

Cultivating Tomorrow's Leaders

National Program Packet



2023-2024

The National Society
of the
Children of the American Revolution

Quick Reference C.A.R. Calendar

See full calendar of events on page 50 of this packet

Month	Day	Event
June	13-15	Pre-Board (Ogden, UT)
	16-17	Rocky Mountain / Western Regional Meeting (Ogden, UT)
	22-23	Great Lakes / Great Plains Regional Meeting (Davenport, IA)
July	6-7	Eastern / New England Regional Meeting (Norwich, CT)
	11-12	Southeastern Regional Meeting (Winston-Salem, NC)
	21-22	South Central Regional Meeting (Little Rock, AR)
	24-25	Mid-Southern Regional Meeting (Gatlinburg, TN)
December	31	Local Society Dues Report postmarked to C.A.R. National Headquarters for National Merit Award
February	8	National President Victoria Smith's Birthday!
	28	Local Society Donation Form postmarked to C.A.R. National Headquarters
March	7	National Contests Deadline
	7	National Merit Award Deadline
	15	National Convention Credentials Deadline
April	1	Local Society Annual Reports Due
	5	C.A.R. Founder's Day
	5	4th Annual C.A.R. Day of Service (or as close to this day as possible)
	19-21	N.S.C.A.R. National Convention Renaissance Arlington Capital View Hotel, Arlington, VA



Table of Contents

National President's Message	1
National Awards Committee Welcome to the Packet	2
National Merit Award Quick Reference	3
National Contests	
<i>Ideas for Possible Activities</i>	4-5
<i>Contests Overview</i>	5
<i>National Contest Entry Instructions & Form</i>	6-7
National Theme and Project	8-9
Membership	10
C.A.R. Day of Service	11
C.A.R. Magazine and Newsletters	12-13
Conservation	14
Public Relations	14
American History	14
Kids Helping Kids	15
C.A.R./DAR/SAR/S.R. Relations	15
Government Studies	16
American Heritage	16

Table of Contents *(continued)*

American Indian	16
Mountain Schools	17-18
Patriotic Education	19
Veterans	19
National Merit Award Guidelines	20-26
National Chaplain	26
<i>Notification Procedure and National Memorial Service</i>	
National Organizing Secretary	27
<i>Memorandum of Appointment</i>	
Treasurer	28
<i>Dues, Fees, and Donations</i>	
C.A.R. Donation Pins and Star Supporter Information	29-31
<i>Example of the Pins Received by Donation</i>	
Local Society Guide *with Sample Calendar Year*	32-37,
<i>Ideas and Tips for Local Societies</i>	47-49
State Society Guide *with Sample Calendar Year*	38-40,
<i>Ideas and Tips for State Societies</i>	46-49
State President's Award Guidelines	41-46
Calendar of Important Dates of the Year	50-52
Annual DAR Contests	53-54
<i>DAR-sponsored Contests for C.A.R. Members</i>	
Annual SAR Contests	54-56
<i>SAR-sponsored Contests for C.A.R. Members</i>	

Hello C.A.R. members and seniors!

If we have not gotten the pleasure of meeting, I hope to one day get to meet you. Please feel free to send me an email anytime introducing yourself. To get to know me a little better, I am from Texas, and I am currently a junior in college studying nutrition! Additionally, you can often find me taking a run in my neighborhood or volunteering at my local food bank, which provides lunches for food-insecure children.

Our theme this year is *Cultivating Tomorrow's Leaders*, which highlights that C.A.R. develops, grows, and trains tomorrow's leaders. It is also a nod towards America's development being largely tied to its rich agricultural heritage.

For 2023-2024, C.A.R. will be partnering with the Abraham Lincoln Presidential Library and Museum (ALPLM), as well as local C.A.R. societies through providing grants to 501(c)(3) not-for-profits organizations of their choice. With the ALPLM, we will be working to restore two items: The First Report of the United State Department of Agriculture (the legislation Lincoln signed creating the USDA), as well as Lincoln's leather portfolio, which could have held this document and other significant documents such as the Gettysburg Address and the Emancipation Proclamation. The second aspect of the National Project, distributing grants, is to better connect local societies to the National Society. This year, there is a goal of logging 30,000 service hours on the national website. If your local society engages in service relating to agriculture, you have the opportunity to apply and receive a grant which would go to a not-for-profit of your society's choice, which you volunteered for during the year. I would love for you to apply at the end of the C.A.R. year to support a passion organization of your choice! The greatest gift possible is the gift of service.

I am not only looking forward to serving my community this year and logging my volunteer hours but also serving you as your National President. Together, join N.S.C.A.R. to learn the integral importance of service in **Cultivating Tomorrow's**

Leaders within American society.

Victoria Smith
National President, N.S.C.A.R.
2023–2024



Dear C.A.R. members and seniors,



We are excited to share the National Program Packet for the 2023-2024 C.A.R. year with you! You may notice it is largely unlike any previous year's – starting with the inclusion of this very message. We want to point out some changes while highlighting how you and your society can get the most out of each year's Program Packet.

The biggest change you will find is that there is now one comprehensive list of suggestions that can be applied to any of the programs listed in the packet instead of specific suggestions listed for each program. This comprehensive list is purposefully vague so that your society can think creatively of personalized ways to fulfill each program. The objectives and programs are still listed per chairmanship, but all of the generalized ideas for possible activities can be found on page 4. You can use any of the ideas listed that you find interesting, and you are also free to think of your own unique ways to meet each program. There are a lot of ideas, but they are meant as a guide—not a to-do list. We are looking forward to seeing how the members of each society are able to use their talents and minds to fulfill the programs in inclusive, unique, and fun ways!

Additionally, we recommend using the Merit Award as a blueprint when planning out your year. The Merit Award has three levels (Gold, Blue, and Red) that each have more details and quantifiable specifications so that your society can aim high as you learn about programs, enter contests, create newsletters, and engage with prospective members. The information for the Merit Award can be found on page 3. We encourage every society to enter the Merit Award contest, and we cannot wait to hear about all the amazing things your societies do!

We hope you find this packet helpful as you are *Cultivating Tomorrow's Leaders* with us this year! We would be happy to answer any questions that you have about this year's packet. Please direct any questions to the National Awards Committee; contact information can be found in the National Roster on the N.S.C.A.R. website.

National Awards Committee
2023-2024



National Merit Award



Member: Aislin Alexander Senior: JoAnn Welker

Objective: Promote the national programs and projects for the current year.

Program: Challenge your local society to complete all requirements for a Gold National Merit Award while supporting the National Project and the National Theme, *Cultivating Tomorrow's Leaders*.

The updated guidelines* and application are downloadable at NSCAR.org. For quick reference, they may also be found on page 20 of this packet. Please scan your Merit Award entry before you submit it - they WILL NOT be returned.

The National and Senior National Merit Award Chairmen are happy to answer any questions.

Contact information may be found in the National Roster.

Tips for Success:

1. Use the National Merit requirements to structure your C.A.R. year.
2. Host a planning meeting to encourage current and prospective members to get involved with the 2023-2024 National Program Packet
3. Focus on time management. Create a schedule for sending newsletters, dues, and donations
4. Create a newsletter template that satisfies all requirements to ensure correct publication
5. Recruit new members
6. Encourage new or existing members to become Life Members
~There is a discount for paying for life membership~
7. Provide information about the different funds C.A.R. supports so members and seniors understand the significance of the donations

Every Society can Earn the National Merit Award! The levels are:

Gold Merit Award

*All sections must be answered "Yes."

Blue Merit Award

*All but one section must be answered "Yes."

