



Guidelines for the 2022 – 2023 National Merit Award

N.S.C.A.R. recognizes accomplishments, activities, and hard work of the most outstanding societies. ALL Gold, Blue, Red, and Honorable Mention societies are honored for their achievements. The top three societies are chosen from among Gold Merit Award societies. All societies entering will receive a 2022-2023 ***Find Fun in the Past ... Build Joy in the Future*** Certificate of Participation.

To ensure your local society's proper recognition, please adhere to the guidelines and recommendations for submitting necessary documentation.

A **National Merit Award Entry Template**, (with an **Activities Report and Table of Contents**), is available on the National Website, and may be used as a tool for compiling and ordering your entry. You may also use your own reporting format as long as it is referenced properly to the **National Merit Form** section letters and numbers.

- You **MUST** adhere to the limit of **50 pages**, excluding newsletters. Anything beyond the first 50 pages will **NOT** be judged.
- ALL pages should be numbered and referenced on the form.
- **ALL affirmative responses will be verified.**

Section A – Programs and Projects

- 1) Be sure to keep an accurate list of your society's activities throughout the year. This list should include Event, Date, Place, and number of society members and guests attending. Include at least one photo, preferably a group photos of all members attending, for each event.
- 2) Each society is asked to hold at least six (6) business meetings following the C.A.R. ritual each year. These should be included in your Activities Report. If you covered a specific National Program / Contest at this meeting, please include this information.
- 3) Show your support by including a program on the National Theme and Project during one of your business meetings.
- 4) Send an invitation to National Officers or State Officers to attend one of your events. Include a copy of the invitation. Be sure to include a picture from the meeting with a list of the Officers in attendance. If none are able to attend, please include this information.

Section B – Membership

- 1) Local Societies with 11 or more families must submit dues for at least 90% of their member families along with Senior Society President's fee by January 1, 2023. Local Societies with 10 families or less must submit dues for all but one family, plus the Senior President fee by January 1, 2023. Include the number of families and the number of families paid by the deadline.

Example 1 – 68 total members from 32 families. Must submit dues for 29 families

Example 2 – 25 members from 9 families. Must submit dues for 8 families (all but one)

- 2) Provide a list of all new members with National numbers obtained during the service year.
 - A list of new members can be found on eCAR.
 - Login to nscar.org
 - Scroll over eCAR icon on the right side of the window.
 - From the drop-down menu, click on “Membership Reports”
 - Choose “New Members” from the gray drop-down menu
 - Set “Date Admitted On or After” to March 1, 2022
 - Click green “Find” button
 - Member totals can be found on eCAR.
 - Login to nscar.org
 - Scroll over eCAR icon on the right side of the window.
 - From the drop-down menu, click on “Society Information”
 - Choose “Society Profile Search (National Merit Numbers)” from the gray drop-down menu
 - Type society name in the next box next to “Society Name Contains”
 - Click green “Find” button
 - Click on blue society name to view full information
 - NOTE: Double check these numbers against your own records, as differences may occur.

Be sure to include a copy of your Treasurer’s Report as submitted to National with your dues. The Treasurer’s Report is available on eCAR, under Membership Reports.

Section C – C.A.R. Magazine

- 1) Submit at least two articles to the C.A.R. Magazine. Include a copy of the submission email or a picture of the published article.
- 2) Have a magazine minute at two meetings. Proof of this requirement should be provided. (listed in individual meeting descriptions, or details provided separately)
- 3) At least one member of each family should subscribe to the C.A.R. Magazine. This includes immediate family members who are National and Life Promoters, and seniors who receive the magazine.

Calculate the percentage of families that receive the magazine based on magazine subscriptions submitted with your dues on the Treasurer’s Report or credited to your society via National and Life Promoters

Section D – Life Membership – one must be completed

- 1) List those members that became life members during the year. Include Name(s) and National Number(s) for each.
- 2) Life members are noted on your Treasurer’s report. 10% of your members should be life members.

Section E – Society Newsletters

- 1) You MUST submit four newsletters for the C.A.R. Magazine and Newsletter following the submission instructions in the National Program Packet. Receipt of submissions will be verified.
- 2) Follow ALL the requirements for the C.A.R. Magazine and Newsletters Committee contest found in the National Program Packet.
 - o Remember, after September 1, National website information, the National Theme and Project must be on page 1.
 - o Include listing of new members when applicable.
 - o Be sure to publish the list of member and senior officers and chairmen for your local society either in your newsletter or in your yearbook. Their contact information is NOT required. If you are using your yearbook, you MUST submit a copy of the yearbook as part of your National Merit entry.
 - o Articles should be original and written by members. Note the name and age of the article's author.

