

## Guidelines for the 2023 – 2024 State President Award



N.S.C.A.R. recognizes accomplishments, and activities, of the most outstanding State Presidents. ALL Gold, Blue, Red, and Honorable Mention State Presidents are honored for their achievements. All State Presidents entering will receive a Certificate of Participation.

A **Template for Compiling your State President Award** entry has been provided on the C.A.R. National Website. The **State President Award Form** is also on the National Website. To ensure proper recognition, please follow the **State President Award Guidelines** and recommendations for your submissions. You **MUST** adhere to the limit of **50 pages**, excluding newsletters. Double sided pages count as 2 pages. **No separate photo albums and no video or media submission are allowed.** Proper organization makes entries easier to judge. ALL pages should be numbered and referenced on the form. You should use a **table of contents**. This makes it easier to find your documentation/**proofs**, greatly increasing your chances of receiving credit for each requirement. Send your entry by **regular mail to the Merit Award Chairman**. **No email entries will be judged. ALL affirmative responses will be verified. An email copy of the form ONLY (no proofs) is sent to the Senior National Merit Award Chairman.**

### BEGINNING YOUR REPORT

Please begin by listing your name and state. You should also give your membership numbers. These numbers are available on eCAR. Work with your Senior State President to obtain the accurate numbers for reporting.

- Log into nscar.org and click on “eCAR”
- Choose “Society Information” from the drop-down menu
- Choose “Select a query: Society Profile Search (National Merit Numbers)” from the drop-down menu.
- Type name of your state into “Society Name Contains.” Example: Virginia State Society
- Click on blue link for our state society to review the “Society Annual Statistics” report.

NOTE: Totals will include members-at-large registered in your state, as well as active members of your state society.

### Section A – STATE PRESIDENT

***For this section, be sure to keep accurate records of events you attend throughout the year. Include photos and/or screenshots as proof for each response when possible.***

- 1) Record your attendance, and/or your 1st Vice President’s attendance at the 2023 National Conference using a photo, a registration form, or name tag.
- 2) Record your attendance, or the attendance of any state board member, at your own Regional Conference using a photo, registration form, or name tag.
- 3) All State Presidents are to hold at least one State Workshop/Packet Meeting prior to October 1, 2023. Record this event using a photo, copy of the invitation, or name tag.

4) Write an explanation of how, when and where you explained the National President's Theme/Project and National Merit Award. Include a program, flyer, or photo if desired.

Note: The National Merit Award is an excellent planning tool for helping societies to prioritize goals and log achievements. You might consider publishing an article or sending a notice to Senior Society Presidents regarding the importance of this award.

5) Promoting the National Theme, ***Cultivating Tomorrow's Leaders***, can be done in many ways such as:

- Publish information about the National Theme in your state yearbook
- Publish information about the National Theme in your state newsletter
- Provide information about the National Theme when speaking to DAR, SAR, and S.R.
- Post to Media sites.

6) Promote the National Project ***The Abraham Lincoln Library and Museum and Grants***, and the objectives and contests of the National Program throughout the year. Your state yearbook and newsletter are great opportunities for this promotion, as well as the media.

7) State Presidents are encouraged to plan and promote a state theme and project during their term. Provide details about your theme and project and how you promoted them.

8) Include a state contest for at least eight of the National Committees. Each State President is required to appoint State Chairmen, and each Senior State President is required to have these State Contests correspond to the National Committees in the National Program Packet. (An individual may serve as chairman of more than one committee). Include contest forms with your entry. (These may be thumbnail into a one page collage).

9) Write an explanation of how you encouraged life membership through:

- Distributing the National Life Membership form to your local societies.
- Publishing the National Life Membership form in your state yearbook.
- Having your State Treasurer write an article about the benefits of Life Membership for the state newsletter.
- Other.

10) Attend as many local society meetings, as you can, to which you were invited. If you cannot attend, ask someone to attend in your place. Explain who attended/was asked.

11) Be sure to subscribe to the National Magazine. If another member of your household subscribes, and you have access to that publication, you do not need to have a separate subscription. You can subscribe through your local society or contact National Headquarters for information. A National Promoter magazine at your address counts.

12) Encourage the members of your state to attend Regional meetings. When attending, take a photo with members of your state who were there. With your entry, include a list of the names of all who went, or an explanation of what you did to encourage attendance. *Note: The quotas for attendance are posted on the National Merit Award form.*

### **Section B – Membership**

- 1) Developing a statewide membership campaign is easier than you think. Did you: ● Publish articles about recruiting new members in your State Newsletter? ● Promote C.A.R. membership when visiting meetings of parent organizations – DAR, SAR, and S.R.? ● Have a contest for the local society gaining the most new members? 2) Work to gain new members during the year and encourage current members to stay active.
- 2) Gaining two new members or a net gain in membership is important to sustaining C.A.R. for the future and therefore a requirement. This should be a top priority for your State.

