



# A Compatriot's Guide to the SAR Americanism Score Sheet: Event-Based Reporting

May 2023

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NSSAR Americanism Chairman

**DON'T PANIC !!!**



# Agenda

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- Why Use the Score Sheet?
- Before an Event...
- Reporting After the Event
- Helpful Hints



# Who Should Use the Score Sheet

- Do you have compatriots who attend State, District, and National Meetings?
- Do any of your Compatriots get Supplemental Applications approved?
- Do you get any Reinstated Members?
- Does your organization get New Members?
- Do any compatriots mentor New Members?
- Do you have Members Paying Annual Dues on Time?
- Is your Membership through the year increasing?
- Do you have compatriots who are actively serving on National SAR Committees or working on national volunteer projects?
- Do you have compatriots actively serving in National Level SAR Roles?
- Do you have compatriots making Cash/Non-Cash Contributions to National SAR programs & Funds?
- Does your organization present Awards/Medals to SAR Members?
- Do you have compatriots attending CAR or DAR Events?
- Do CAR or DAR members attend your events?
- Do you have compatriots contributing to CAR in time or donations?
- Does your organization present Awards/Medals to the Public (e.g., Outstanding Citizenship Pins, Flag Certificates)?
- Do you have compatriots active in Color Guard?
- Have any of your compatriots submitted Patriot Biographies for publication in the SAR Patriot Research System?
- Have any compatriots attended Patriot/Compatriot Grave Markings, or has your organization conducted one?
- Have your compatriots attended any special observances, or has your organization conducted one (e.g., GW B-Day)?
- Has your organization sponsored any Public Displays or had Involvement in Public events as SAR members?
- Does your organization or compatriots support veterans?
- Has your organization presented any Public Service Awards?
- Does your organization have Active Youth Programs?
- Does your organization present Scholarships/Cash Awards?
- Do any members speak as SAR members at SAR or non-SAR events?
- Has your organization been mentioned in any media?

*If you answered yes to one or more of these questions, your chapter and state society have activity that can be recorded in the Americanism Score Sheet*



# Activities Supporting Our Mission

(Reflected in Americanism Score Sheet)

## Americanism

### (service to the Community)

## PG Streamer

### (Service to the SAR)

- Publicity in Print/Social Media, Website
- Public Speaking on SAR
- Scholarships
- Active Youth Programs (Knight Essay, Rumbaugh Orations, Brochure, Poster, ROTC/JROTC, Youth Exchange, American History Teacher)
- Public Service Awards (Law Enforcement, Fire, EMS, Life Saving, Heroism)
- Veteran's Support
- Public Displays & Involvement in Public events as SAR members
- Planning/Involvement/Participation in Special Observances (GW B-Day, Patriots/Memorial/Flag/Independence/Yorktown/Veterans Days, Constitution Week, Wreaths Across America, Historical Site Commemoration)
- Patriot/Compatriot Grave Markings
- Patriot Biography Submission
- Color Guard Activity
- Awards/Medals to the Public (Outstanding Citizenship Pins, Flag Certificates, Medals to DAR, Certificates of Appreciation)

Chapter Name:		Chapter President:	
State Society Name:		State President:	
Contest Year:		Date Entry Submitted:	
Membership as of:	January-01	December-31	
Submitter's Name:		Contact Email:	
Telephone (Home):		Telephone (Work):	
State or Chapter Entry:	State		

Category	Category Title	Americanism	President General's Streamer
1	Media Publicity	0	
2	SAR Speakers Bureau	0	
3	Support of the C.A.R. and DAR		0
4	Youth Programs	0	
5	Public Service Programs	0	
6	Historic Sites & Celebrations	0	
7	Grave Markings	0	
8	Color Guard Activity	0	
9A	SAR Medals & Certificates Awarded to Non-Members	0	
9B	SAR Medals & Certificates Awarded to SAR Members		0
10	National Society Service		0
11	Membership, Reinstatements, Supplementals, Dues & Secretarial Returns		0
12	Attendance at State, District, and National Meetings		0
TOTAL POINTS:		0	0
Determination of potential eligibility for PG Cup		0.0%	0.0%

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- Involvement with CAR/DAR
- Awards/Medals to SAR Members
- Cash/Non-Cash Contributions to National SAR programs & Funds
- Actively serving in National Level SAR Roles
- Actively serving on National SAR Committees
- Annual Activity Reports
- Increasing Membership
- Members Paying Annual Dues on Time
- New Member Recruiting
- Mentoring New Members
- Reinstated Members
- Supplemental Applications
- Attendance at State, District, and National Meetings

*The extent to which these are done depends on local conditions (e.g., if there are no JROTC units in the area, a chapter can't award JROTC Medals; no local news papers in an area may make it harder to get out word, but most locales have social media sites).*


*Also essential: willingness and resources of chapters and Compatriots to step forward and carry out these projects.*



# Americanism Score Sheet Contests

## Recognize Good Works in Chapters/Societies

- Outreach to the community, referred to itself as Americanism
  - Allene Wilson Groves Award, to the state society “which presents evidence of best implementing S.A.R. resolutions and principles.”
  - Liberty Bell Award, the equivalent at the chapter level
- Service to SAR: The President General’s Streamer (chapters & states)
- Service and Outreach together: The President General’s Cup, for the chapter “which presents evidence of the most complete program of activities.”
  - No tab counts for more than 20% of total points
  - Must have points in 75% of the tabs for Americanism and PG Streamer
  - Weighted calculation on a per capita basis
- Awards are annual, and based on submission of the Americanism Score Sheet
  - Updated in 2020 for the next contest year, covers chapter/society efforts in 12 tabs of an excel spreadsheet
  - Points awarded for sponsoring awards, events
  - Points awarded for Compatriot attendance
  - Points awarded for Compatriots attending in Revolutionary uniform or colonial clothing
- Instructions to fill out the score sheets and training videos are available on line (<https://www.sar.org/committees/americanism-committee/>)

 2021 National Society Sons of the American Revolution  
Americanism Award / President General's Activity Streamer Combined Score Sheet  
Chapter or Society Entry

Deadline for Submission to the National Americanism Committee Chairman is **March 1st**

PLEASE READ THE SUMMARY PAGE FOR IMPORTANT DATA ENTRY GUIDELINES AND INSTRUCTIONS

When opening the Workbook, if prompted, select "Do Not Update" / "Enable Editing" / "Enable Content"

When entering data, all cells must have some entry for the embedded formulas to properly calculate.