Red Merit Award

*All but two sections must be answered "Yes."

Honorable Mention

*Sections A and F must be answered "Yes."

Certificate of Appreciation for all other entries received

Ideas for Possible Activities

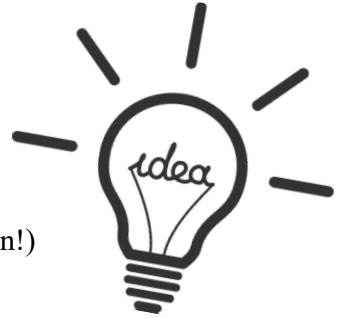
Below are **some** ways you can accomplish the learning goals of this year's C.A.R. Programs in your local society. You can use these suggestions and the National Program topics to guide you as you plan a local society meeting or event. These are not exhaustive: use them as a starting point for your creativity!

Promote

- Love of the United States and service to your community
- C.A.R. membership to your local DAR/SAR/S.R. chapters
- Leadership development to members
- State and National Projects
- C.A.R. experiences to new members, prospective members, and the community

Visit


- Museums
- Historical sites
- Monuments
- Natural areas
- Government buildings (with permission!)



Host

- Guest speakers: invite someone who knows a lot about your topic to present a program.
- Joint meetings: between local societies; state societies; and DAR, SAR, and S.R. chapters.
- Experience panels: interview a group of people who have experience with your program's topic.
- Donation drives: collect food, clothing, or other items to contribute to your community.
- Research sessions/workshops: visit your library or surf the internet with your society members.



Create

- Presentations: videos, slideshows, movies, reels, vlogs, etc. 
- Activities: games, scavenger hunts, grow a garden, coloring page, etc.
- Crafts: time-period tools or toys, artistic responses to a topic, etc.
- Educational media: pamphlets, lesson plans, podcasts, quizzes, etc.
- Writing: short stories, poems, comics, articles, etc.

Ideas for Possible Activities *(continued)*

Engage

- Volunteer in your community
- Roleplay or reenact an event
- Watch a movie, show, or educational video
- Develop a long-term project, such as a society garden, cookbook, or yearbook
- Encourage ongoing mentor relationships between older/active and newer/prospective members

 Highlights activity inspo particularly PeeWee Patriot friendly 

Contests

The National Chairmen will judge the contest entries from the societies and choose the ones they feel did the best job in accomplishing the program's learning goals.

Unless otherwise specified under chairmanship name, all chairmanships have the following contest.

Some chairmanships have additional contests also as noted.

Local society with the best program

First Place	\$70
Second Place	\$50
Third Place	\$30
Fourth Place	\$20
Fifth Place	\$10

Objective: From the handbook, same every year.

Program: This is the specific learning goal for the society in the current year

Contest Notes: Any exceptions to the above contest and/or additional contests and/or notes specific to a chairmanship's contest(s) will appear here.

Chairmanship Name

Membership

Members: Alex Oxaal and David Jimenez

Seniors: Erin Moore and Joanne Parsley

Objective: Increasing membership which is the number one priority of The National Society of the Children of the American Revolution.

Program: Be a membership farmer! Grow your society through cultivating prospective member friendships that highlight what sets C.A.R. apart as an organization: service, leadership, and love of country.

Additional Contests:

* Local Society with the greatest number of new members \$50

* Local society with largest increase in membership by percentage

National Contest Entry Instructions

Contests may be entered via electronic submission **OR** U.S. postal mail.

- ❖ Use the National Contest Entry Form for ALL contests.
- ❖ Use only one entry for each individual contest within each committee.
- ❖ Entries are limited to 15 single-sided pages.
- ❖ Contest reporting period: March 1, 2023 – February 28, 2024.

ELECTRONIC ENTRIES:

Each electronic entry **must be emailed on or before March 7, 2024, by 11:59 pm in your time zone to both the seniors and members** in charge of judging the contest (if there are co-chairmen and/or senior co-chairmen - send it to all) with the contest email (nscarcontests@gmail.com) **copied** as a backup. Email addresses can be found in the National Roster available on the N.S.C.A.R. website.

Please submit as ONE PDF file including the National Contest Entry Form as the cover page and all supporting documentation per contest. Files are still limited to 15 supporting pages. Click on the link for a Google Doc contest entry form (http://bit.ly/Natl_Contest_Entry_Form). You can also find the form on the national website.

Videos may be submitted (you must still have the contest entry form completed and be less than 10 minutes) with a clickable hyperlink available on the contest entry PDF. Videos must be accessible without special login credentials.

You should receive a confirmation email of submission when they are received by the member and senior chairmen. The contest email serves as a backup and is checked during business hours. Please do not send multiple emails if you do not receive immediate confirmation.

U.S. POSTAL MAIL ENTRIES:

These entries need to be **mailed to both the member and senior chairmen**. If there are multiple chairmen, **all need to receive a copy**. The addresses can be found in the roster distributed with the packet or on the website under the eCAR tab. Contest entries **WILL NOT** be judged if sent to C.A.R. National Headquarters. Please call C.A.R. National Headquarters (202-638-3153) or email hq@nscar.org if you cannot locate the address for an entry.

**All mailed entries MUST BE POSTMARKED
on or before March 7, 2024.**

National Contest Entry Form

Office or Committee			
Contest			
Society		State	
# members		# participating, total	
# prospective members		# guests	
Society President		Senior Society President	
Name		Name	
Address		Address	
City		City	
State	ZIP + 4® Code	State	ZIP + 4® Code
E-mail		E-mail	
<p>Documentation of your program is required. Please attach:</p> <ul style="list-style-type: none"> - Photographs of displays, projects, and events - Scripts of original programs - Proof of financial and/or material donations - Verification of ALL volunteer hours - All other documentation of your required work to accomplish this program 			
I do NOT wish to have my entry posted on the N.S.C.A.R. website			
Details of donations (material and/or financial, number of volunteer hours)			
Details of how this officer's or committee's program was accomplished			
Statement written by a member (or transcribed for younger members) about what they learned or were excited about while participating in this Program			

For a Google Doc form http://bit.ly/Natl_Contest_Entry_Form

National Theme & Project



An emphasis of the 2023-2024 C.A.R. year is learning about the role that agriculture played in the development of the United States. Additionally, the National Project will support causes/organizations of a local society's choice by providing grants to local societies based upon an application.

To participate in this year's National Theme & Project:

1) Volunteer & Log Service on the National Website

This year we have a societal goal of 30,000 volunteer hours with an emphasis on agricultural-related service, but not limited to.

To log hours: [click this link](#) or login to NSCAR.org > hover over "National Program and Project" > select "Log Volunteer Hours"

- Anyone at a local C.A.R. meeting who volunteers can log their hours to go towards a local society's total, such as members, seniors, DAR, and SAR.
- Service done outside a local C.A.R. meeting setting by members and seniors of a local society can be counted as well.

2) Complete the N.S.C.A.R. Local Society Grant Application

To find this application: [click this link](#) or go to NSCAR.org > login > hover over "National Program and Project" > select "National Project" > scroll down and select "Grant Applications"

Local Society Grant Criteria:

- 1) The distribution of the society's grant MUST go towards a qualified 501(c)(3) organization, preferably that the chosen organization addresses food insecurity or food education to children and veterans, but not limited to children or veterans and/or food insecurity.

(continued on next page)

National Theme & Project *(continued)*

- 2) The society must have volunteered at the organization between April 23, 2023, and April 15, 2024, where they would like their donation to be given.
- 3) The society must describe their service pertaining to agriculture over the past year to support the National President's Project.
- 4) The society must have logged their hours towards the 30,000 volunteer hour goal.

