

Chapter Committee Handbook



CHAPTER COMMITTEE HANDBOOK (V4)

Anthony Halberstadt
INDIANA SOCIETY CHAPTER

TABLE OF CONTENTS

Introduction.....	2
Chapter Programs.....	3
Programs:	3
Membership:.....	3
Service Projects:.....	4
Youth Programs	6
Americanism Poster Contest:.....	6
Sgt. Moses Adams Memorial Middle School Brochure Contest:	6
George S. & Stella M. Knight Essay Contest:	7
Joseph S. Rumbaugh Historical Oration Contest:	8
Dr. Tom & Betty Lawrence American History Teacher Award	8
Arthur M. & Berdena King Eagle Scout Award	9
ROTC	9
Veteran Programs	12
Veterans Recognition:.....	12
Flag Recognition:	12
Partners in Patriotism:.....	13
American Legion Boys State:	13
Communications and Recognition	14
Newsletter and Publications:	14
Press Awareness:.....	14
Medals & Awards:.....	15
Public Service and Heroism:	16
Patriot Grave Marking:.....	17
Webmaster:.....	17
Americanism:.....	18
Liaison Programs	19
DAR:	19
CAR:	19
Library:.....	19

INTRODUCTION

This committee handbook is intended for the use of the Anthony Halberstadt Committee Chairmen. It is patterned after the committee roles and responsibilities found on the National Society of the Sons of the American Revolution (NSSAR) website. If there are any inconsistencies, the NSSAR rules will take precedence.

Note that many of the committee sections contain a list of Americanism “Metrics.” These sections are to align specific committees with the Americanism Contest Scoring Criteria. Metrics from SAR Chapters are counted annually to determine which SAR Chapter best embodies the American “Ideals.” Our chapter Americanism Committee will periodically solicit these metrics from their specific committees and then submit them to the National SAR at the end of the year.

Also note that the Veteran’s Committee contains an additional set of metrics entitled “USS Stark Memorial Award Metrics.” The metrics support an additional annual SAR contest to measure the success of Chapter Veteran’s Programs.

CHAPTER PROGRAMS

Programs:

Develop program topics for each Chapter meeting. Consider outstanding citizens, Eagle Scout Awards, Flag Awards, Essays and Oral Presentation Awards, American History Teacher awards, ROTC awards, Historic Flag Programs, and other similar events. Consider a program update on Chapter History.

Outcomes:

- Quarterly: Plan and coordinate the Chapter Program.
- Quarterly: Request a Press Release for each event.

Americanism Metrics

- Participation in or marking of the following where the public is invited (bonus if in uniform)
 - Washington's Birthday (22 Feb)
 - Patriots Day (3rd Monday in Apr)
 - Memorial Day Program (Last Monday in May)
 - Flag Day (14 Jun)
 - Fourth of July (4 Jul)
 - Constitution Week (17-23 Sep)
 - Yorktown Day (19 Oct)
- Participation in a Revolutionary Era Historic Site (bonus if in uniform)
- Participation in other Historic or Patriot Event (bonus if in uniform)
- Wreath Presentation at a Special Observance at a National, State, or Chapter sponsored event (bonus if in uniform)

Membership:

This committee assigns a Mentor who ensures the new member receives information regarding the S.A.R. in general and the chapter in particular and is able to spark some interest in the new member remaining active and even becoming involved in the chapter. Therefore, the mentor must have sufficient knowledge regarding both the S.A.R. and the chapter along with a good degree of both communication skills and empathy to be effective. He should endeavor to become a friend, if he is not already, of the new member and tailor his guidance to the member's desire to learn and be involved. The mentor should presume the new member is interested and wants to be a part of the chapter. The committee establishes a formal mentorship program where the mentors receive instruction/training prior to being assigned to assist new members. In addition, the new member should be introduced to his member and encouraged to use him as a resource. This introduction should take place when the chapter is informed the new member is registered at National; it need not wait until the installation ceremony. Ideally, the mentor relationship will continue for a minimum of 4 years.