Chapter chairman should complete all information and submit the completed form to their State chairman. State chairmen should merge all chapter entries into a single state entry. Completed forms must be submitted via email to the National Americanism Chairman at [americanism@sar.org](mailto:americanism@sar.org). All submitted forms must be in Excel or other editable spreadsheet format.

Winners will be notified prior to the Annual Congress so that representatives may be present to receive the award.

If additional rows are needed, and there are no stated maximums for the section where the rows are needed, please email the form along with the number of requested rows and the applicable section to the National Americanism Chairman. If there is an error or question about the data entry, please use the same email and provide the pertinent information and the form for review.

Chapter Name:		Chapter President:	
State Society Name:		State President:	
Contest Year:		Date Entry Submitted:	
Membership as of:	January-01	December-31	
Submitter's Name:		Contact Email:	
Telephone (Home):		Telephone (Work):	
State or Chapter Entry:	Chapter		

Category	Category Title	Americanism	President General's Streamer
1	Media Publicity	0	
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3	Support of the C.A.R. and DAR		0
4	Youth Programs	0	
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6	Historic Sites & Celebrations	0	
7	Grave Markings	0	
8	Color Guard Activity	0	
9A	SAR Medals & Certificates Awarded to Non-Members	0	
9B	SAR Medals & Certificates Awarded to SAR Members		0
10	National Society Service		0
11	Membership, Reinstatements, Supplementals, Dues & Secretarial Returns		0
12	Attendance at State, District, and National Meetings		0
TOTAL POINTS:		0	0
Determination of potential eligibility for PG Cup		0.0%	0.0%

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# Benefits of Using the Score Sheet

- History in Miniature
  - Provides a chapter/state society a summary record of what it did in one year
- Planning
  - Chapter/state society can fold into year's activities projects NSSAR emphasizes that may not have done before/recently
- Tracking Through the Year
  - Recording as each event happens, provides idea of progress
  - Reporting regularly to chapter/society shares that progress
- Managing over Years
  - Comparing with past reports helps show ongoing health of chapter/society
- Comparison
  - By reviewing chapter results with reports from around the country, a chapter can see how it compares with chapters similar in size

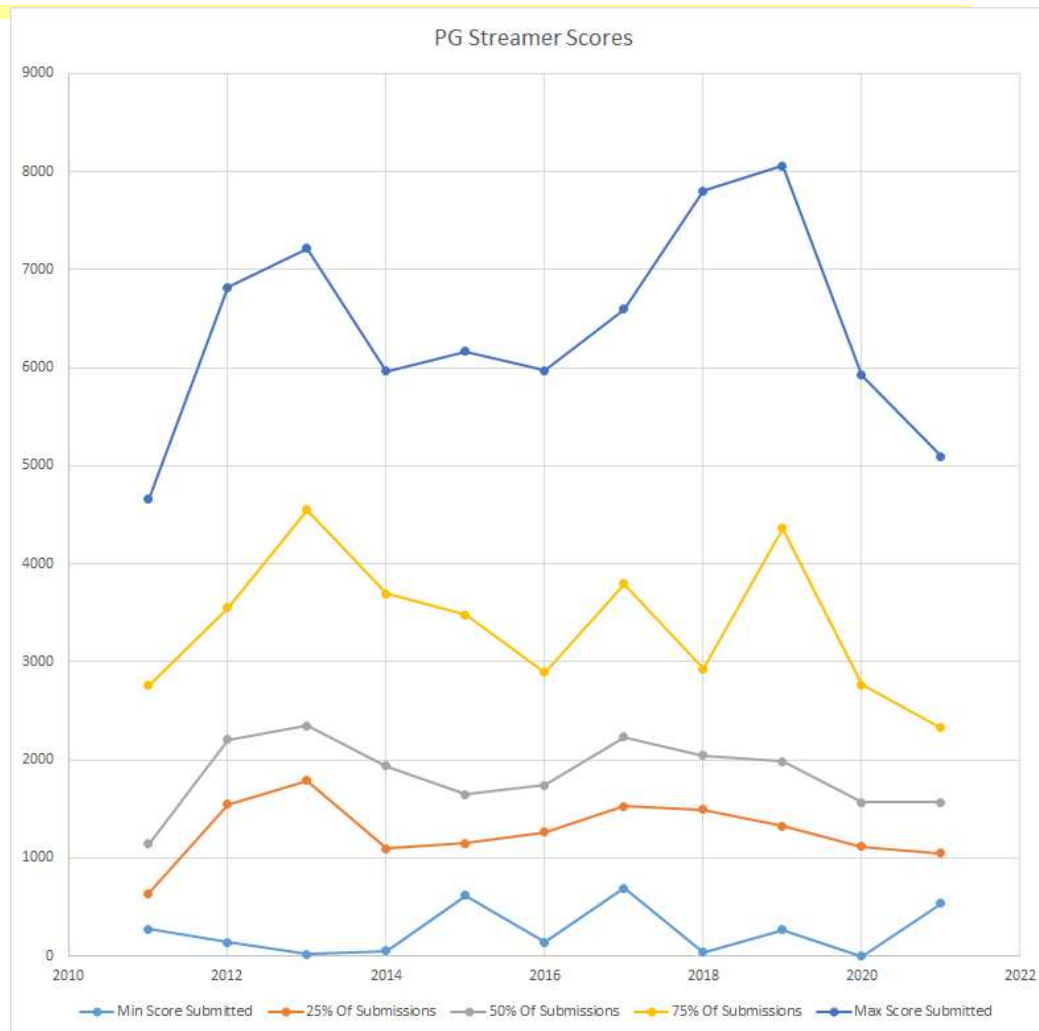
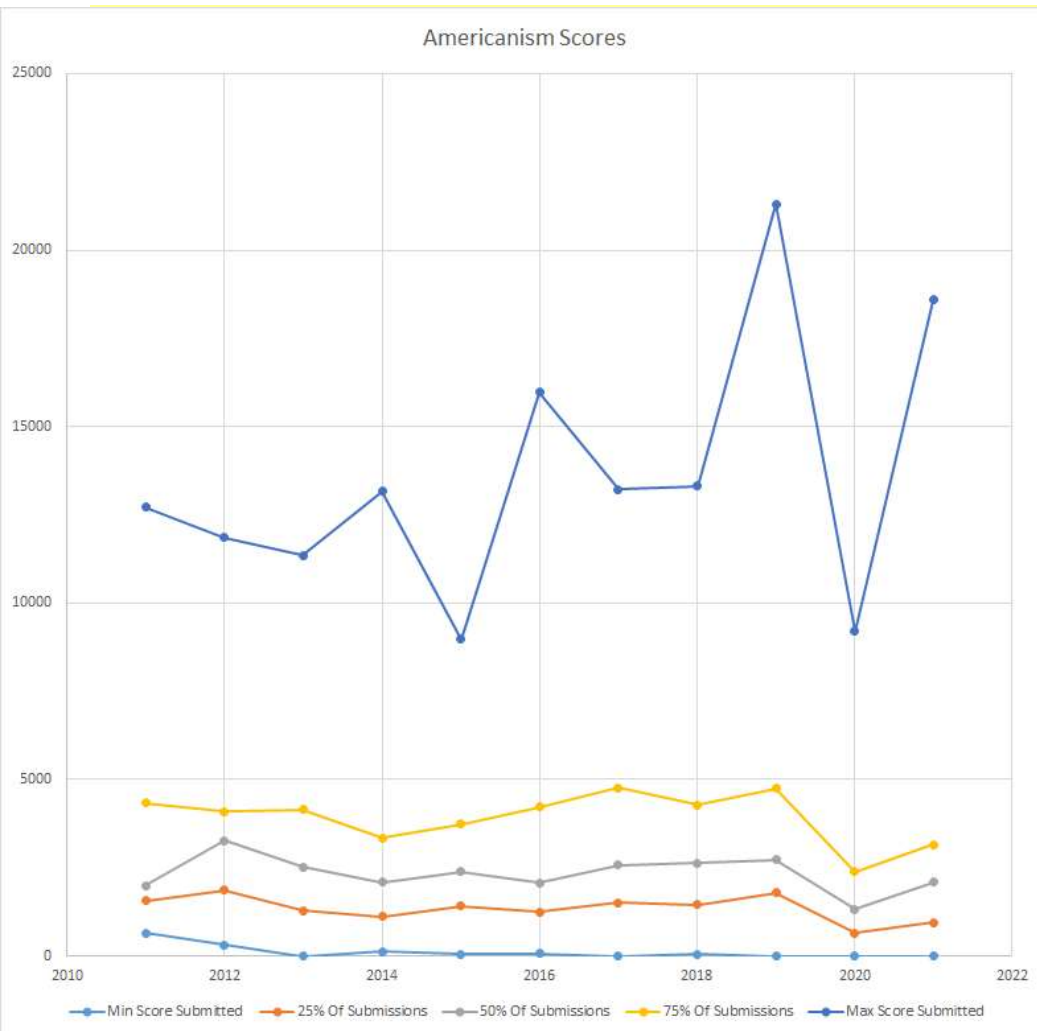
*Score Sheet Measures Activity → Provides Measure of Health  
Higher Activity Can Increase Positive Impression of Chapter/State Society  
More Positive Impression may aid in Recruiting, Retention*