**All Grant Applications MUST BE SUBMITTED
on or before March 7, 2024.**

**To find suggestions for service,
please see those listed under
C.A.R. Day of Service on page 11.**

**There are NO CONTESTS for this year's
National President's Project**



Membership

*Members: Alex Oxaal and
David Jimenez*

*Seniors: Erin Moore and
Joanne Parsley*

Objective: Increasing membership, which is the number one priority of The National Society of the Children of the American Revolution.

Program: Be a membership farmer! Grow your society through cultivating prospective member friendships that highlight what sets C.A.R. apart as an organization: service, leadership, and love of country.

Additional Contests:

- Local society with the greatest number of new members \$50
- Local society with largest increase in membership by percentage (excluding organizing societies)
 - 25 members or fewer \$50
 - 26 members or more \$50
- State society with the most confirmed organizing/reorganizing societies \$40

***No contest entry needed.**

**This contest is judged according to records at
C.A.R. National Headquarters.**



C.A.R. Day of Service

Member: Taylor Watts

Senior: Melissa Leigh Wetzel

Objective: To plan and promote the annual C.A.R. Day of Service held on or around April 5th of each year as a designated time for C.A.R. members, seniors, and supporters to complete service activities in honor of the founding of the National Society on April 5, 1895.

Program: Did you know that April 5th is the day our society was founded? Let's celebrate through a commemoration of service! Remember to count these volunteer hours to go towards our goal of 30,000 documented hours accumulated throughout the year. Please log these on nscar.org.

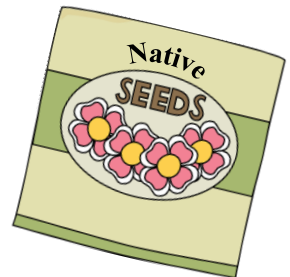


There is NO CONTEST for this program

Everyone is encouraged to be active in their community through volunteering for the sake of making the community better, which in itself is the reward!

Suggestions for service, including but not limited to:

- Pick up trash and weeds at a local community garden
- Host a spaghetti dinner for local veterans
- Create your own victory garden/plant wildflowers
- Volunteer at a food pantry / donate food
- Start a compost to use as fertilizer
- Initiate a native seed library
- Make and donate a bird feeder/birdhouse to a park
- Pick up trash at a local park/waterway
- Start or contribute to a recycling program
- Organize a river/stream/lake clean-up day
- Partner with local FFA/4H/other agricultural organizations
- Educate people on nutritional living
- Hold an educational program on agriculture's role in the United States' development



C.A.R. Magazine and Newsletters

Member: Meredith Hopkins

Senior: Alexandra Slaughter

Objective: Have an informed membership in all aspects of C.A.R. at work at the local, state, and national levels.

Program: Creatively showcase to other members how you are *Cultivating Tomorrow's Leaders* through maintaining a local society newsletter, contributing articles and pictures to state newsletters, and making submissions to the *Children of the American Revolution Magazine*.

E-mail newsletters as they are published!

NOTE: *contest entry forms must be submitted for consideration*

Contests:

Note: there is not a "local society with the best program" contest

- Local society with the best newsletter

First Place*	\$70
Second Place	\$50
Third Place	\$30
Fourth Place	\$20
Fifth Place	\$10

- State society with the best newsletter* \$35

**Also wins the NSSAR Eleanor Smallwood Niebell Award (see below)*

Special NSSAR Contest - Eleanor Smallwood Niebell Award:

Best C.A.R. local society newsletter

Best C.A.R. state society newsletter

The C.A.R. Magazine and Newsletters Committee selects the winners and announces them at the N.S.C.A.R. National Convention.

Monetary awards are determined by NSSAR and presented at the NSSAR Annual Congress.



C.A.R. Magazine and Newsletters (*continued*)

State and Local Society Newsletter Guidelines According to National Merit Award & State President Award Requirements

1. Publish and distribute a minimum of **FOUR** newsletters between March 1, 2023 and February 28, 2024

Email an electronic copy of each newsletter as soon as published (do not use U.S. mail) to nscarnewsletters@gmail.com
(*This is a group email that includes the National Chairman, Senior National Chairman, Editors, Associate Editors, NP, and SNP.*)

State Societies: a designated person needs to submit the state newsletter to the National Magazine Chairman.

2. Each issue must include:
 - a. On page one: Society name, state, date, and N.S.C.A.R. website www.nscar.org
 - b. Society President's name and email address
 - c. Senior Society President name, phone, and email Address
 - d. 2023-2024 National Theme: ***Cultivating Tomorrow's Leaders***
 - e. Description of the 2023-2024 National Project
 - f. Original article or puzzle/game written by a member, including member's name and age
 - g. Announcement of new members (no contact information)
3. List of member and senior officers and chairmen (one issue only); a separate society yearbook fulfills this Merit Award requirement but is NOT one of the FOUR required newsletters. The yearbook is not considered part of the page limit for Merit Award submission. Personal contact information is not required in the listing.
4. State Societies ONLY
 - a. In at least one issue, publicize donation pins
Apple Slice, Endowment Fund, Endowment Fund Benefactory, Endowment Fund Legacy, Library Fund, Magazine Fund, Mountain Schools Fund, Museum Major Benefactor Red Apple, Niebell Fund, and Voyager Fund

Local Societies: 75% of society members must be receiving the National Magazine. Bring your magazine to the society and share National Magazine minutes and submit articles to the National Magazine.

Conservation

*Members: Niko Lerandeanu
and Jon Clark Bull*

*Senior: Teresa A. Jones and
Maddie McElroy*

Objective: Understand the need for preservation of natural resources and participate in good conservation practices.

Program: Apply knowledge of the United States Department of Agriculture Conservation Programs through engaging in service pertaining to these programs. Mirror these USDA initiatives on a smaller scale with your local C.A.R. society.



Public Relations

Member: Mae O'Neill

*Seniors: Amanda Thorin and
Sarah Reidy-Jones*

Objective: Publicize C.A.R. to the general public through ALL media.

Program: Showcase the leadership skills and traits that are cultivated through C.A.R. involvement, with an emphasis on these experiences in your society's online presence, allowing for further enthusiasm and community support for C.A.R.



American History

Member: Sarah Cagle

Senior: Ethan Boyes

Objective: Focus on people, places, landmarks, symbols, dates, and events significant in American history.



Program: Learn about the physical portfolio the society is working to restore and about Abraham Lincoln's metaphorical "portfolio" of leadership skills. Additionally, commemorate the 160th anniversary of the Emancipation Proclamation and the Gettysburg Address, which this portfolio may have contained.

Kids Helping Kids

Member: Catherine Jackson

Senior: Elizabeth Rowlan

Objective: Participate in projects and activities that benefit the community.

Program: Become a servant leader in your community by raising awareness about resource disparities among children, such as food insecurity, and working to ease the impact of these issues.



C.A.R./DAR/SAR/S.R. Relations

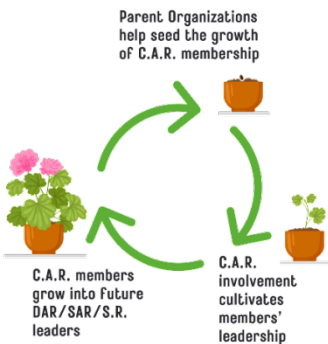
*Members: Lucy White,
Reinhard Brasko,
and William Elston*

*Seniors: Victoria Voris,
Darrin Schmidt, and
Perry Gresh*

Objective: Establish and develop communication and relationship between members of C.A.R., DAR, SAR, and S.R.

