

Guidelines for the 2024– 2025 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 ***Courage, Service, Honor*** 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 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 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.
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 in how a society meeting should run. Share scripts, slides or material to help them get started.

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, 2025. Local Societies with 10 families or fewer must submit dues for all but one family, plus the Senior President fee by January 1, 2025. 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 (90%).

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

Section C – Membership

- Log in 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.

1. 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.
 - Log in 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, 2024
 - Click green “Find” button

Member totals can be found on eCAR.

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. Higher percentage of life membership get more points.

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.
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 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.

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.
 - 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 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 ***Courage, Service, Honor***.
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 on or around April 5 each year. Provide details of your society’s activities.

Section G – Contests

Enter the national contests contained in the ***Courage, Service, Honor*** 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.
- 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. The list of schools can be found in the National Program under their respective National Committees, pages 8, & 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. 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 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
 - 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, 2024 and February 28, 2025.
- 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)

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
- 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 National Chairman and Senior National Chairman. Contact information is located in the National Roster.