*Winning the related contest is a nice thing.  
Becoming a growing, active chapter is even better.  
The Americanism Score Sheet is a tool for both.*





# Example: What Scores a Chapter of 50 Compatriots Would Compare Against



Number Compatriots in Class	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	50 to 99	41 to 90
Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Number Chapters Submitting	17	32	30	54	65	73	63	58	58	52	71



# Things to remember

- Chapters can only count Compatriots in their HOME chapter; Societies can only count Compatriots calling their society HOME
  - Duals cannot be counted in your Score Sheet – Their presence at your events helps swell the number of SAR members seen by the public, encourage their participation!
  - Duals' activity with your chapter/society will count in their home chapter/state society: encourage them to self-report their participation as it happens so their home units get credit!
- Accuracy always helps in the long run
  - Waiting to the end of the year risks forgetting to enter some activity
  - Waiting to the end of the year makes the entry effort long, tedious

*Employing an Event-Based Recording Approach Takes only a few minutes after an event  
This results in the ability to report progress throughout the year*





# Agenda

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- Why Use the Score Sheet?
- **Before an Event...**
- Reporting After the Event
- Helpful Hints



# Elements of Great Events:

## PLANNING! PLANNING! PLANNING!

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- Events –something open only to SAR, or open to the public – have a lot of moving parts: planning will make them move smoothly
- Secure the venue and any permissions needed
- Come up with a PROGRAM – what will be done, by whom, and when
- Get all the needed speakers lined up
- Determine costs and make certain they will be covered
- Print any and all materials needed for the event



# Elements of Great Events: GET WORD OUT AHEAD OF TIME!

- Announce in your newsletter, on your website and other social outlets (doesn't count for the Score Sheet, but can improve chances of a big turn out)
- Put an announcement on the state website
- Is the public invited? Make a press release and get it into the local papers (again, DOES NOT count on Score Sheet, but also helps get the word out)
- Make certain the state officers are invited (in Maryland, for instance, some of these are chapter *ex officio* members – State President, designated State Vice President, State Secretary, State Treasurer, State Registrar, and State Historian)
- Get out the date months in advance, and keep getting the word out – remind and get people to commit to come
- Invite local newspapers, tv and other outlets to cover the event



# Elements of Great Events: CARRY OUT THE EVENT

- Follow your PROGRAM!
- Have an emcee to keep the event on track
- Keep an attendance list of ALL SAR attendees and their chapters, even if not in your chapter
  - You will be helping other chapters when you list all SAR Members
  - You help your own chapter by seeing who attends from your chapter
- PICTURES! LOTS AND LOTS OF PICTURES!
  - Take interesting pictures of what is happening, as well as static photos of awardees
  - Show people having fun! If people see photos of fun events, they're more likely to think about coming to future events
  - Make certain to take a photo of ALL SAR participants (in your chapter or not) and identify all by name.
    - If you don't know someone, it's a good opportunity to introduce yourself and get their name and make them feel welcome