Develop and maintain individual New Member Chapter Handbook and Orientation Guide for all new members as part of their packet when they become new members. This is a supplement

to the Indiana SAR state handbook. The New Member handbook tells of SAR and all programs in general, especially the ones where our Chapter participates. The Orientation Guide lays out the current officers, chairmen, and the local chapter history and duties of the officers and chairmen in more detail.

Outcomes:

- Annually: Update Chapter New Member Handbook and Orientation Guide
- As Required: assign Chapter Mentor to newly approved Members.

Americanism Metrics

- Qualifying for National Officer's Streamer Award
- Each member serving as a National Committee Chairman
- Each member serving on a National Committee
- Each member serving as a Vice President General
- Each member serving as a National Trustee, or General Officer other than a VP General
- Each member serving on the Executive Committee
- Net Membership Growth
- New Members during Contest Year
- Reinstatements during Contest Year
- Dues Paid on Time (by Dec 31)
- Annual Report filed on time
- Attendance at National Congress/Trustee, NSSAR District or State Meeting (bonus in uniform)

Service Projects:

This committee is chartered with developing quarterly Service Projects for our Chapter Compatriots to contribute to with our time, our finances, and our service. These projects are intended to support the following National Sons of the American Revolution Mission Goals:

- We will work tirelessly to inspire the community with the principles on which our nation was founded.
- This organization shall strive to honor, respect, and support the sacrifices of our veterans, especially those confined to residential and hospital facilities provided by the Department of Veterans Affairs.
- We commemorate and provide memorials for the people and events of the American Revolution.
- We support genealogical research and presentations (books, articles, and presentations) related to the history and people of the period from 1750 until 1800.
- We inform the community about the events and philosophical bases of the American Revolution and the Constitution. Important events and persons of the Revolutionary period are portrayed for students and the public at large.
- We help people locate and evaluate genealogical records.

Outcomes:

- Quarterly: Identified and planned quarterly Service Project to be presented at each Chapter meeting for consensus.

Americanism Metrics

- Each dollar donated to an NSSAR program such as a Youth Program, Public Service Program, Center for Advancing America's Heritage, George Washington Endowment Fund, SAR Foundation, or the library.
- Each non-cash donation that is made to the SAR.

Americanism Poster Contest:

This contest is open to students in 3rd, 4th or 5th 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 a cash award. Prizes on the state and chapter level vary.

Outcomes:

- December: Coordinate with Chapter Secretary for ordering award presentations
- January: Submit Americanism Poster Contest entries to the Indiana SAR committee by 31 Jan.
- March: Present Award Candidates at the March Chapter meeting

Americanism Metrics

- Participation in the Poster Contest with a Participant
- Awarding Medal, Lapel Pins or Certificates to non-SAR members
- Each dollar of college scholarship awarded (bonus if in uniform)

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." They are Articles of Confederation, Declaration of Independence, Federalist Papers, Constitution, and Bill of Rights.

Starting in the school year 2023-2024 and for the following ten years, the Brochure contest will also include the creation of brochures based on the celebration of 250th anniversary events of the Revolutionary period. These themes and celebration of these events include:

1773- 2023 The Boston Tea Party
1774- 2024 The First Continental Congress
1775- 2025 The Battles of Lexington and Concord
1776- 2026 The Battle of Princeton and Valley Forge
1777- 2027 The Battle of Saratoga
1778- 2028 The French Alliance

1779- 2029 The Siege of Vincennes or Fort Sackville Battle of Kettle Creek

1780- 2030 Battle of Kings Mountain

1781- 2031 Siege of Yorktown

1782- 2032 Battle of Blue Licks

1783- 2033 Treaty of Paris

For example, this year 2023-2024 school year, students can choose from the nine foundational documents as well as the Boston tea Party or the First Continental Congress.

National winners receive a ribbon, certificate, and a cash award. Prizes on the state and chapter level vary.