Section F – Public Relations

- 1) Promote the National program to your parent DAR, SAR, and/or S.R. Chapters. Invite them to attend your meetings and events, or visit one of their chapter meetings to bring greetings and tell them about ***Find Fun in the Past ... Build Joy in the Future.***
- 2) Use nscar.org, your local society website and/or other social media to promote C.A.R. Be sure to follow the “Social Media Policy,” which can be found at nscar.org > Resources > Bylaws, Handbook, and Policies. Include details and/or screenshots.
- 3) There are many different ways you can use media to create public awareness of C.A.R.
 - Distribute C.A.R. brochures
 - Publish an article in a local newspaper
 - Donate items to local children’s hospital and contain a note about C.A.R.
 - Participate in a community event where you are able to display a C.A.R. sign or wear a C.A.R. t-shirt
- 4) Be sure to submit an article to The N.S.C.A.R. Blog. Include submission details and/or screenshots
- 5) Participate in and promote the C.A.R. Day of Service around April 5 each year, or verify that you held a designated day of service on another date prior to March 7. Provide details of your society’s activities.

Section G – Contests

Enter at least six (6) of the national contests contained in the ***Find Fun in the Past ... Build Joy in the Future*** National Program Packet.

- **Enter the National President’s Contest (required).**
- Enter the contests of at least six (5) committees.
- Let the National Chairmen know about the work you did throughout the year. Enter as many contests for which you qualify.
- You can include a copy of your contest entry form with your Merit entry, but **please do NOT include all the proof documents submitted for each individual contest.**

Section H – Mountain and American Indian Schools

Local societies are encouraged to show their support for the designated Mountain Schools or American Indian Schools. The list of schools can be found in the National Program under their respective National Committees. Each school has specific needs, which can be located on their school websites, or you may simply make a monetary donation. Be sure to make any contributions early. This will allow enough time for the school to receive your donation(s) and respond with a letter of appreciation. Include a copy of the financial donation or the school's acceptance letter as proof of your donation.

Section I – Donations

- 1) Local Societies are encouraged to make monetary contributions to the ten (10) funds listed here. The total amount contributed is up to the Local Society. Be sure to use the **Local Society Donation Form** when submitting your contributions to National Headquarters. Donations should be sent directly to National Headquarters. Please do NOT include a donation check with your Merit entry.

Include a copy of the form OR a copy of the Society Donations report, which can be found on eCAR, with your Merit entry. All donations will be verified with National Headquarters.

- Instructions for downloading Society Donations report.
 - Login to www.nscar.org
 - Scroll over eCAR icon on the right side of the window.
 - From the drop-down menu, click on "Society Annual Reports"
 - Choose "Society Donations" from the drop-down menu next to "Select a query"
 - Set dates for "Transaction Date Between" to March 1, 2019 and February 29, 2020.
 - Click on the arrow next to your society name to open the full report to view your donations.
 - Click on "Export" to the right above Society name to view options for exporting / downloading the report and choose "Word or Excel"
- 2) Another great way to contribute to C.A.R. is by gifting pins to friends and family. You may donate for any combination of pins, however the total amount contributed must equal a minimum of \$100.00. You are encouraged to submit a copy of the Pin Donations report from eCAR. All pin donations will be verified with National Headquarters.
 - Instructions for downloading Society Donations report.
 - Login to www.nscar.org
 - Scroll over eCAR icon on the right side of the window.
 - From the drop-down menu, click on "Society Annual Reports"
 - Choose "Pin Donations" from the drop-down menu next to "Select a query"
 - Click on "Export" to the right above Society name to view options for exporting / downloading the report and choose "Word or Excel"

Society Information and Signatures

Please include all the information requested in this section. The Senior National Chairman will use this information to acknowledge receipt of your entry. It may also be used to contact you should a question arise during the judging process. Handwritten information should be printed legibly.

Please remember, ALL questions regarding the National Merit Award contest should be directed to the Senior National Chairman. Contact information is located in the National Roster.