# Elements of Great Events: WRAPPING UP THE EVENT

- Honor your debts
  - Pay any costs incurred to whomever needs paying
- Thank personally all those who planned, executed, and/or participated in the event
  - May make them more willing to help in a future event
- PUBLICIZE! Just like announcing the event, get the results of the event published
  - in your newsletter, website and social media outlets
  - If the state has one, the state newsletter, and the *SAR Magazine* (neither count for the Score Sheet, but it does let others in SAR, far and near, know what you've been up to)
  - In the local newspapers (either because you invited the newspaper, or you submitted an article after the event)
  - In tv and radio
- **RECORD IN YOUR SCORE SHEET AND SEND UPDATE TO STATE COORDINATOR!**
  - There are lots of places in the Score Sheet where you record what has just happened. **SEE THE NEXT SECTION to follow for the specific types**
  - Do pass the information to the State Society, as it can take credit, too – do your part to help the state in its Score Sheet entry!



# Agenda

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- Why Use the Score Sheet?
- Before an Event...
- **Reporting After the Event**
- Helpful Hints





# Event Topics

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- Publicize! Publicize! Publicize!
- Youth Contests
- Other Awardees
- Chapter Meetings
- Special Observances
- Public Appearances
- Grave Markings
- Working with DAR and CAR
- Compatriot Attendance above the Chapter Level
- Contributions
- Membership



# Publicize! Publicize! Publicize!

- You **CANNOT** mark any announcement of the up-coming event as a newspaper article in **TAB 1C**
  - Recommendation: keep track of the announcements separately, same format, for complete view of the pre-event activity
- Take Pictures of Any and ALL Awards! Get these and their captions, at least, or a full blown article, to your local newspaper(s). When each gets published, enter the name of the newspaper, the title of the article, and the date in **TAB 1C**
  - If the newspaper also has a website, can only count the published **OR** the electronic copies, **NOT BOTH**
- Did you get it covered by TV? Record the date, event and station covered also in **TAB 1C**
  - If it repeats on multiple days (e.g., on a cable channel), these can included, but **ONLY ONCE PER DAY PER CHANNEL**
  - Limitation: if the event was one of the major holidays (e.g., Memorial Day, Fourth of July), you can record each daily entry up to the **NEXT** big holiday. **Also: MUST BE ON SCREEN FOR MORE THAN 10 SECONDS**
- On Radio? The same thing in **TAB 1C**
- Add to your website, and update the Last Date Updated to when you added information about the event in **TAB 1A**
- **REMEMBER: THE CHAPTER OR STATE SOCIETY MUST BE EXPLICITLY STATED IN ARTICLES MENTIONED ABOVE TO BE COUNTED**
- **NOTE: When entering any social media item in TAB 1A and TAB 1C, list the URL for the page (copy from the browser)**



# Youth Contests

- Youth Contests (Poster, Brochure, Knight Essay, Orations, Eagle Scout Essay, JROTC Enhanced) require chapters to advertise, arrange for judges, decide on winners.
- You **CANNOT** mark any announcement of the up-coming event as a newspaper article in **TAB 1C**
  - Not for your Score Sheet, but for your own records
- As long as you have one participant, mark with an “X” the related program in **TAB 4B**
- List the number of participants in **TAB 4B**
- Schedule an appropriate event to make the presentation (often this is during a chapter meeting) and make the presentation **BY AN SAR MEMBER WHOSE HOME IS YOUR CHAPTER IF POSSIBLE**
- Record the type of Medal/Lapel pin/certificate, the name of the winner and the date of the presentation in **TAB 4C**
  - (ONLY RECORD IF PRESENTED BY A CHAPTER COMPATRIOT)
- Did the presenter wear colonial uniform or clothing for the presentation?
  - No longer part of your Score Sheet, but for your own records, and perhaps in your chapter newsletter, record the Compatriot’s name (and in parentheses, what was presented), whether it was in uniform or colonial clothing, and the date
- Did you have a cash prize for the winner? If so, record the grant type (the award type), the name of the recipient, the amount and date presented in **TAB 4A**
- Does your chapter have a locally-operated youth contest or program not shown above?
  - Not for your Score Sheet, but for your own records, and perhaps in your chapter newsletter, identify any Compatriot presenters
  - If this was an event where students came to participate and it was run by the chapter, list the program and the date in **TAB 5F**
  - Any cash awards? Record in **TAB 4A**
  - Any certificates presented? Record in **TAB 9A**
- Was anything put in local newspapers or media outlets afterward? See “Publicize! Publicize! Publicize!” slide



# Other Awardees (1/2)

- Non-SAR awardees (Public Safety, to DAR/CAR, certificates of Appreciation, Flag certificates, Outstanding Citizenship) require chapters work with local community organizations to identify deserving candidates.
- SAR Compatriots (Medals with Certificates as listed in SAR Handbook Volume V, or Certificates alone, **BUT NOT THE MEMBERSHIP MEDAL/CERTIFICATE OR SUPPLEMENTAL CERTIFICATES**) are at the discretion of the chapter, or may be coming down from the state society or national headquarters
  - The Chapter **CAN** record any SAR awards/certificates it issues and presents
  - The Chapter **CANNOT** include any state or nationally awarded SAR medals/certificates
  - The State Society **CAN** record any awards the chapters present and any awards the state society issues
  - The State Society **CANNOT** include any nationally awarded medals
    - Work done by a Compatriot for Lafayette Volunteer Medal gets reported in **TAB 10F**
- You **CANNOT** mark any announcement of the **UPCOMING** event as an article in **TAB 1C**
- Schedule an appropriate event to make the presentation (often this is during a chapter meeting) and make the presentation **BY AN SAR MEMBER WHOSE HOME IS YOUR CHAPTER IF POSSIBLE**
- Is this a Public Service Award (Law Enforcement/Fire Safety/EMS/Heroism)?
  - List recipient's name, medal type, the date of the presentation, whether a report of the award was sent to the NSSAR Public Service Committee, and the recipient's organization in **TAB 5B**
    - (ONLY RECORD IF PRESENTED BY A SAR COMPATRIOT)
  - Did the presenter wear colonial uniform or clothing for the presentation? Record the Compatriot's name, the Event/Program, whether it was in uniform or colonial clothing
    - Not for your Score Sheet, but for your own records, and perhaps in your chapter newsletter, identify any Compatriot making these awards, whether it was in uniform or colonial clothing, and the date



