SAR becomes visible to the public by performing at parades, flag postings, school programs, and other events. The color guard acts as true ambassadors for the Society*.

Add a picture of your color guard at an event.

Meetings **Identify how often and where Chapter meetings are held. For Example:** *The Chapter holds meetings monthly except in June and August. An annual meeting is held in March. Meetings are typically held at the VFW Post 123 hall in Washington at noon the first Saturday of each month except for the Chapter annual meeting in April and July Chapter annual picnic.*

**Identify Chapter meetings and events by listing Appendix D.** The current schedule of Chapter events is listed in Appendix D. Contact your Mentor or visit the Chapter Website, chapterwebsite.com for any updates on meetings. Wives and family members are welcome to attend meetings.

DAR and C.A.R. The Chapter partners with the Daughters of the American Revolution (DAR), by reciprocal attendance at local meetings, posting of flags, exchanging speakers, community activities, patriot grave marking programs and supporting membership recruitment.

**Identify the local C.A.R. chapters the Chapter supports – if none delete this section. For Example:** *The Chapter supports the local (chapter name) C.A.R. Chapter and encourages all Jr. SAR members to become members.*

Ladies Auxiliary **Inentify the Chapter Ladies Auxiliary program-if none delete this section. For Example:** *The Chapter has a Ladies Auxiliary organized so a spouse, daughter, or female bloodline relative can be involved in Chapter activities. They are always welcome at meetings It is a time that they can meet and work on worthwhile projects supporting their own supportive programs or National Society and State Society Auxiliary programs. Medals and certificates are available for ladies who actively participate.*

Add a Chapter Flag or seal.

Flag & Seal **Identify the Chapter Flag and Seal-if none delete this section. For Example:** *The chapter has adopted the outline of the liberty tree as its official insignia and seal. The chapter flag is white and has the a Green Liberty Tree in its center with the chapter name in black letters across the bottom.*

Fundraising & Endowments **Identify the fundraising activities and endowment funds the Chapter has – if none delete this section.** **For Example**: *The Chapter has one fundraising program and accepts donations. Funds for the programs are retained in the checking account and administered by the Chapter Treasurer. Fundraising programs are:*

* *Youth Award Fund-Established to support awards given to winners in the Youth Contests.*

Publications **Describe your Chapter newsletter – if none delete this section. For Example:** *The Chapter publishes a newsletter, “The Liberty Tree” quarterly. It is emailed to email users and and mailed USPS to all members who do not use email. It is also available on the Chapter website, chapterwebsite.com. There is no charges for this publication.*

Programs and Your Participation The following programs make up many of the National, State and Chapter programs available for members to participate in and support. They support the objectives of the organization at all levels and are key to the success of the chapter. Please review the programs and answer the questions by circling the “Yes” or “Not Now” at the end of the question.

### Member Sponsorship

The organization needs active members to support its objectives. You are encouraged to seek out new members from your family, friends and acquaintances in the community and to sponsor new members. Be a sponsor by Providing a potential new member with an application, assisting them in documenting their patriot ancestor and completing the application. Sponsoring 10 new members will lead to receiving the Liberty Medal from the National Society.

Do you have computer skills and often access the genealogy websites? Yes Not now

Do you enjoy helping others research their family history? Yes Not now

Would you be willing to work on sponsoring others to be members? Yes Not now

### Americanism Award

Each year the Chapter participates in the National Americanism Award. The award is based on chapter and member participation in events or programs established by the National Society and meeting the stated objectives of patriotic, historical, and educational. Members turn in their involvement in these events or programs to the chapter chairman (Secretary) who maintains spreadsheets on the participation in various categories can be recorded. Awards are presented to chapters in four-chapter member sizes at the National Congress each July for the previous calendar year. Each chapter can compare its results against other chapters or their previous scores to determine how they are performing in meeting the Society objectives.

