



Guidelines for the 2023 – 2024 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 2023-2024 **Cultivating Tomorrow's Leaders** Certificate of Participation. To ensure your local society's proper recognition, please adhere to the guidelines. Submit sufficient proof to affirm all "yes" answers on the entry form.

A **National Merit Award Entry Template**, (Activities Report and Index/Table of Contents), is available on the national website, and should be used to compile and order your entry. Entries should be in a notebook or portfolio format and cover the period of **March 1, 2023 to February 28, 2024**. **Entries MUST be postmarked on or before March 7, 2024 and MUST be sent through regular mail. NO email entries will be judged.** All questions should be directed to the Senior National Merit Award Chairman, JoAnn Welker (see National Roster for email)

Send completed entry to:

JoAnn Welker, Senior National Merit Award Chairman. (See the National Roster for address).

Submit in order: 1. The form 2. An index/table of contents 3. Proofs in order

- **50-page limit**, excluding newsletters, treasurer's report, and yearbooks. Double-sided sheets will be counted as two pages.
- **ALL** pages (except newsletters, yearbooks) must be numbered and referenced on the National Merit form.
- No separate photo albums. No videos or media submissions are allowed.
- Questions must be answered "Yes" or "No".
- **ALL affirmative responses will be verified.**

Note: Verification of receipt of entry will be emailed to the Senior Society President

When awarded: Senior Society Presidents, of the top three Societies, will be asked to state the number of **active** members in their society. **ONLY active** members will receive a Merit Award Pin. Members must have **participated**; not just paid dues.

National Merit Award Entry Guidelines by Section

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 the event, date, place, and number of society members and guests attending. Include at least one photo, preferably a group photo of all members attending, 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 can 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 the Senior Society President's fee by January 1, 2024. Local societies with 10 families or less must submit dues for all but one family, plus the Senior President fee by January 1, 2024. 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 nine families. Must submit dues for eight families (all but one)

- 2) Provide a list of all new members with national numbers obtained during the service year.

Note: Navigation procedures for eCAR may change as the website is updated.

- 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, 2023
 - 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. At least 75% of your families must receive a magazine, sent

to each family's address. List any magazine recipients that do not appear on your treasurer's report or magazine order form. Explain why they were not included.

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. Your society must have obtained **one new life member** or **two current members** (with a minimum of two years left until aging out) must become Life Members or have **Life Members make up at least 10% of your membership**. Life Members are noted on your Treasurer's report.

Section E – Society Newsletters

- 1) You MUST submit **four** newsletters. Follow **ALL** the requirements for the C.A.R. Magazine and Newsletters Committee contest found in the National Program Packet.

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 **Cultivating Tomorrow's Leaders**.
- 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) 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. Provide photos and details.

Section G – Contests

Enter at least six (6) of the national contests contained in the **Cultivating Tomorrow's Leaders** National Program Packet.

- **Support the National President's Project by completing the N.S.C.A.R. Local Society Grant Application and logging service hours on the national website (required).**
- Let the National Chairmen know about the work you did throughout the year. Enter as many contests for which you qualify.
- Include a copy of your contest entry forms with your Merit entry, but **do NOT include all the proof documents submitted for each individual contest. Number each form.**
- **Put page numbers of the Contest forms next to the contest names on the Merit form.**

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. You could screenshot/print any donation receipts made online.

Section I – Donations

- 1) Local societies are encouraged to make monetary contributions at least nine (**9**) of the funds listed in this section. 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 C.A.R. National Headquarters.

- Instructions for downloading the 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, 2023 and February 28, 2024.
 - 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) Each society is **required** to have **at least one (1) Star Supporter**. A Star Supporter donates a minimum of **\$5.00 payments, recurring monthly, for 12 months**. This is a total of **\$60.00**. The Star Supporter donation is made to one or more of the following funds:
National Endowment Niebell Endowment General/Operating

*Note: The Star Supporter donation does **NOT** count as one of the nine donations in I1.*

- 3) 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.**
 - 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”
 - You may also submit a copy of a receipt of donation letter.
 - You may submit a screenshot of your online donation form.

Society Information and Signatures

The Senior National Chairman will use this information to acknowledge receipt of your entry. It may also be used to contact you. **Emails should be printed legibly.**

Template for Organizing Merit Award Entry

[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 Relation.....	pp. X-X
National Contest Entry Form	pp. X-X
Society Donation.....	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 this 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 is 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 is 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 is 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], [State]
[year]-[year] Membership Report

- **Membership Count**
 - March 1, 2023 - **XX**
 - February 28, 2024 - **XX**

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

- **Transfers In – X**
[List Full Name] – [National Number]

- **Transfers Out – X**
[List Full Name] – [National Number]

- **Aged Out – X**
[List Full Name] – [National Number]

- **Resignations – X**
[List Full Name] – [National Number]

- **Dropped – X**
[List Full Name] – [National Number]

- **Pending – X**
[List Full Name] – [National Number]

- **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 %**
[List Full Name] – [National Number]

[Local Society Name]
National Society Children of the American Revolution
[City], [State]
[year]-[year] Annual Treasurer's Report

Include a copy of all the pages of your Society's Annual Treasurer's Report

[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 members, list all with subscriptions]

[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 is preferred]

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

Web Address – [URL here]

Note: Include screenshots of important pages from the local society website 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.