Program: Strengthen understanding of, and investment in, mutually beneficial relationships between C.A.R. societies and DAR, SAR, and S.R. chapters, by emphasizing shared values and encouraging joint educational activities.

Going for a National Merit Award?



Remember to attend parent organizations' meetings and share this year's National Project! Maybe even create your own Traveling Trunk! Not sure what that is? Try phoning a DAR friend 😊

Check out pages 53-56 of this packet for some of the scholarships and contests offered by our parent organizations!

Government Studies

Member: Reagan Meredith

Senior: Laura Kwak

Objective: Know and understand how local, state, and federal governments work.

Program: Learn about the United States Department of Agriculture, its development through Abraham Lincoln's legislation, its role in the past and present, and its impact on the local, state, and federal levels.



American Heritage

Member: Dana Surwill

Senior: Cyndy Sweeney

Objective: Understand the customs, values, work, and achievements in American culture to create a deeper understanding of family research and genealogical studies.

Program: Identify leadership roles, qualities, and traits that your ancestors and/or our country's Founding Fathers may have demonstrated. Practice their leadership skills to grow your own society.

American Indian

Member: James Byrd

Senior: Julie Avedikian

Objective: Study all aspects of American Indian history, heritage, and culture, and their impact on America.

Program: Explore the foods, and methods of obtaining foods, of the various regions of traditional Indigenous tribes living on the lands of the United States.

Bacone College
2299 Old Bacone Road
Muskogee, OK 74403
www.bacone.edu

Chemawa Indian School
3700 Chemawa Road
Salem, OR 97305
www.chemawa.bie.edu

Mountain Schools

Member: AbbySue Campbell

Senior: Amanda Tindell

Objective: Provide material and financial aid to Berry College, Inc., The Crossnore School, Inc., Hillside School, Inc., Hindman Settlement School, Inc., and Kate Duncan Smith DAR School.

Program: Research classroom agricultural programs used in the DAR Mountain Schools and contribute material, financial, or volunteer aid to these programs, or to the schools' general needs list.

Contests:

- Local society with the best program

First Place	\$25
Second Place	\$15
Third Place	\$10

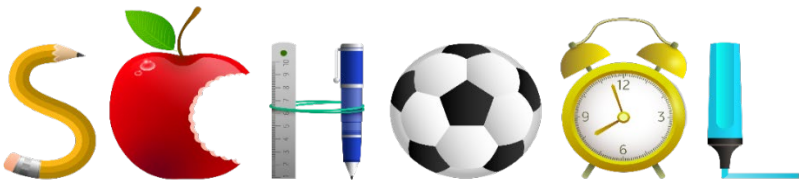
- Local society sending the most financial or material aid to a Mountain School

First Place	\$25
Second Place	\$15
Third Place	\$10

- Local society donating the most Mountain Schools Pins \$20

***No contest entry needed.**

**This contest is judged according to records
at C.A.R. National Headquarters.**



Mountain School Contact List

Berry College

2277 Martha Berry Hwy NW
Mount Berry, GA 30149- 9707
706-232-5374
www.berry.edu/giving

Hindman Settlement School

PO Box 844
56 Education Lane
Hindman, KY 41822-0844
606-785-5475
www.hindman.org/donate/

Crossnore School & Children's Home

PO Box 249
100 DAR Drive
Crossnore, NC 28616-0249
828-733-4305
www.crossnore.org/donate/

Kate Duncan Smith DAR School

6077 Main Street
Grant, AL 35747-8333
256-728-4236
<https://kdsdar.org/>
Click on "Support"

Hillside School

404 Robin Hill Road
Marlborough, MA 01752-8013
508-485-2824
[www.hillsideschool.net/giving/
ways to-give](http://www.hillsideschool.net/giving/ways-to-give)

Patriotic Education Program

Member: Sydney Rigaud

*Seniors: Sarah Ferguson and
Jane Keegan*

Objective: Prepare patriotic programs for use in schools and communities.

Program: Explore and inform others about the ways that agriculture has supported patriotic endeavors from the American Revolution through the present day.



Veterans

*Members: Savannah Ikner and
Emerson Sites-Byers*

*Seniors: Amy Sites and
Abbey Mosher*

Objective: Honor those C.A.R. members who have served our country in the military, just as our ancestors did in the American Revolution, and oversee projects, contacts, and records of members who have or are currently serving in the military.

Program: Support and honor veterans, active duty, guard, and reserve members by recognizing their sacrifices, while also acknowledging those who intend on joining the United States military.



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**, (with an **Activities Report and 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, and 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 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 the National Society with your dues. The Treasurer’s Report is available on eCAR, under Membership Reports

Section C – National Magazine

- 1) Submit at least **two articles** 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 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 this National Program Packet on page 13.

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 form with your Merit entry, but **please 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

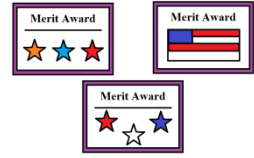
- 1) Local societies are encouraged to make monetary contributions at least nine (9) of the funds listed in this section. The total amount contributed is up to the Local Society. Be sure to use the **Local Society Donation Form** when submitting your contributions to National Headquarters. Donations 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 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, 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** payments, recurring monthly, for 12 months. This is a total of **\$60**. 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 Section I(1)
- 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**. 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
 - 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”
 - 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. Handwritten email addresses or other information should be printed legibly.



National Chaplain

Instructions for Notification

Condolences are sent to family members throughout the year. Please send notification of the death of a member or senior leader, including Life Promoters and current National Promoters, as soon as possible to the Senior National Chaplain. Email notifications to the Senior National Chaplain at nationalchaplain@nscar.org.

National Memorial Service

Please use the downloadable version of the National Chaplain's form available on www.nscar.org under Resources/Forms. Attach the completed form to an email addressed to Senior National Chaplain at nationalchaplain@nscar.org and to C.A.R. National Headquarters at hq@nscar.org.

All current C.A.R. members, past National Officers, current and past Senior National Officers, Honorary National Presidents, Honorary Senior National Presidents, current and past Senior National Honorary Vice Presidents, State Presidents, current and past Senior State Presidents, current Senior Society Presidents, Life Promoters, and current National Promoters who pass away are remembered at the National Memorial Service in April. The forms must be received no later than March 15, 2023.



Please submit your prayer to the National and Senior National Chaplain (contact information may be found in the National Roster). Prayers written by members may be used for board meetings, magazine issues, and during the 2024 National Convention.

National Organizing Secretary

Memorandum of Appointment

Senior State Presidents must submit the Memorandum of Appointment (MOA) for Senior Organizing or Senior Reorganizing Presidents and Senior Society Presidents to the Senior National Organizing Secretary. To ensure inclusion at the appropriate board meeting, appointments must be made by the date provided on the chart below.

To submit the MOA, Senior State Presidents must:

- 1) Log in to www.nscar.org website
- 2) Navigate to “eCAR” and
- 3) Click on the tab “Memorandum of Appointment.” Directions for submitting the online form are located on the web page. When using the online form, the appointments submitted will show immediately below the submission form

Questions regarding society names, organization, reorganization, failure to organize or reorganize, disbandment, location change, and MOA should be sent to organizing@nscar.org.

Check or credit card information to pay the senior fee must be sent directly to:

C.A.R. National Headquarters
1776 D St NW, Room 224
Washington, D.C. 20006-5303
(202) 638-3153

Senior Organizing or Reorganizing President or
Senior Society President

\$10

This annual fee is for the office, not the person, and does not have to be paid if the fee was included with the Treasurer’s Report when dues were paid.