* Do you have computer spreadsheet skills? Yes No now
* Are you willing to help the chapter by maintaining a spreadsheet? Yes Not now

### ***Youth Awards***

The Chapter supports the Youth Awards Program. This program solicits elementary, middle, and high schools, scouts, and Jr. ROTC to participate in various patriotic, educational, historical contests. Cash and certificate awards are made at the Chapter, State, and National levels to contest winners.

Contests are as follows:

* + Grades 3-5 Poster Contest
  + Grades 6-8 Brochure Contest
  + Grades 9-12 Oration Contest
  + Grades 9-12 Essay Contest
  + JROTC Award …………….. Awarded To Outstanding High School JROTC Cadets
  + C.A.R. Award Outstanding Support of C.A.R. goals
  + Eagle Scout Award Exemplary participation in Scouting
  + American History Teacher Award Exceptional teaching on Revolutionary War period subjects
* Do you have school-age children, grandchildren, nieces, nephews? Yes Not now
* Were you a teacher, or do you know a secondary education teacher? Yes Not now
* Were you a Boy Scout, or are you interested in the scouting program? Yes Not now
* Are you willing to help with the administration of a Youth Program? Yes Not now

### *American Flag Award*

The Chapter supports the National Society's annual program to honor individuals and/or local companies/organizations that fly our country's flag for patriotic purposes, but not for commercial purposes and/or advertising or if required by law. Participation involves finding appropriate candidates, documenting the recipient, printing a Flag certificate and presenting the certificate in a brief ceremony.

* Do you know individuals or organizations who fly the American flag? Yes Not now
* Are you willing to find an individual, family, or organization who does? Yes Not now
* Are you willing to attend the award ceremony at the recipient’s location? Yes Not now
* Are you willing to help by reading a flag poem or leading Pledge of Allegiance? Yes Not now
* Are you willing to help by participating in the Flag Program? Yes Not now

### *Color Guard*

The Chapter has a Color Guard. Perhaps one of the most visible actions the society can do express its patriotism, and the historical attention to the Revolutionary Period is to march in parades with colors held high. The Color Guard does that. The Color Guard also participates in Grave Marking ceremonies; presents and retires the Flags at Community, Historical or DAR events; participates in memorial services; or stands guard during a viewing of a deceased member or at a national historic site. Color Guard duties can be the chapter, state, or national level. Medals for participation include Bronze, Silver and Von Steuban levels awarde for levels of service. You can get started without a uniform by carrying the ChapterName Chapter banner in parades. For about $150, you can purchase a militia frock and tricorn hat. Other hats and homemade frocks are appropriate, as long as they meet period requirements.

* Are you interested in wearing a period uniform or militia clothing? Yes Not now
* Do you want to help make the SAR visible in your community? Yes Not now
* Do you get a sense of pride when marching in a parade? Yes Not now
* Would you like to become a member of your chapter Color Guard? Yes Not now

*.*

### *Grave Markings*

The Chapter supports the National Societies Patriot Grave Marking program. The grave marking committee seeks out gravesites, restoring or replacing stones and marking the stones. The marking concludes with a ceremony recognizing the patriot and his family if present. Participation in the program will lead to receiving a medal for marking 15 graves and an oak leaf for each additional 15 grave marked.

* Do you enjoy walking through a cemetery searching for a grave? Yes Not now
* Do you enjoy researching biographical information? Yes Not now
* Do you enjoy refurbishing things like old tombstones? Yes No now
* Would you like to support the chapters Grave Marking program? Yes Not now

### *Veteran Service and Support*

The Chapter supports the National Societies Veteran Service Awards program. This program provides certificates and medals to members who served in our nation’s military. There is a Veteran War Service award for those who were in a war zone and Veteran Service Award for those who have served but were not in a war zone.

* Were/are you a veteran in the United State Military? Yes No

The Chapter supports the National Societies Veteran Support Awards program. This program recognizes members who have given of their time to support veterans or veteran’s programs. The chapter collects various sundries for veterans’ hospitals, donates clothing, supports Blue Star Mother programs.