# Other Awardees (2/2)

- For Honoring the Flag:
  - Was a flag certificate or flag retirement certificate awarded to a member of the community or a non-governmental organization? Record Medal, name of recipient, and Date in **TAB 9A**
  - Was a flag certificate or flag retirement certificate awarded to a member of SAR? Record Medal, name of recipient, and Date in **TAB 9B**
- For DAR/CAR:
  - Is this a SAR Medal Award, or Certificate? Record Medal, name of recipient, and Date in **TAB 9A**
- For SAR Compatriots:
  - Is this a SAR Medal or Pin Award with or without a Certificate? Record Medal, name of recipient, and Date in **TAB 9B**
- Non-SAR/DAR/CAR Members of the Community Certificates of Appreciation:
  - Are sometimes given to non-SAR people who provide services to the SAR, to speakers, etc.
  - Record the Certificate Type, Name, of Recipient and date in **TAB 9A**
- Outstanding Citizenship Awards are often given to graduating High School Seniors, usually at a Senior Class Assembly
  - Record Certificate, Name of Recipient (good idea: include school), and Date in **TAB 9A**
- Was anything put in local newspapers or media outlets or elsewhere? See “Publicize! Publicize! Publicize!” slide



# Working with DAR and CAR

- Active Involvement in Joint events with DAR and/or CAR strengthens our ties with both and can lead to future SAR members
- Joint Events/Meetings with DAR and/or CAR
  - Was the chapter involved in a scheduled meeting or function involving CAR or DAR, in which at least one Chapter compatriot attended? Record the event and date in **TAB 3B**
    - **DO NOT DOUBLE COUNT IF BOTH CAR AND DAR WERE IN THAT EVENT**
    - This does include joint chapter meetings
    - This DOES NOT include planning meetings for future joint events
  - Did any Compatriot attend wearing colonial uniform or clothing for the event as part of a Color Guard? List the name of the Compatriot, the Event/Program, Date and whether in Continental or Militia uniform in **TAB 8**
    - If the compatriots were not in the Color Guard but in colonial attire, you cannot record it in for your Score Sheet, but for your own records, and perhaps in your chapter newsletter, identify any Compatriot attending these events, name (and in parentheses, the event), whether it was in uniform or colonial clothing, and the date
- Specific CAR Support
  - Does your chapter/society sponsor through cash contributions one or more local CAR Societies or state CAR Societies, or the CAR National Society? Record the name of the specific CAR Society and the total amount contributed by the end of the year in **TAB 3A**
  - Does your chapter support one or more CAR Societies by providing a senior leader? List the society and the name of each senior leader with the CAR society associated in **TAB 3A**
- Was anything put in local newspapers or media outlets or elsewhere on these events that mention your chapter or state society? See “Publicize! Publicize! Publicize!” slide





# Chapter Meetings

- Chapter meetings of themselves **CANNOT** be recorded in the Score Sheet, but aspects of them can be
- Chapter meetings should be more than just business: there should be something of interest to get people to attend
  - Awards to non-SAR community members and SAR Compatriots can build interest
    - Do you make any Youth Awards? **THAT 'S RECORDABLE.** See the “Youth Awards” slide
    - Did you make any Awards to Other Awardees? **THAT 'S RECORDABLE.** See “Other Awardees” Slides
  - If you can get one of your own members to make a presentation, record the Organization (your chapter) the topic, whether the presentation was of historic/educational/patriotic theme, the date, how many attended, who presented and in this case, that it was an “SAR” event in **TAB 2C**
- Was this meeting held jointly with DAR and/or CAR or did they attend? List the Event and the Date in **TAB 3B**
- Did any Compatriot attend in Colonial Uniform/Clothing?
  - If the speaker was a member of the chapter and in colonial attire, also mark it in **TAB 2C**
  - Not for your Score Sheet, but for your own records, and perhaps in your chapter newsletter, identify any Compatriot attending these events, name (and in parentheses, the event), whether it was in uniform or colonial clothing, and the date
- Was anything put in local newspapers or media outlets or elsewhere about what happened at the chapter meeting? **THAT 'S RECORDABLE.** See “Publicize! Publicize! Publicize!” slide



# Special Observances (1/3)

- Chapters should do more than just have business meetings. Special programs for various patriotic activities are also appropriate
- Sponsor the celebration of a historic site or event (shown below), listing the event name, the chapter sponsored the event (can still get credit for attending another SAR chapter's or state's event) and if this was the first time the chapter commemorated one of its sponsored events, record it in **TAB 6A**
- Events Covered in Tab 6A:
  - Washington's Birthday (mid-February)
  - Patriots Day (19 April)
  - Memorial Day Program (end of May)
  - Flag Day (14 June)
  - Fourth of July
  - Constitution Week (17-25 September)
  - Yorktown Day (October)
  - Veterans Day (11 November)
  - Wreaths Across America (mid-December)
  - The National Color Guard webpage includes other special observances
- Did this special observance include placement of one or more flags at a veteran's grave (Revolutionary War or later)? Record the Holiday, Date and the number of flags in **TAB 7B**
  - Flags **MUST NOT** be part of a wreath