Memorandum with fee(s) due October 14, 2023 November 19, 2023 January 27, 2024 April 11, 2024	Senior National Board of Management Meetings October 2023 December 2023 February 2024 April 2024
--	---

When a fee is required for the appointment, the appointment will not be processed until the fee is received.

National Treasurer

NATIONAL DUES, FEES, AND DONATIONS:

Membership dues (calendar year)	\$20
Life Membership (dues paid to age 22, reflects a 20% discount – See nscar.org)	
<i>Children of the American Revolution Magazine</i> annual subscription	\$8
Membership application fee.	
First child (\$15 application fee and \$20 national dues)	\$35
Second child (\$10 application fee and \$20 national dues) *	\$30
*Must apply at the same time, same parents, and identical lineage	
Reinstatement fee	\$5
Supplemental lineage fee	\$25
Senior fees (annual):	
Senior National Officers	\$20
Senior National Vice Presidents	\$20
Honorary Senior National Presidents	\$20
Senior National Honorary Vice Presidents	\$20
Senior National Chairmen	\$20
Senior State Presidents	\$20
Honorary National Presidents	\$20
Senior Society Presidents	\$10
Senior Organizing or Reorganizing Presidents	\$10
Promoters:	
National (one year)	\$25
Life (receives the <i>C.A.R. Magazine</i> for life)	\$100
Mountain Schools Fund Pin	\$25
Apple Slice Pin (Museum Fund and The Children's Room)	\$50
Niebell Fund Pin	\$50
Voyager Fund Pin	\$50
Endowment Fund Pin	\$100
Library Fund Pin	\$100
Magazine Fund Pin	\$100
Endowment Fund Benefactor Pin	\$500
Endowment Fund Legacy Pin	\$1,000
Museum Major Benefactor Red Apple Pin and Plaque	\$1,000

Please make checks payable to N.S.C.A.R.

Certificate Attesting Membership For DAR, SAR, or S.R.:

- 1) N.S.C.A.R. encourages concurrent membership in DAR, SAR, and S.R.
- 2) A C.A.R. certificate attesting membership is issued only to a member who has paid dues for the current year.
- 3) The member or the Senior Society President requests a certificate attesting membership from C.A.R. National Headquarters.
- 4) The certificate is valid for one year from the date of issue or until the member's 22nd birthday, whichever comes first.

C.A.R. Donation Pins



Apple Slice Pin

Any individual making a contribution of \$50 or more to the N.S.C.A.R. Museum will receive a Red Apple Slice Pin. These donations support the educational programs in the Children's Room and N.S.C.A.R. Museum.



Endowment Fund Pin

Anyone contributing \$100-\$499 to the Endowment Fund, or in whose honor \$100 is given, will receive an Endowment Fund Pin. This pin denotes the singular honor of one who has helped to insure the perpetuation of the ideals of the N.S.C.A.R.



Endowment Fund Benefactor Pin

Anyone contributing \$500-\$999 to the Endowment Fund, or in whose honor \$500 is given, will receive an Endowment Benefactor Pin. This pin denotes the continued commitment to the perpetuation of the ideals of the N.S.C.A.R.



Endowment Fund Legacy Pin

Anyone contributing \$1,000 or more to the Endowment Fund, or in whose honor \$1,000 is given, will receive an Endowment Benefactor Pin. This pin denotes insures a legacy of commitment to the perpetuation of the ideals of N.S.C.A.R.



Library Fund Pin

Benefactors of the N.S.C.A.R. Library Fund donating \$100 receive a Library Fund Pin. Donations to the library fund help maintain N.S.C.A.R.'s literary collection.

C.A.R. Donation Pins *(continued)*



Magazine Fund Pin

Those donating \$100 to the Magazine Fund receive the Magazine Fund Pin. Donations to the N.S.C.A.R. Magazine Fund help defray the costs of publication of the magazine.



Mountain Schools Fund Pin

Show your support for our Mountain Schools and a true "Kids Helping Kids" program! Donate \$25 to the Mountain Schools Fund.



Niebell Fund Pin

Support ongoing operations at National Headquarters through the Niebell Endowment Fund with a donation of \$50!



Museum Major Benefactor Red Apple Pin

Major Benefactors wishing to honor an individual with a contribution of \$1,000 or more to the N.S.C.A.R. Museum receive a Major Benefactor or Red Apple Pin. The pins must be presented to an individual and cannot be passed from one person to another.



Voyager Fund Pin

Available for a \$50 donation to the Voyager Fund that assists with travel expenses for National Officers, State Presidents, and National Chairmen.



Become a Star Supporter!

With your support, C.A.R. continues to develop good citizens and train leaders at all levels of the National Society. Your donation supports the development of programs and events aimed at teaching the future leaders of our organization and leaders of our country.

Visit www.nscar.org/starsupporter


- 1) Choose and click which fund you would like to support:
 - * National Endowment Fund
The National Endowment Fund ensures the N.S.C.A.R. can train good citizens for generations to come. The principal of the fund is held in perpetuity and invested so that the fund income will be available to support the work of the N.S.C.A.R. now and in the future.
 - * General/Operating Fund
The operating fund supports the general operations of N.S.C.A.R.
 - * Niebell Endowment Fund
The Eleanor Smallwood Niebell Endowment Fund was established in June 1994. Mrs. Niebell, an Honorary Senior National President, donated \$100,000 to establish this restricted fund. The principal is held in perpetuity and invested, with the income used for personnel expenses.
- 2) Enter the donation amount (minimum of \$5.00)
- 3) Click “Yes, please make me a C.A.R. Star Supporter! This is a recurring gift.”
- 4) Register name for donor recognition or click anonymous.
- 5) Submit payment details.
- 6) Click submit donation.



General Tips

First, **read emails**; they are sent for a reason!

The second thing is to keep email address and permissions up to date on the website.

- Log in to nscar.org, click on your name -> My account
- To edit profile fields, click on the pencil icon 
- Be sure to click on “Save & Close” at the bottom screen.

Local Society Guide

This section is to help the local society with ideas, gain knowledge, and be a successful and thriving group!

- Log in to nscar.org by clicking on “Sign in” in the upper right of the page. If you do not have a log in, click on “Create Account” and fill in the form.



- Three important documents can be found on nscar.org under the Resources heading -> Bylaws, Handbook & Policies.

The screenshot shows the nscar.org website. The top navigation bar includes links for About N.S.C.A.R., National Program & Project, Resources, Events, Support C.A.R., and Join. A dropdown menu for Resources is open, listing: Programs & Activities, Forms, Public Relations, Insignia and Ribbon, Graphics, Bylaws, Handbook, & Policies, Training, Long Range Plan, and Society Administration. On the right, a vertical 'RESOURCES' sidebar lists: Programs & Activities, Forms, Public Relations, Insignia and Ribbon, Graphics, **Bylaws, Handbook, & Policies**, Training, Long Range Plan, and Society Administration. The main content area under 'Bylaws & Handbook' lists: [Bylaws \(April 2021\)](#), [C.A.R. Handbook \(2016\) \(Under Revision\)](#), [Senior Society President's Handbook \(Under Revision\)](#), and [SNBM Standing Rules \(2021\)](#). Under 'Policies', it lists: [N.S.C.A.R. Code of Behavior \(2015\)](#), [N.S.C.A.R. Guidelines On Conduct \(2016\)](#), [Medical Permission](#), [In Case of Emergency \(ICE\) Form](#), [N.S.C.A.R. Election Code \(February 2022\)](#), [N.S.C.A.R. Dress Code](#), [Statement of Policy for the Operation of Regions and Regional Meetings](#), [Mailing List Policy](#), [Sales Tax Exemption Policy](#), [Protection of Privileged Information](#), and [Social Media Policy](#).