* Have you been involved in veteran’s organizations and events? Yes Not now
* Would you like to support the chapters Veterans Program? Yes Not now

### *Speaker Bureau*

The Chapter supports the National Societies' objective of patriotic, historical, and educational objectives by providing a speaker’s bureau. Participants present historical-themed talks and speeches about the Revolutionary War period, patriotism, or people and make presentations to local community organizations and schools. Others or yourself may prepare these.

* Do you enjoy researching and putting together talks? Yes Not now
* Do you enjoy presenting but not preparing speeches? Yes Not now
* Would you like to develop and/or present revolutionary period talks? Yes Not now

### Patriot Research System Support

The National Society has undertaken a significant project to combine three previous databases into one database called the Patriot Research System, PRS. Also, databases of information on other websites like the DAR website and the Find-a-Grave website are linked providing the ability to research revolutionary war patriots easily and patriot biographies are being written and entered into the PRS.

* Do you like using computer skills and enjoy navigating websites? Yes No now
* Are you interested in entering data on patriots into a database? Yes Not now
* Are you interested in researching biographical information on patriots? Yes Not now
* Would you be willing to help build the Patriot Research Database? Yes Not now

### 250th Anniversary of the American Revolution

The is supporting the National Society in its 250th Anniversary of the American Revolution. This program intends to present to the public as much information and events as possible in support of the national anniversary. The intent includes partnering with local and state organizations in their participation in the anniversary.

* Do you have an interest in the anniversary of our country? Yes Not now
* Are you a member of other organizations that are planning events? Yes Not now
* Would you be willing to help the chapter organize and hold events for the 250th Celebration?

Yes Not now

### Wreaths Across America

Wreaths Across America is a National Veterans Remembrance Event held on the second Saturday in December. Led by local community organizations, a local cemetery site is selected, and the number of wreaths is determined. The same company that provides wreaths for the graves at Arlington National Cemetery provides them locally. The organizers research and mark the graves before the event, solicit purchases of wreaths from citizens and businesses. Local groups gather on the appointed Saturday and place wreaths on the graves of the veterans. At all locations across the nation at noon EST, a memorial service begins. Both SAR and DAR organizations support this veteran recognition effort.

* Do you have an interest in honoring the Nations Veterans? Yes Not now
* Are you willing to contact people or businesses and sell wreaths? Yes Not now
* Are you ready to put in a few hours preparing the cemetery and placing wreaths? Yes Not now
* Would you be willing to help the chapter organize and hold this event? Yes Not now

### Attendance at State and National Meetings

Being a part of the State and National Societies provides the opportunity to see how the organization operates and participation in decision-making committees of the SAR.

There are two National Leadership meetings held annually in September and February. All national committees meet at these two meetings to discuss, plan, and permote the various programs run by committees. There is also a National Trustees meeting where changes to programs are approved and National Society business is conducted. These actions, combined with a casual and a formal dinner and agenda for the Ladies Auxiliary, make each leadership meeting a worthwhile event. An invitation to attend is extended to all compatriots and family members. Only Trustees or Committee Members may vote on business issues.

There are also State BOM meetings held each year. Any compatriot may attend the meetings and participate by providing opinions on business items. Only BOM members may vote on business issues.

* Are you interested in defining or coordinating programs? Yes Not now
* Do you enjoy working with a group? Yes Not now
* Are you interested in meeting new compatriots from other states? Yes Not now
* Would you like to attend a Leadership Conference? Yes Not now

**PLEASE GO TO THE “MY PART – PARTICIPATION – SUMMARY SHEET” FOLLOWING APPENDIX D AND ANSWER ALL OF THE QUESTIONS. CONTINUE ON ON THE BACK OF THE PARTICIPATION SHEET WITH ANY ADDITIONAL AREAS WHERE YOU WOULD LIKE TO TO SUPPORT THE CHAPTER, STATE SOCIETY OR NATIONAL ORGANIZATION.**

***CONGRATULATIONS***

***YOU ARE ON YOUR WAY!***

Now find others who may want to join. OHSSAR needs your active participation to honor our Patriots, honor our Veterans, and to educate our youth. Talk to your Chapter mentor or president about opportunities for you to get involved.