# Special Observances (2/3)

- Is the event a commemoration of a Revolutionary Era site (e.g., birthplace or burial site of a nationally- or locally-famous Patriot, building where important Revolutionary business transpired over time), or a battle or other event other than a Patriot grave marking? List the name of the site and the date commemorated, whether sponsored by the chapter, whether this was the first time so marked in **TAB 6A**
- How Many Attended? Having a visual record showing all Compatriots in and out of the chapter, with names, can be a great way to develop an attendance list if no sign-in sheet was passed around. Enter the Event, Date and number of chapter members **ONLY** (non-Duals) in **TAB 6A**
  - Even if a special observance isn't sponsored by the chapter, if any chapter member attended and/or participated, it counts and can be entered here
- Was a wreath Placed? Enter the Event, Presenter and date, depending on what level sponsors the event (so it can count even if your chapter doesn't sponsor it, so long as some level of SAR does):
  - Was it Nationally Sponsored by SAR? Enter under **TAB 6B1**
  - Was it State Sponsored (any State, not just your own state): enter in **TAB 6B2**
  - Was it sponsored by a chapter (yours, or any other, whether in or out of your state)? Enter in **TAB 6B3**



# Special Observances (3/3)

- Did the event include some sort of awards being given?
  - Any Youth Awards? see the “Youth Awards” slide
  - Any Awards to non-SAR Awardees? See “Other non-SAR Awardees” Slides)
- If you can get one of your own members to make a speech, record the Organization (your chapter or others) the topic, whether the presentation was of historic/educational/patriotic theme, the date, number attending, presenter’s name, and in this case, that it was an “SAR” event (for your chapter) in **TAB 2C**
- Was this Special Observance held jointly with DAR and/or CAR? List the Event and Date in **TAB 3B**
- Did any Compatriot attend in Colonial Uniform/Clothing as part of the Color Guard? List the Compatriot Name and Event, whether this was in Uniform or Colonial Clothing and date in **TAB 8**
- Was anything put in local newspapers or media outlets or elsewhere after the event? See “Publicize! Publicize! Publicize!” slide
- Again, in addition to sponsoring in **TAB 6A**, the chapter can take credit for involvement at other chapters’ or state societies’ special observances
  - Example: Maryland has three events in particular where a chapter can get credit: the Maryland SAR’s George Washington Luncheon (mid-February), Annual Meeting around time of the Battles of Lexington and Concord (Patriots Day), Semi-Annual Meeting around time of the Battle of Yorktown (Yorktown Day); the latter two have programs separate from the state business meeting to honor those events, so attendance at those programs is what counts, not the related state business meetings



# Public Appearances (1/2)

- Your Chapter and its Compatriots are the Public Face of SAR. Being present at events that are not directly sponsored by SAR but relate to the SAR mission (**BUT NON-POLITICALLY**) should be counted!
  - Does a Compatriot serve on a School Board? Record the name and School Board involved in **TAB 5C**
  - Does the chapter have an exhibit viewable by the public? Enter the Location of the Display, the Display's title, and the date first installed in **TAB 5D**
  - Does the chapter present a Historic Document (includes GW Portraits) to a public place? Record the Type of Document, to whom presented, and the date in **TAB 5D**
  - Did the chapter (at least one member) participate at a New Citizen Swearing In? Record the location, number of chapter members attending, and Date in **TAB 5E**
  - Does the chapter march in a public parade, serve at a Flag Retirement program, a History Fair, A Proclamation Event related to an SAR theme, or other public event with an SAR-relatable theme (**THIS INCLUDES FLAG DAY, CONSTITUTION WEEK, ECT. ,NOT SPONSORED BY SAR**)? List program , number of chapter members attending, and date in **TAB 5F**
  - Does the chapter support a Seminar on History or Genealogy, open to the public? Enter The Location, Type of Seminar and the Date in **TAB 5F**
- As always, photos identifying SAR Compatriots involved can be a great way of recording how many attended.
- Did any Compatriots attend one of these events in Colonial Uniform or Clothing as part of the color guard? List the name of the Compatriot, the Event/Program, Date and whether in Continental or Militia uniform in **TAB 8**
  - Another good reason for the photos: clearly shows who was and was not dressed in period-appropriate clothing



# Public Appearances (2/2)

- A good way to get the SAR name out there is for a Chapter to have a speakers bureau that gets individuals out before non-SAR audiences
  - Does your chapter have a speakers bureau? If so, record the date updated (if in the year) and the published location of your speakers list in **TAB 2A**
  - Did you have speakers who presented before a classroom? Enter the school and class , the topic, whether historical/educational/patriotic, the number of attendees, the presenter's name, and the date presented in **TAB 2B**
  - If one of your speakers makes a presentation to either an SAR group other than your chapter, or to a non-SAR group, record the Organization , the topic, whether the presentation was of historic/educational/patriotic theme, , the number of attendees, the presenter's name, the date, and if it was an “SAR” or “non-SAR” event in **TAB 2C**
- Has your chapter done work helping veterans? Review and fill out the SAR’s USS Stark Memorial Award Report on that service (Due to the NSSAR Veterans Committee Chair on 15 January each year), and enter the total points in that report in **TAB 5A**
- Was anything put in local newspapers or media outlets or elsewhere? See “Publicize! Publicize! Publicize!” slide





# Grave Markings: Patriot

- Applies to only the first time a Patriot's grave is marked. After that, the marking is covered elsewhere (**TAB 6 sections**), see "Chapter Special Observances"
  - SAR Grave markings are **NOT RECORDED IN TAB 6**
- Record the Patriot Name, if you sponsored it, and the date marked in **TAB 7A**
  - If there are multiple graves of Patriots in the place being marked (i.e., this dedicates a marker with the names of multiple Patriots), mark up to five in that year and come back multiple years until all Patriots on the plaque are marked)
- Recording a Patriot Grave really isn't complete until the Grave Marking Report is submitted to the NSSAR Patriot Records Committee. Enter the Date Submitted in **TAB 7A**
  - Didn't send the report in during the calendar year marked? It can be sent along with a Patriot Biography in a later year and recorded in **TAB 7C**
- Applicable to any SAR Patriot Grave Marking, whether or not credit taken in chapter sponsored it:
  - How many attended the marking (photo record helps)? Record Patriot Name, Date Marked and total chapter only (non-duals) in **TAB 7A**
  - Did this grave marking include placement of one or more flags at a veteran's grave? Record the Event, Date and the number of flags in **TAB 7B**
    - Flags MUST NOT be part of a wreath
  - Was a wreath placed as part of the marking ceremony? Record the name of the Patriot's Name, the name of the person making the wreath presentation as part of the ceremony, and the date, in **TAB 7A**
  - Were any Chapter Compatriots wearing period uniform as part of the color guard? List the name of each chapter (non-dual) member, the event attended, the date and whether Uniform or Colonial Clothing in **TAB 8**
  - Was this Grave Marking performed as a scheduled event in cooperation/participation with DAR and/or CAR (**SAR MUST BE ONE OF THE SPONSORS**)? Record the Event and date in **TAB 3B**
- Was anything put in local newspapers or media outlets or elsewhere? See "Publicize! Publicize! Publicize!" slide