- Bylaws- These are the National Bylaws; each state also has their own. Local societies can make their own Bylaws also by using their State and National Bylaws as a guide.
- C.A.R. Handbook- This is the nuts and bolts of the society. Details not spelled out in the Bylaws can be found in the C.A.R. Handbook.
- The Senior Society President’s Handbook- This is the much more detailed version of this Local Society Guide!
- If you have ANY questions, please contact your Senior State President.



Packet, Programs, and Meetings

- Please use the information in this packet to plan your year!
- Please review the National Merit Award form before and during your planning meeting in August.
- HAVE FUN! Not all meetings have to be in the same place. Plan field trips to places the members are excited about visiting.
- Use technology. There are different ways to implement virtual meetings.
 - Have alternative ways to participate for members not able to make it to the meeting; Zoom, FaceTime, Google Meets, Skype, etc.
 - Utilize social media:
 - As an additional avenue for meeting reminders
 - Showcase and publicize what your society is doing!
 - Be sure to follow the Social Media Guidelines, which is also found online with Bylaws, Handbook & Policies.
- Each year, the Program Committees have an objective that is the overall goal of the committee, and the National President chooses the program focus for the year. While the packet gives ideas for possible activities, the local society is encouraged to be creative and come up with their own ideas so the society can learn all about the program for the year.

Local Society Calendar for the C.A.R. Year

This is a suggested calendar outline, which can be adjusted as needed for the society depending on each state's events, meetings and state conference.

May/June

- First newsletter issue. Some ideas for this newsletter: recap National convention and state conference, list state and national award winners, advertise state packet, regional meetings, and introduce state and senior state board.
- Attend regional meetings!



July

- Attend regional meetings!
- Identify which month your ePostcard 990N must be filed with the IRS and mark it on your calendar

August

- State packet meetings/workshops
- Local society planning meeting
 - Use this meeting to plan your year
 - It is a good idea to create a calendar and plan what program(s) is (are) going to be covered in each meeting
- Publish second newsletter with the date, location, and program(s) for each meeting. Be sure to follow C.A.R. Magazine and Newsletter guidelines on Pages 12-13 of this Packet.

September

- Society meeting
 - NOTE: It is a good idea to write meeting summaries during, and after, each meeting! This will help with society minutes, upcoming newsletters and eventual contest entries

October

- Society meeting
- Start collecting dues





November

- Society meeting
- Remind members to send dues
- Publish third newsletter

December

- Society meeting
 - Send state dues to your Senior State Treasurer – *please do NOT send state dues to N.S.C.A.R. Headquarters*
 - Send national dues to N.S.C.A.R. Headquarters
- **Postmarked on or before
January 1st**



January

- Society meeting
- Start to prepare Society President's Report for State Conference
- Publish the fourth and final newsletter, including State Conference and National Convention information for all who wish to attend
- Attend your state conference (if it is in January)

February

- Society meeting
- Hold a “Contest Writing Party” - Work together to finalize the Society's contest entries and prepare them for submission
- Submit all State Contest Entries per guidelines from your State Society
- End of the N.S.C.A.R. year is February 28th
Attend your state conference (if it is in February)



DON'T MISS
THE DEADLINE!



March

- Submit all National Contest Entries and the National Merit Award form by March 7th.
- Credentials for National Convention Delegates are due March 15th
- Attend your state conference (if it is in March)
- Submit the [Local Society Annual Report Form](#) to the Senior National Historian by April 1st.
 - This form can be found on nscar.org under the Resources heading -> Forms, and select the Senior Society Presidents tab

April

- See everyone at National Convention

Quick Reference Guide for Electronic Forms and Due Dates

This is a quick reference guide for electronic forms that are due, when they are due, and, if they have information in the packet, their page #.

	Page #	Due Date
National Dues	28	December 31
Donations	24-25, 28-30	February 28
Contest Entries	5-7	March 7
Merit Award	3, 20-26	March 7
National Convention Credentials		March 15
Society Annual Report	37	April 1

State Society Guide

This section contains suggestions to help the state societies that may need assistance and don't know where to look. This is just a guide – please be sure to do what works best for your state!

- **Be a teacher!** The #1 priority of the Senior State President is to teach the others in the state. The more the members and the seniors know what to do they will be less worried about making a mistake and will be able to relax and enjoy the meetings.
- **Know the state bylaws.** Make sure that they are up to date. Contact the National Parliamentarian for direction on where to turn for help if they need to be updated.
- **Communication**
 - Utilize social media to stay current, so that members and seniors are informed.
 - Be sure to follow the Social Media Guidelines, which may also be found online with Bylaws, Handbook & Policies.
 - Have as many members as possible write articles for the newsletter. Taking ownership in the newsletter will also encourage them to be more likely to read it!
- **Encourage Participation!** For any society to be successful, they must be an active participant. The more participation, the better results.
- **Questions.** Ask them! There are no dumb questions. Ask fellow senior leaders, ask Senior National Officers and Chairmen. Ask your predecessor. Chances are, someone else has been in that same situation - we are all here to help each other and work as a team!



State Society Calendar for the C.A.R. Year

June

- Attend regional meetings and Regional Service Projects

July

- Attend regional meetings and Regional Service Projects
- Identify which month your ePostcard 990N must be filed with the IRS and mark it on your calendar



August

- Host summer packet meeting(s) and/or workshop(s) Please make sure that the local societies feel comfortable and know what the programs are for the year
- Make sure the State President and Senior State President review the State President's Award form so that everything can be accomplished
- Encourage all members to submit articles to the state newsletter!

September

- Submit MOA's for October Senior National Board Meeting

October

- If you have not already done so, plan and book your State Conference
- Once your State Conference details are finalized, send the information to hq@nscar.org so that it can be added to the website

November

- Possible state board meeting (maybe even try virtual meetings)
- Newsletters
- Submit MOA's for December Senior National Board Meeting

December

- Collect dues
- Work on newsletter

January

- Get info out about state conference to Headquarters for publication and social media
- Publish newsletter
- Remind Senior Society Presidents about end of year reports, contest entries, and donations.
- Start of State Conference Season- State conferences start

February

- Collect state contests from the local societies
- State Conference season

March

- Finish up State Conference season
- Remind local societies to submit credentials to C.A.R. National Headquarters and contest entries to appropriate places

April

- See everyone at National Convention
- Get State Society Report Form turned into societyreports@nscar.org
- This can be found on nscar.org under the Resources heading -> Forms, and select the Senior State Presidents tab.



Guidelines for the 2023 – 2024 State President’s 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 Convention using a photo, a registration form, or your 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.
- 3) 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*. This can be done in many ways.
 - Include a link to the National web site on your State web site. (*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, which contains the web address, 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 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?

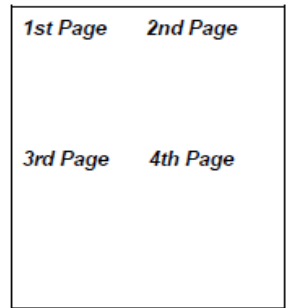
Note: State banners/flags and t-shirts as well as signs at events are ways to promote.
- 6) When visiting with members of our parent organizations be sure to promote the National Theme, National Project, and program. Ask them to participate in one of your events.
- 7) There are many opportunities within 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 this 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.



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 (ex. emails!) and Signatures

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.

Senior State Presidents

Expired Senior Society President Terms are a big issue.