Welcome to the SAR and to your Chapter

NOTE MAKE SURE THE FINAL PAGE BEFORE THE APPENDIX ENDS ON AN EVEN NUMBERED PAGE. IF NECESSARY, ADD SPACES TO ADD AN ADDITIONAL PAGE. THIS FORCES THE APPENDIX TO BEGIN ON AN ODD NUMBERED PAGE AND THE LAST TWO PAGES (DOUBLE SIDED) CAN BE FILLED OUT TO BE HANDED IN.

# Appendix A - National and State SAR Officers

2020-2021

## National Society - General Officers

**President General**

John T. (Jack) Manning, Scituate Ma

**Vice President General-Central District**

William E. Sharp, Ann Arbor, MI

**Secretary General**

Davis L. Wright, Esq., Wilmington, DE

**Treasurer General**

C. Bruce Pickette, Montgomery, AL

**Chancellor General**

Peter M. Davenport, Fairfax, VA

**Genealogist General**

Jim L.W. Faulkinbury, Sacramento, CA

**Registrar General**

Douglas T. Collins, Prospect, KY

**Historian General**

William O. Stone, Montgomery, AL

**Librarian General**

Tony Lee Vets II, Colfax, LA

**Surgeon General**

Dr. Darryl S. Addington, Telford, TN

**Chaplain General**

David James Felts, Rochester, PA

## State Society – Officers

**President**

(Name) (Town,State)

**1st Vice President**

(Name) (Town,State)

**2nd Vice President**

(Name) (Town,State)

**Secretary**

(Name) (Town,State)

**Treasurer**

(Name) (Town,State)

**Chancellor**

(Name) (Town,State)

**Genealogist**

(Name) (Town,State)

**Registrar**

(Name) (Town,State)

**Historian**

(Name) (Town,State)

**Chaplin**

(Name) (Town,State)

**National Trustee**

(Name) (Town,State)

# Appendix B – Beginning Medals and Certificates

The following medals and certificates are typical awards earned within the first three years of being a compatriot. Once the requirements of the medal are approved, the compatriot, National Society, State Society or Chapter purchases the medals. The details are defined in the National Society Official Handbook Volume V, Precedence Section. The compatriot may also work toward other medals or certificates. Those given here are typical. For the complete list of medals, certificates, and their requirements, see Volume V of the Handbook.

Medals awarded by the *National Society* for service to the NSSAR

* Liberty Medal. Awarded for sponsoring 10 new members to SAR.
* Lafayette Volunteer Service Medal. Awarded for performing 40 hours of volunteer service on assigned NSSAR programs.
* Patriot Grave Marking Medal. For planning or participation in the marking of 15 patriot graves.

Medals awarded by a *State Society* to Compatriots for service to the SAR

* Bronze Color Guard Medal. For participation in chapter and state color guard events.

Medals awarded by a *Chapter* to Compatriots for service to the SAR

* Chapter Medal of Distinguished Service. Presented by chapter president in recognition of the Compatriot’s conspicuous service to the Chapter.
* Bronze Roger Sherman Medal. Presented by the chapter in recognition of and appreciation of outstanding services rendered to a chapter.

Medals awarded by National or State Society or Chapter for Military Service and Service to Veterans

* War Service Medal. For compatriots who complete an application and provide documentation (DD214) verifying military service in a branch of the US Military in a hazardous or war zone.
* Military Service Medal. For compatriots who complete an application and provide documentation (DD214) of active duty service in a branch of the US Military.
* Service to Veterans Medal. For completion of the application on providing various types of service to veterans or veterans organizations.