# Grave Markings: Compatriot

- Applies to only the first time a Compatriot's grave is marked. After that the marking is covered elsewhere (**TAB 5F**), see "Chapter Special Observances"
  - Grave markings are **NOT RECORDED IN TAB 6**
- Record the Compatriot Name, if you sponsored the marking, and the date marked in **TAB 7A**
- Applicable to any SAR Compatriot Grave Marking, whether or not the chapter sponsored it:
  - How many attended the marking (photo record helps)? Record Compatriot Name, Date Marked and total chapter only (non-duals) in **TAB 7A**
  - Did this grave marking include placement of one or more flags at a veteran's grave? Record the Holiday, Date and the number of flags in **TAB 7B**
    - Flags MUST NOT be part of a wreath
  - Was a wreath placed as part of the marking ceremony? Record the name of the Patriot's Name, the name of the person making the wreath presentation as part of the ceremony, and the date, in **TAB 7A**
  - Were any Chapter Compatriots wearing colonial uniform as part of the color guard (event photos helps here, too)? List the name of each chapter (non-dual) member, the event attended, the date and whether Uniform or Colonial Clothing in **TAB 8**
  - Was this Grave Marking performed as a scheduled event in cooperation/participation with DAR and/or CAR? Record the Event and date in **TAB 3B**
- Was anything put in local newspapers or media outlets or elsewhere? See "Publicize! Publicize! Publicize!" slide



# Compatriot Attendance above the Chapter Level (1/2)

- Chapters are part of a larger SAR community. Involvement in all levels helps a chapter understand the bigger picture and contribute to an overall-improved SAR
- Attendance
  - Do you have compatriots who attend state meetings (Board of Managers meetings, or the equivalent in yours or other State Societies)? Record the Compatriot Name, mark the event with “S” and the start date of the meeting (for multiple day meetings) in **TAB 12**
  - Do you have compatriots who attend your district’s annual meeting, or attended the annual meeting of another district? Record the Compatriot Name, mark the event with “D” and the start date of the meeting (for multiple day meetings) in **TAB 12**
  - Do you have compatriots who attend the national Leadership/Trustee Meeting (Spring or Fall Leadership, ZOOM Trustees meetings)? Record the Compatriot Name, mark the event with “T” and the start date of the meeting (for multiple day meetings) in **TAB 12**
  - Do you have compatriots who attend the National Congress? Record the Compatriot Name, mark the event with “C” **(NOTE “C” DOES NOT MEAN CHAPTER; DO NOT RECORD CHAPTER MEETINGS HERE)** and the start date of the meeting (for multiple day meetings) in **TAB 12**
  - Were any Chapter Compatriots wearing colonial clothing as part of the Color Guard (event photos helps here, too)? Add that to compatriot’s entry line for that meeting in **TAB 12**
  - Records are usually available in State Minutes and the attendance directories of District and National Meetings, which can serve as further confirmation of chapter knowledge; photos may also help, if taken to confirm use of colonial clothing
  - Did more than a couple of your Compatriots attend? You might consider an article for the local news paper, with an appropriate photo. See Publicize! Publicize! Publicize!



# Compatriot Attendance above the Chapter Level (2/2)

- National Activities
  - Chapters can earn **NO** points for the Officer Streamer in **TAB 10D** – this is for State Societies only (received at the National Congress)
  - Do you have a chapter member serving in a non-committee National position (National Trustee, or Alternate Trustee, National Executive Committee, Vice President General, General Officer) Record the Compatriot name, term years in parentheses next to the name, and enter the office from the drop down list in **TAB 10E**
  - Do you have a chapter member who serves as a Chair or Vice Chair of a National Committee? Enter the Compatriot Name, Committee, and enter “Yes” for each meeting attended in **TAB 10F**
  - Do you have a chapter member who serves on a national committee and attended the committee meeting at Spring or Fall Leadership or National Congress or a ZOOM meeting (the actual minutes of the committee prove as the confirmation)? Record the Compatriot name, the committee attended and the date attended in **TAB 10F**
  - Do you have a chapter member who worked a NSSAR national service project on which they received the Lafayette Volunteer Medal from the national society this year? Record the Compatriot name, the project, and the date of 9/30 of this year in **TAB 10F**
    - Typically, this is for volunteers that put in 40 hours service or more on the Patriot Research System (PRS) data entry project – each Oak Leaf Cluster earned in the year also counts



# Contributions

- Does your chapter and / or any member of the chapter contribute cash to any national fund listed in **TAB 10A**?
  - Record fund and total amount donated in the name of the chapter (no donor names) in **TAB 10A**
- Has anyone in your chapter made a bequest in their estate planning to an SAR fund?
  - Record Name of Donor and date of certificate in **Tab 10B**
  - Requires contacting your membership to find out if they've contributed. Donors names **ARE** included
- Does your chapter and / or any member of the chapter contribute a non-cash donation to NSSAR? Record the donation and total amount in **TAB 10C**
  - Requires contacting your membership to find out if they've contributed. Donors names are **NOT** included
  - Will need to use IRS Defined market values for calculations
- Where do you get that information? A major resource is contacting the SAR Foundation Director to request a report of this information at the end of the year.
  - Often, a state Score Sheet coordinator should get this information for all the state's chapters and pass that information on to the chapter score sheet recorders



