

## ***Guidelines for the 2025-2026 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 ***Revolutionary Valor*** Certificate of Participation.

A suggested template for compiling your Merit Award Entry has been provided in this document, however, its use is completely optional. To ensure your local society receives the proper recognition, please be sure to adhere to the following guidelines and recommendations for submitting the documentation needed.

- You **MUST** adhere to the limit of 50 pages, excluding newsletters, yearbook, and copy of treasurer's report. Anything beyond the first 50 pages will **NOT** be judged.
- ALL pages should be numbered and referenced on the form. You may also submit a separate list or table of contents. The easier it is to find the needed information greatly increases your chances of receiving credit for each requirement.
- Use an Activities Report with photos to document all meetings and activities.
- **ALL responses will be verified with proof provided. If you do not attach it, then we do not have it!**
- **One PDF, no larger than 50M. Filename should be SOCIETY\_NM\_2026. Please use [ilovepdf.com](https://www.ilovepdf.com) (or other free software to merge files into one PDF and compress to 50M or less. (More instructions below)**

### ***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 photo 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 (screen shot emails with dates).
5. Host a meeting where other societies can attend (in person or virtual). Publicize these meetings to share valuable programs. Encourage newer societies to join and mentor them on how a society meeting should run. Share scripts, slides or material to help them get started. If "joint meeting" report what program each society shared or who hosted.

### ***Section B – Dues***

- 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, 2026. Local Societies with 10 families or fewer must submit dues for all but one family, plus the Senior President fee by January 1, 2026. 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 at least 90% of 29 families.

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

### ***Section C – Membership***

- Log in to [nscar.org](https://nscar.org)
  - Select Society Dashboard at the top of the screen
  - Provide a screen shot or print screen of Society Dashboard
1. Provide a list of all new members with National numbers obtained during the service year. From the dashboard screen, select "View Details" under New Members for list with details.
  2. Life members can be found in eCAR, Membership reports, Life Members. Screen shot this screen to show National Number, Name, and Date Paid.
  3. Life Member totals are in Society Dashboard screen shot and treasurer's report.

**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 D – National 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.

1. Submit at least one article to the *Children of the American Revolution Magazine*. Include a copy of the submission email or a picture of the published article. (Even if not published.)
2. Have a "Magazine Minute" at two meetings. Proof of this requirement should be provided with listed individual meeting descriptions, or details provided separately.
3. At least one member of each household 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. Use screen shot from society dashboard and add in immediate family members, Seniors who may also receive.

### ***Section E – Society Communications***

1. You **MUST** submit three newsletters for the C.A.R. Newsletter Committee following the submission instructions on page 26 of the National Program Packet. Receipt of submissions will be verified.
  - Follow ALL the requirements for the C.A.R. Newsletters Committee contest found on page 26 of the National Program Packet Remember, after September 1, National website information, the National Theme and Project must be on page 1 of all newsletters.
  - Include listing of new members when applicable.
  - 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.
  - Articles must be original and written by members. Note the name and age of the article's author.
2. Society communication – please include a snapshot of meeting invitations, events and newsletters through whatever source your society uses. i.e. Evite, Mailchimp, GroupMe, Private Facebook, etc.

### ***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 "***Revolutionary Valor.***"
2. Use [nscar.org](http://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](http://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 include a note about C.A.R.
  - Participate in a community event where you can display a C.A.R. sign or wear a C.A.R. t-shirt.
4. Participate in and promote the C.A.R. Day of Service on or around April 5 each year. Provide details of your society's activities.

### ***Section G – Contests***

Enter the national contests contained in the ***Revolutionary Valor*** National Program Packet.

- **Enter the National Project's Contest (required)** and each additional contest for 2 points each.
- Let the National Chairmen know about the work you did throughout the year. Enter as many contests for which you qualify.

- Please do NOT include all of the proof documents submitted for each individual contest. You can include a copy of **your contest entry form** with your Merit Award entry. At a minimum include the name of contest and details from the contest entry form.
- Multiple contest entry forms can be inserted into a page. No more than four forms to a page so they can still be read.

### ***Section H – Mountain and American Indian Schools***

Local societies are encouraged to show their support for the designated Mountain Schools. The list of schools can be found in the National Program under their respective National Committees, pages 8 and 21- 22. Each school has specific needs, which can be located on their respective websites, or you may simply make a monetary donation. Be sure to make any contributions early as this allows 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 funds and Star Supporter donations count toward the total (see merit award form). 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.
- Log in to [www.nscar.org](http://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, 2025 and February 28, 2026.
- 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. Did your society receive credit for any combination of the following:

- National/Life Promotor
- Mountain Schools
- Apple Slice
- Niebel Fund
- Voyager Fund
- Endowment Fund
- Endowment Benefactor
- Endowment Legacy
- Library Fund
- Magazine Fund
- Museum Major Benefactor (Red Apple)
- Operation Fund
- Celebrate C.A.R.! Fund

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:

- Log in to [www.nscar.org](http://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 must be printed legibly. Signatures can be signed electronically or in print after member and Senior approve.

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

### **How to make one PDF file**

With multiple documents, you can make one PDF file by creating a folder and save Word documents, newsletters or anything else you want to include as separate PDF files. Print to PDF or save as PDF depending on software. For treasurer’s reports and contest entry forms you can screen shot and insert images into documents.

There are many free tools online to merge PDFs such as [ilovepdf.com](http://ilovepdf.com), [adobe.com](http://adobe.com), [smallpdf.com](http://smallpdf.com), [pdfresizer.com](http://pdfresizer.com). Drag and drop your PDFs into the online tool and make sure they are in the correct order. After you make the master document, make sure the file name is in the format “SOCIETYNAME”\_NM\_2026.pdf

If the file size is larger than 50M you can use the same website to compress or resize the document. Make sure the final file is legible after compression. Pictures can be rather large and don’t need to be print quality but the words should be readable.

***[Society Name]***  
*Children of the American Revolution*  
[year]-[year] National Merit Award  
[President's Name], Society President  
[Sr. President's Name], Senior Society President

Table of Contents <i>(optional, but helpful)</i>	
National Merit Award Form.....	pp. X-X
Proof Documents	
Society Activities Report.....	pp. X-X
Section A Responses.....	pp. X-X
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[Issue #] .....	pp. X-X

***[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 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 A1. Society Meetings**

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

- List important facts

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

Program Committee covered, number of participants - members, prospective members, seniors, and others

**A2. All Events**

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

- List important facts

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

Program Committee covered, number of participants - members, prospective members, seniors, and others

**A3. National Project program**

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

- List important facts

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

Program Committee covered, number of participants - members, prospective members, seniors, and others

**A4. Invitation to National or State officers**

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

- List important facts

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

Program Committee covered, number of participants - members, prospective members, seniors, and others

Include snapshot of email invitation and RSVP if they cannot attend.