Certificate awards Presented for Service to the SAR

* Distinguished Service Certificate. To recognize outstanding personal service exemplifying the finest of American ideals
* Certificate of Appreciation. To acknowledge outstanding support given to the Sons of the American Revolution.
* U.S. Flag Retirement Certificate. Presented for participation in the collection and destruction of worn, soiled, or otherwise unserviceable United States Flags.

Pins awarded for Donations to National Programs

* A Friends of the Library Membership Lapel Pin can be awarded for a nominal $25 gift to the Friends of the Library. Annual renewal of membership is requested. Four additional levels of contributions are available.
* George Washington Endowment Fund Fellow Lapel Pin is awarded for a one time gift of $1000.

Pins awarded for Donations to State Programs

* A Permanent Fund Disk to go under the Rosette can be obtained for a minimum $100 gift. The donation goes into an investment fund, and interest is used to fund budgetary items or special programs.
* A Fort Laurens Regiment Commission Pins can be obtained for donations to the program. Commission ranks start at a $100 gift for Sergeant, and the rank increases for additional contributions. The selection of the donation’s investment fund is determined by the donner.
* An OHSSAR Challenge Coin can be purchased for $20. Donations go into the Permanent Fund.

# Appendix C – ChapterName Chapter Officers

President (Name):

Phone: (Phone Number) Email: (Email Address)

1st Vice President (Name):

Phone: (Phone Number) Email: (Email Address)

2nd Vice President (Name):

Phone: (Phone Number) Email: (Email Address)

Secretary (Name):

Phone: (Phone Number) Email: (Email Address)

Treasurer (Name):

Phone: (Phone Number) Email: (Email Address)

Registrar (Name):

Phone: (Phone Number) Email: (Email Address)

Genealogist (Name):

Phone: (Phone Number) Email: (Email Address)

Historian (Name):

Phone: (Phone Number) Email: (Email Address)

Chaplin (Name):

Phone: (Phone Number) Email: (Email Address)

# Appendix D - ChapterName Meetings and Events

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Event | Location |
| Dec 29, 2020 | 11:00 AM | Wreaths Across America | Washington D.C. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# My Part - Participation - Summary Sheet

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We ask that you complete this summary sheet and turn it in at the end of the workbook presentation. It will help us involve you in our programs where you have a willingness and interest in participation. If you are not ready to help at this time, *that is okay*. You may want to take some time to get to know the chapter better. At least we will have a record of your interest and can share opportunities that you might relate to as they present themselves.

Based on the answers entered in the Orientation Workbook, please indicate your willingness to help by checking each area of interest:

* Helping with chapter administrative tasks and programs? (i.e., Americanism Award, newsletter, data entry, leadership, meeting preparation) Yes Not now
* Supporting sponsorship of new members ……………………………………………………… Yes Not now
* Working with one or more Youth Programs Yes Not now
  + Which one/ones?
* Participating in the chapter Flag Award Program? Yes Not now
* Participating in the chapter Color Guard? Yes Not now
* Participating in the chapter Grave Marking program? Yes Not now
* Participating in the chapter Veteran’s Programs? Yes Not now
  + Are you a veteran of the United State Military? Yes No
* Preparing and/or presenting revolutionary-period talks? Yes Not now
* Preparing and/or presenting talks on hobbies or your special interests? Yes Not now
  + Which one/ones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Participating in the National Society’s Patriot Research System? Yes Not now
* Participating in the 250th Anniversary Programs? Yes Not now
* Participating in Wreaths Across America? Yes Not now
* Donate to support the programs of the Chapter, State, or National Society? ……………… Yes Not now
* Helping organize and hold chapter events? Yes Not now

THANK YOU FOR HELPING US GET YOU STARTED IN BEING AN ACTIVE INVOLVED COMPATRIOT.

*(continued on reverse)*

# Where I am Willing to Help - Summary Sheet

What special interests, skills, experience, or hobbies do you have that might add to the Chapter’s outreach in the community?