- Senior State Presidents must be the ones to submit the Memorandum of Appointment (MOA) for their state's Senior Society Presidents
- This must happen every two years, even if a Senior Society President is going to continue to hold the office (for up to six consecutive years) the Senior State President needs to submit an updated MOA.
- Senior State Presidents can check on Senior State President terms by running the correct report under eC.A.R. -> Society Information

Senior State Presidents are the only state appointments that N.S.C.A.R. Headquarters tracks fully in the database.

- Each Senior State President can email hq@nscar.org with up to **three** Senior State Designees to have eC.A.R. access at the state level.
- These three people will be given the same term as the Senior State President, so the access ends at the end of the term.
- Once the Senior State President is re-appointed or replaced, the state needs to send hq@nscar.org a list again. Most states choose the Senior Registrar, Senior Treasurer, and State First Vice President.
- This will allow other seniors to learn about the inner workings of C.A.R. and the work of the Senior State President.

Recommendations for the Senior State Presidents

- Try and have the Senior State Treasurer file the 990-N for each of their societies.
- Review the list of at large members for their state
- Review the various reports on the website, such as Rosters and Delinquents.
 - Reports can be found under eC.A.R. -> Membership Reports or Society Information

Senior Society Presidents

Application guidelines are available on the website nscar.org under Join -> Application and Guidance.

- The N.S.C.A.R. Guidelines for Applications are followed for every application, and applications are sent back or held for correction if they do not follow these guidelines. Please ensure that all signatures required (and the member officers if able) are included on all submitted applications.
- Only the appointed Senior Society President can sign an application, not someone who has unofficially taken over the society.

Senior Society Presidents are the only appointment at the society level that N.S.C.A.R. Headquarters tracks, because of the MOA.

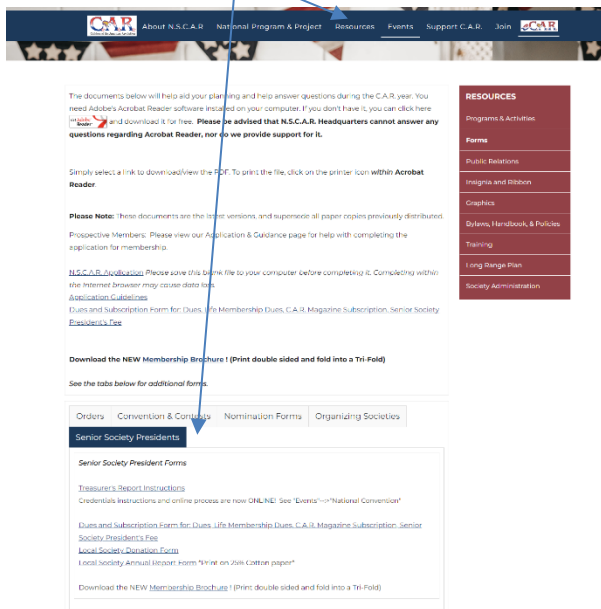
- Each Senior Society President can email hq@nscar.org with the other senior leaders that they want to have eC.A.R. access at the society level.
- These people will be given the same term as the Senior Society President, so the access ends at the end of the term.
- Once the Senior Society President is re-appointed or replaced, the society needs to send hq@nscar.org a list again. Most societies choose the Senior Registrar, Senior Treasurer, and Senior First Vice President.

Transfer and resignation requests must either come directly from the member or their parent/guardian, or the Senior Society President can forward their request.

- There must be proof that the parent/guardian is making the request.
- Senior Society Presidents cannot transfer or resign members without the family's permission. Those requests are to be

emailed or mailed to HQ and members must be in good standing to transfer.

The forms that are most used by Senior Society Presidents can be found by going to Resources -> Forms. Scroll down to the tab for Senior Society Presidents.



Society dues, magazine subscriptions and senior fee

- The \$10 Senior Society President's fee includes a magazine subscription. There is no need to send an extra \$8 unless an additional copy of the magazine is needed.
- Please check the math when submitting the Treasurer's Report with dues, magazine subscriptions and senior fee.
- Check formulas if using Excel to make sure total column is correct. Sometimes people make entries in the dues and magazine columns and forget to total them properly in the total column.
- While C.A.R. National Headquarters does not accept dues and magazine subscriptions payments online, they can complete a credit card form (found on the website) and pay by credit card.
- Use the proper form when calculating Life Member dues (count the number of years being paid to double check). The form indicates it is to be used by CURRENT members. The

calculation is different when submitting applications since the dues for new members admitted after June 30 apply to the next calendar year.

Recommended for the Senior Society Presidents

- Review the various reports on the website, such as Rosters and Delinquents.
 - Reports can be found under eC.A.R. -> Membership Reports or Society Information

Due dates for important forms

- Treasurer's Report & Senior Society President's Fee: January 1, 2024 (Postmarked December 31, 2023)
- Local Society Donation Form: February 28, 2024
- National Contest Entries: March 7th, 2024
- Credentials Form: March 15, 2024
This is required to be sent by every society, even if you have no members attending Convention. In the off chance that someone from a society decides to come, and their society did not submit a credentials form, the member would not be eligible to vote.
- Local Society Annual Report: April 1, 2024
(covers the dates 3/1/2023 - 2/28/2024)



Calendar of Events

Month	Day	Event
June	3	Senior National Board of Management Meeting - Virtual
	6	D-Day
	13-15	Pre-Board (Ogden, UT)
	14	Flag Day
	16-17	Rocky Mountain / Western Regional Meeting (Ogden, UT)
	22-23	Great Lakes / Great Plains Regional Meeting (Davenport, IA)
	22	Harriett Lothrop Birthday
	27	Sparkling Sundaes with C.A.R. Event at DAR Congress!
	28-30	132 nd DAR Continental Congress
July		Attend State and Local Planning Meetings
	1-2	132 nd DAR Continental Congress continues
	4	N.S.C.A.R. Service Day / Celebration (Newport, RI)
	6-7	Eastern / New England Regional Meeting (Norwich, CT)
	11-12	Southeastern Regional Meeting (Winston-Salem, NC)
	14-20	SAR Congress
	21-22	South Central Regional Meeting (Little Rock, AR)
	24-25	Mid-Southern Regional Meeting (Gatlinburg, TN)
August		Attend State and Local Planning Meetings
September	4	Labor Day
	17	Constitution Day
October	9	Columbus Day
	14	Senior State President's Memorandum of Appointment due for October Board

Month	Day	Event
October	19	242 nd Yorktown Day Celebration
	21	National Committee Meetings - Arlington, VA
	21	National Board Meeting - Arlington, VA
	22	Senior National Board of Management Meeting – In Person
November	11	Veterans Day
	19	160 th Anniversary of the Gettysburg Address
	19	Senior State President's Memorandum of Appointment due for December Board
	23	Thanksgiving Day – 160 years after Abraham Lincoln declared it a holiday in October 1863!
December	6	NSDAR Open House / N.S.C.A.R. Open House
	16	250 th Anniversary of the Boston Tea Party
	25	Merry Christmas!
	31	Local Society Dues Report postmarked to C.A.R. National Headquarters for National Merit Award
January	1	New Year's Day
	15	Martin Luther King Jr. Day
	27	Senior State President's Memorandum of Appointment due for February Board
February		Attend State Meetings
	8	National President Victoria Smith's Birthday!
	12	Lincoln's Birthday
	19	Presidents' Day
	22	George Washington's Birthday
	24-25	Senior National Board of Management Meeting and Committee Meetings - Arlington, VA
	28	Local Society Donation Form postmarked to C.A.R. National Headquarters