### **Section C – PUBLIC RELATIONS**

- 1) Invite the National President to attend your state conference or any other state activity. Other activities may include your State Workshop, State Project Day, or something unique to your state. Please include a copy of the invitation and any pictures of the National President at the event, if available. Submit a copy of the invitation and/or photo.
- 2) Submit at least one article to the C.A.R. Magazine.
  - If published, submit a photo of the article; if not, submit a copy of the submission email.
- 3) Be sure to publicize the N.S.C.A.R. website [www.nscar.org](http://www.nscar.org). This can be done in many ways.
  - Include a link to the National web site on your state website. (*Connect with the Senior National Chairman, Information Technology Committee for proper procedures.*)
  - Include the web address in each issue of your state newsletter
  - Distribute copies of the national brochure to parent organizations.
- 4) Does your state society have a public website or social media page? This could be something on Facebook, Instagram, or Twitter for example. Work with your Senior State President to establish a social media presence. **Remember this page is PUBLIC. Do not post last names of the members. All posts should adhere to the “Social Media Policy.”** Please submit screenshots of your website and social media pages.
- 5) There are many ways to create public awareness about your state society.
  - Use social media to promote your state society
  - Have a website for your state society
  - Is there a C.A.R. Committee page in your state’s DAR Society Information Packet?
  - Did you have an ad or article published in the state newsletter for your state’s SAR Society?Note: State banners/flags and t shirts as well as signs at events are ways to promote.
- 6) When visiting with members of our parent organizations be sure to promote the National Theme, National Project, and program. Ask them to participate in one of your events.
- 7) There are many opportunities within your state to participate in a community event.
  - Parades
  - Wreath Layings
  - Wreaths Across America
  - Memorial Day, Flag Day, Veterans Day events.

**Section D – C.A.R. MAGAZINE AND NEWSLETTERS**

***A state newsletter is a great way to communicate information to the members in your state. Guidelines can be found in the National Program Packet.***

- 1) Encourage members to subscribe to the C.A.R. Magazine. Include an article in the state newsletter. Include the subscription form in your state yearbook.
- 2) State societies are encouraged to distribute at least four issues of the state newsletter each year, with at least three published between May 1, 2023 and February 28, 2024.
- 3) Each issue of the newsletter, after September 1, should contain an article with ideas for obtaining new members. Remember all articles should be written by a member.
- 4) Include information about the National President’s program, the National Theme, and the National Project in each issue.
- 5) At least one state newsletter should contain a welcome to your newest members, listing their names and local society.
- 6) The publication of these lists may be accomplished in your state newsletter, but the roster as published in your state yearbook is also acceptable. However, remember you only have a 50 page limit for your submission. Try setting your printer to print more than one image per page. This technique can be used for other areas of proof.
- 7) Be sure to promote all the national pins in one issue of our newsletter. Include an image of the pin, name of the pin, and donation amount and use of funds raised from the sale of each pin.

<b>1st Page</b>	<b>2nd Page</b>
<b>3rd Page</b>	<b>4th Page</b>

**Section E – DONATIONS**

Local societies are encouraged to contribute to various funds of the National Society each year. The deadline for submitting these contributions is February 28, 2024. Be sure to publish this date in various places during the year.

- Calendar in the state yearbook
- Calendar in the state newsletter
- Send the Local Society Donation form and deadline to Senior Society Presidents

**Society Information and Signatures and Emails**

The State President and Senior State President should sign and date the State President’s Award Form. Emails are used to communicate verification of entry receipt.

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

***[State Society Name]***  
***Children of the American Revolution***

[year]-[year] State President Award

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

Table of Contents *(optional, but helpful)*

State Award Form.....	pp. X-X
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[Issue #] .....	pp. X-X
[Issue #] .....	pp. X-X
[Issue #] .....	pp. X-X

\* Remember you are limited to 50 pages, so try to print any pages from your yearbook with 4 or more yearbook pages per printed page.

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

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

• ***[Event Date] – [Location], [City], [State]***

- List important facts

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

• ***[Event Date] – [Location], [City], [State]***

- List important facts

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

• ***[Event Date] – [Location], [City], [State]***

- List important facts

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

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

Following your activities report, list each section and number, and give a brief discretion on how you fulfilled that requirement, including pictures when available. The following is an example of what your entry could look like.

**Section A**

1. Attended National Convention (see page X)
2. Attended \_\_\_\_\_ Regional Meeting (see page X)
3. Held State Workshop on [date] (see page X)
4. State Officers and Chairs performed skits to inform members about the National Programs and Objectives. All National Programs Objectives, Contests were published in the 2023-2024 State Yearbook, which was distributed at the Workshop. (see pages XX-XX)
5. Published National Theme on State Website, in the State Newsletter (see pages XX, XX, XX, XX), and had a State Committee in the State Yearbook promoting the National President's Project (see page XX).
  - If you have a state web site, include screen shots of the pages.

Continue your entry following this example.