# Membership

- **Only** State Societies can get credit for starting new chapters in **TAB 11A**
- What's your Chapter membership at the start and the end of the year?
  - This gets recorded on the **COVER TAB** and gets automatically entered in **TAB 11B**
  - State Society will need to provide the numbers after reconciliation sometime after the new year and give an idea of what the number should be at the end of the year. National count (available from the National database) and State numbers tracked by the State Society) typically differ.
- How many of your chapter paid on time (i.e., the end of the year)? Enter the count the State Society will provide in **TAB 11C**
  - In the chapter's best interest to get as many to pay on time as possible
  - Those that don't pay on time but do finally pay? Record the Compatriot Name and National Number as a Reinstatement in **TAB 11G**
- Is your Chapter getting new members in the year? Record the Compatriot Name and National Number when the chapter is notified of a new member in **TAB 11F**
  - Does your chapter run a mentoring program to get new members used to the chapter? If so, mark YES in **TAB 11E** and enter the assigned mentor for each new member in **TAB 11F**
- Are your current Compatriots submitting Supplemental Applications? Enter the Compatriot's Name, the Patriot's Name, The Compatriots National Number, and the ACN number of the Approved Application (can be found on the record copy) in **TAB 11H**
  - State Society should be able to provide the ACN number; this can also be found by regularly checking the Application Status reports to be found on the NSSAR website
- Did your chapter submit the Score Sheet on time?
  - Enter date submitted your final version to the NSSAR Americanism Committee in **TAB 11D**





# Agenda

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- Why Use the Score Sheet?
- Before an Event...
- Reporting After the Event
- **Helpful Hints**



# The Dreaded #REF!

- When entering data into the Americanism Score Sheet, sometimes the Points column shows #REF!
  - Worse, it then shows up in the tab summary at the top of the worksheet
  - It also shows up on the Cover tab for the tab value and total
- What to do when this happens: **STOP IMMEDIATELY AND DO AN UNDO TO REMOVE THE LINE(S) ENTERED**
- If you have already saved, and it is affecting only one line, delete the entry contents on that row, enter the contents manually on the next line. The #REF! value should disappear
- The Americanism Score Sheet is a formatted Excel file. There are reports in general of this issue showing up in Excel files
  - Typically caused by doing a cut and paste from some other file or from another section of the score sheet , which can cause issues in calculated cells
- How to avoid in the first place:
  - Select the cells and do a COPY (CTL-C), **NOT** a cut (CTL-X)
  - Do a Special Paste of the copied values (ALT-E-S-V), **NOT** a paste (CTL-V)
  - If you are copying multiple columns of information, check first whether a Score Sheet Column included in your cut spans multiple columns. **IF SO, COPY THE VALUES OF THE MULTIPLE-SPANNING COLUMNS AS A SEPARATE COPY**



# The Woes of Platform Dependence

- The Americanism Score Sheet is a formatted Microsoft Excel file developed on a Windows platform, with drop down fields and calculations for entry, section, tab, and cover summary points
  - While Open Office, Libre Office, etc. have spreadsheet programs developed to “interoperate” with Windows and produce Excel files, typically there can be issues with the formats and calculations
  - While Excel has a Mac version available, there may also be challenges there
  - Completely generic spreadsheet programs likely will not do well with the score sheet
- For the present, the best bet is to have as your score sheet recorder someone who uses a Windows Platform and has a modern version of Microsoft Excel (Excel 2007 or later)
  - Save your file **ONLY** as anxlsx, file, which the current template is
  - Do **NOT** save as an xlsx file, for consistency with other submissions



# Communications

- During the year, chapters should keep in touch with the state coordinator
- After the final data has been recorded, submit your final version of your score sheet to [Americanism@sar.org](mailto:Americanism@sar.org) NO LATER THAN 15 March
  - You will receive a confirmation within 24 hours that your score sheet has been received and uploaded for review
  - If you hear nothing, please send a follow up message asking about the status of your score sheet
- Make certain your state point of contact also receives a copy
  - Since the state point of contact should create a state society submission based on the chapter submissions before the same deadline, recommend getting the final version of the chapter score sheet to him well in advance (ask your coordinator when he would like to receive it)



# Chapter Cheat Sheet

Event Type	1A	1B	1C	2A	2B	2C	3A	3B	4A	4B	4C	5A	5B	5C	5D	5E	5F	6A	6B1	6B2	6B3	7A	7B	7C	8
Youth Contests	X		X						X	X	X						X								
Other Awardees	X		X										X												
Chapter Meetings	X		X			X		X																	
Working with DAR and CAR	X		X				X	X																	X
Special Observances	X		X			X		X										X	X	X	X		X		X
Public Appearances	X		X	X	X	X						X		X	X	X	X								X
Grave Markings	X		X					X														X	X	X	X
Compatriot Attendance above the Chapter Level			X																						
Contributions																									
Membership																									

Event Type	9A	9B	10A	10B	10C	10D	10E	10F	11A	11B	11C	11D	11E	11F	11G	11H	12
Youth Contests																	
Other Awardees	X	X															
Chapter Meetings																	
Working with DAR and CAR																	
Special Observances																	
Public Appearances																	
Grave Markings																	
Compatriot Attendance above the Chapter Level							X	X									X
Contributions			X	X	X												
Membership										X	X		X	X	X	X	

*Categories in Scorecard for which Chapters COULD earn credit. It is up to the chapter to follow through and do what is needed to earn those credits*

*TAB 10D and 11A are only earned by State Societies and can be ignored in chapter scorecards*



# Summary

- The Score Sheet covers a majority things a chapter can do
- Most things the chapter does will help the state society fill out its Score Sheet (only a few the state cannot include in its Score Sheet though they can be in the chapter's Score Sheet)
  - Regularly report in with your state coordinator, especially the attendance list: if you don't know an SAR members chapter, he should be able to find out and pass the information along
- Accuracy and completeness gets fuller credit for all a chapter does
  - Individual activities on behalf of SAR should also be determined and included
- While dual members can't be included on the Score Sheet, their presence at events helps swell our numbers
  - Encourage any who live in the chapter's coverage area to attend your events
  - Encourage them to contact their home chapters and state societies to be counted for the efforts in their Score Sheets
- Publicity cannot be overstated
  - Announcements don't count in the Score Sheet, but get the word out to get better attended events
  - After-action reports and photos in local news outlets lets the local community know that SAR exists where they live and what it is that SAR means and does



# Questions?

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