[Local Society Name]
Children of the American Revolution
[City], [State]

[year]-[year] National Merit Award

[President's Name], Society President
[Sr. President's Name], Senior Society President

Table of Contents *(optional, but helpful)*

| | |
|---|---------|
| National Merit Award Form..... | pp. X-X |
| Proof Documents | |
| Society Activities Report..... | pp. X-X |
| Society Membership Report..... | pp. X-X |
| Society Treasurer's Report..... | pp. X-X |
| Society Magazine Subscription Report..... | p. X |
| Public Relations..... | pp. X-X |
| National Contest Entry Forms..... | pp. X-X |
| Society Donations..... | pp. X-X |
| Society Newsletters..... | pp. X-X |
| [Issue #] | pp. X-X |
| [Issue #] | pp. X-X |
| [Issue #] | pp. X-X |
| [Issue #] | pp. X-X |

The two pages of the **National Merit Award Form** should be immediately following your cover page.

[Local Society Name]
National Society Children of the American Revolution
[City], [State]
[year]-[year] Activities and Meeting Report

- ***[Event Date] – [Location], [City], [State]***
 - List important facts
 - Attendance: X members, X Prospectives, X seniors (X DAR / X SAR)

[Include at least one photo from the event; a group photo preferred]

- ***[Event Date] – [Location], [City], [State]***
 - List important facts
 - Attendance: X members, X Prospectives, X seniors (X DAR / X SAR)

[Include at least one photo from the event; a group photo preferred]

- ***[Event Date] – [Location], [City], [State]***
 - List important facts
 - Attendance: X members, X Prospectives, X seniors (X DAR / X SAR)

[Include at least one photo from the event; a group photo preferred]

[Notes: Include all events. All local society business meetings, State Conference, Regional Meeting, DAR / SAR events, community events, etc. in which your society participated.]

[Local Society Name]
National Society Children of the American Revolution
[City], [Texas]
[year]-[year] Membership Report

- **Membership Count**
 - March 1, 2018 **XX**
 - February 28, 2019 **XX**

- **New Members by Application – XX**
 - [List Full Name] – [National Number]

- **Transfers In – X**
 - [Name] – [Number]

- **Transfers Out – X**
 - [Name] – [Number]

- **Aged Out – X**
 - [Name] – [Number]

- **Resignations – X**
 - [Name] – [Number]

- **Dropped – X**
 - [Name] – [Number]

- **Pending – X**
 - [Name]

- **DAR/C.A.R. Dual Members**
 - [Name] C.A.R. #[Number] DAR – [Number]

- **SAR/C.A.R. Member**
 - [Name] C.A.R. #[Number] SAR – [Number]

- **National Life Members – XX %**
 - [Name] – [Number]
 - List all...

Annual Treasurer’s Report

[Include a copy of all the pages of your Society’s Annual Treasurer’s Report here.]

[Local Society Name]
National Society Children of the American Revolution
[City], [State]
[year]-[year] C.A.R. Magazine Subscriptions

- **Percentage of Magazine Subscription**
 - Number of subscriptions Credited to the Society XX
 - Number of Families in the Society XX
 - Percentage XX %

- **Life Promoters Credited to the Society – X**
 - [Name] - #[Promoter Number]

- **[year]-[year] Magazine Subscriptions – XX**
 - [Name of Family member with subscription]
 - List all...

[Local Society Name]
National Society Children of the American Revolution
[City], [State]
[year]-[year] Public Relations Report

- ***[Event Date] – [Location], [City], [State]***
 - List important facts
 - Attendance: X members, X Prospectives, X seniors (X DAR / X SAR)

[Include at least one photo from the event; a group photo preferred]

[Note: This report should include any Public Events, Newspaper articles, DAR / SAR meetings attended.]

Web address – [URL here]

[Note: Include screen shots of important pages from local society web site or social media.]

CONTEST ENTRIES

[Note: You can include copies of your contest entry forms, but ONLY the forms. Do NOT include documentation for individual contest entries. All entries will be verified with the Officer / Chairman and their respective Senior.]

SCHOOL DONATIONS

[Note: Include copies of thank you letters from the school(s) to which your society contributed.]

NATIONAL SOCIETY DONATIONS

[Note: Include a copy of your Local Society Donation form. Donations will be verified.]