Month	Day	Events
March		Attend State Meetings
	7	National Merit Award Deadline
	7	National Contests Deadline
	15	National Convention Credentials Deadline
April	1	Local Society Annual Reports Due
	5	C.A.R. Founder's Day
	5	4th Annual C.A.R. Day of Service (As close to this day as possible)
	11	Senior State President's Memorandum of Appointment due for April Board
	18	Senior National Board of Management Annual Meeting - Arlington, VA (Hybrid)
	19	Opening battle of the American Revolution (1775)
	19	National Board Meeting - Washington, D.C.
	19-21	N.S.C.A.R. National Convention, Renaissance Arlington Capital View Hotel, Arlington, VA
	21	National Board and Special Senior National Board of Management Meetings - Arlington, VA
May		Elect and install Local Society Officers
	27	Memorial Day

Annual DAR Contests

American History Essay Contest

This contest was established to encourage young people to think creatively about our nation's great history and learn about history in a new light. Each academic year, a unique essay topic is chosen, and guidelines are made available. The contest is open to all students in grades five through eight. Essays are judged for historical accuracy, adherence to topic, organization of materials, interest, originality, spelling, grammar, punctuation, and neatness. Additional rules and guidelines can be found by contacting your local DAR chapter.

A winner will be selected from each of the four grades to advance to the state level. The state winner from each grade will advance to the divisional levels, and divisional winners advance to the national level where the winners are announced. All national winners will receive a certificate, medal, and a monetary reward.

For additional contest information or guidelines, please contact your local DAR chapter or visit DAR.org.

Junior American Citizens (JAC)

The JAC is a committee dedicated to promoting good citizenship and appreciation of American heritage and history among every school-age child in the United States. The JAC Committee offers contests in art, creative expression, and community service for grades one to twelve. Preschoolers may participate in the banner and group community services divisions only. Entries are judged by grade on three levels (gifted, general, and special needs) so that every child may enter the contest regardless of ability. <https://www.dar.org/national-society/education/youth-programs>

DAR Good Citizens Program

The DAR Good Citizens program and scholarship contest is intended to encourage and reward the qualities of good citizenship. The program is open to all senior class students enrolled in accredited public or private secondary schools that are in good standing with their state boards of education. United States citizenship is not required. The student selected as the school's DAR Good Citizen must have the qualities of dependability (which includes truthfulness, loyalty, and punctuality);

service (which includes cooperation, courtesy, and consideration of others); leadership (which includes personality, self-control, and ability to assume responsibility); and patriotism (which includes unselfish interest in family, school, community and nation) to an outstanding degree.

American Indians Committee

The American Indians Committee awards scholarships to Native Americans. This award is intended to help Native American college and technical school students of any age, any tribe, in any state striving to obtain an education. All awards are judged based on financial need and academic achievement. Applicants must be enrolled members of a Native American tribe recognized at the federal or state level. In addition, applicants must be in financial need and have a grade point average of at least 3.25 based on a 4.0 scale or its equivalent.

Programs may be vocational training or college/university at the undergraduate or graduate level. Graduate students are eligible.

Additional DAR Sponsored Scholarships

We encourage you to visit the website below for information on many other DAR sponsored scholarships in the areas of Political Science, History, Government and Economics, Medical, Nursing and various other specific categories: <http://www.dar.org/national-society/scholarships>

Annual SAR Contests

The George S. & Stella M. Knight Essay Contest

The program is designed to give high school students (grades 9-12) an opportunity to explore events that shaped American history. At chapter, state society, and National Society levels, students must submit an original essay, with topics based on original research and deal with an event, person, philosophy, or ideal associated with the American Revolution, Declaration of Independence, or the framing of the United States Constitution. National winners receive a certificate and cash award. Prizes on the state and chapter level vary.

For additional information please visit:

<https://sar.org/education/youth-contests-awards/george-s-stella-m-knight-essay-contest>

Annual SAR Contests (*continued*)

The Joseph S. Rumbaugh Historical Oration Contest

The SAR Historical Oration contest promotes the development of high school students as well as the study of American history. The contest is open to all students attending high school (grades 9-12) as well as public, private, parochial, charter, or home schools in that same grade range. While the preliminary rounds of the contest begin at the local level, students may eventually advance to the state or national levels, eventually held at the annual SAR Congress.

Students prepare and present a five- to six-minute speech discussing an event, personality, or document pertaining to the Revolutionary War and how it relates to America today will be judged based upon its composition, delivery, significance, and historical accuracy and relevance. National winners receive a ribbon, certificate, and cash award. Prizes on the state and chapter level vary.

For additional information please visit:

<https://sar.org/education/youth-contests-awards/joseph-s-rumbaugh-historical-oration-contest>

SAR Americanism Elementary School Poster Contest

The SAR Americanism Poster Contest is open to students in third, fourth, or fifth grade, depending on when the American Revolution is taught in their school system. This includes public, private, parochial, charter and home-schooled students. The contest is also open to members of the C.A.R., Cub Scouts, and Brownies who are in the same grade if their school does not participate. Judging is based upon portrayal of the theme, originality, evidence of research, neatness, artistic merit and creativity. The permanent themes are "Revolutionary War Events" in school years ending in an even number and "Revolutionary War Persons" in school years ending in an odd number. National winners receive a ribbon, certificate, and cash award. Prizes on the state and chapter level vary.

For additional information please visit:

<https://sar.org/education/youth-contests-awards/americanism-elementary-school-poster-contest>

The SAR ROTC & JROTC Recognition Program

This high school level award fosters the principle of "citizen-soldier" as exemplified by the American Revolution's Minuteman. The process of selection begins with the JROTC Unit's Senior Military Instructor (SMI). Qualified cadets are then selected through chapter, state society, and National Society levels of the contest competition. Selection criteria include demonstrated leadership potential, military bearing, and scholastic achievement. Each cadet must submit an original essay on a topic designated by the ROTC/JROTC & Services Academy Liaison Committee. (Nominated cadet must be a junior in high school).

For additional information please visit:

<https://sar.org/education/youth-contests-awards/rotc-jrotc-recognition-program>

The Arthur M. & Berdena King Eagle Scout Program

This competition is open to Eagle Scouts who are registered in an active unit and have not reached their 19th birthday during the year of application. To enter, an application must be submitted at the chapter level, consisting of a two-page application form, four-generation ancestry chart, and a 500-word patriotic theme. National winners receive a certificate and cash award. Prizes on the state and chapter level vary.

For additional information please visit:

<https://sar.org/arthur-m-berdena-king-eagle-scout-contest>

The Sgt. Moses Adams Memorial Middle School Brochure Contest

This contest is open to middle school students, depending on when the American Revolution or government is taught in their school system. This includes public, private, parochial, charter, and home-schooled students. The contest is also open to members of the C.A.R., Boy Scouts, and Girl Scouts who are in the same grade if their school does not participate. Judging is based upon content, creativity and correctness. The permanent theme is "The Founding Documents of the United States." National winners receive a ribbon, certificate, and cash award. Prizes on the state and chapter level vary. (Grades 6-9).

For additional information please visit:

<https://www.sar.org/sgt-moses-adams-memorial-middle-school-brochure-contest>

Notes

Notes

*Scan the QR Code below using your
mobile phone or laptop computer camera*

Click on the 'pop up' that appears

Download forms and guidelines for:

*State President's Award form and guidelines
National Merit Award form and guidelines*



Scan the QR Code



Mission Statement

The National Society of the Children of the American Revolution trains good citizens, develops leaders, and promotes love of the United States of America and its heritage among young people.