Outcomes:

- December: Coordinate with Chapter Secretary for ordering award presentations
- January: Submit Sgt. Moses Adams Memorial Middle School Brochure Contest entries to the Indiana SAR committee by 31 Jan.
- March: Present Award Candidates at the March Chapter meeting

Americanism

- Each dollar of college scholarship awarded (bonus if in uniform)

George S. & Stella M. Knight Essay Contest:

The program is designed to give high school students (9th – 12th grades) an opportunity to explore events that shaped American history. It applies to public, parochial, and home school students. 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. A cash award is presented. The National Association of Secondary School Principals has placed this program on the NASSP List of Approved Contests, Programs, and Activities for Students. The student will need to sign an agreement that submitted work is original and not plagiarized or generated by artificial intelligence.

Outcomes:

- December: Coordinate with Chapter Secretary for ordering award presentations
- December 31: Chapter submission date for students. The local chapter chair will need to judge, then immediately get the winning submission to the state essay chair.
- January: Submit George S. & Stella M. Knight Essay Contest entries to the Indiana SAR committee by 31 Jan.
- March: Present Award Candidates at the March Chapter meeting

Americanism Metrics

- Number of participant submissions.
- Each dollar of college scholarship awarded (bonus if in uniform)

Joseph S. Rumbaugh Historical Oration Contest:

The Rumbaugh Oration contest, open to all students in grades 9-12, supports the Secondary School and SAR education objectives by perpetuating the stories of patriotism, courage, tragedy and triumph of the men and women who achieved the independence of the American people. These stories are universal ones of man's eternal struggle against tyranny, relevant to all time, and will inspire and strengthen each generation as it is called upon to defend our freedoms on the battlefield and in our public institutions. The Orations Contest has the endorsement and seal of approval of the National Association of Secondary School Principals.

Outcomes:

- December: Coordinate with Chapter Secretary for ordering award presentations
- January: Submit Joseph S. Rumbaugh Historical Oration Contest entries to the Indiana SAR committee by 31 Jan.
- March: Present Award Candidates at the March Chapter meeting

Americanism Metrics

- Participation in the Orations Contest with a Participant
- Awarding Medal, Lapel Pins or Certificates to non-SAR members
- Each dollar of college scholarship awarded (bonus if in uniform)

Dr. Tom & Betty Lawrence American History Teacher Award

The Dr. Tom & Betty Lawrence American History Teacher Award winner will choose to attend one of the following graduate summer seminars:

- Freedoms Foundations at Valley Forge, PA
- Colonial Williamsburg at Williamsburg, VA
- Jefferson Symposium at the University of Virginia
- SAR Annual Conference on the American Revolution

One award winner will be chosen at each of the elementary, middle school, and high school levels, for a total of three winners. The teacher will represent classroom instruction on the Revolutionary War era from 1750 – 1800 that excels above current curriculum requirements. Winners will also qualify for a monetary credit towards the purchase of classroom materials related to the American Revolution along with a cash award. Announcements should be sent to each appropriate schools' system at the beginning of the school year.

Outcomes:

- September: Submit Dr. Tom & Betty Lawrence American History Teacher Award submission information to each appropriate school system.
- December: Coordinate with Chapter Secretary for ordering award presentations
- January: Submit Dr. Tom & Betty Lawrence American History Teacher Award entries to the Indiana SAR committee by 31 Jan.
- March: Present Award Candidates at the March Chapter meeting

Americanism Metrics

- Participation in the History Teacher Contest with a Participant
- Awarding Medal, Lapel Pins or Certificates to non-SAR members
- Each dollar of teacher educational grants awarded (bonus if in uniform)

Arthur M. & Berdena King Eagle Scout Award

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. Like other competitions, this one is conducted at Chapter, State and National levels.

The winning National Eagle Scout will attend the NSSAR Congress to receive the award and be recognized by the National Society Sons of the American Revolution. The award includes a cash prize in an amount determined annually by the Eagle Scout committee. Awards for second, third, and subsequent places may be made at the discretion of, and in such amounts as may be determined by, the Eagle Scout Committee. Regardless of the number of times an individual competes in the contest, an Eagle Scout may not receive total cash awards in excess of the first place award established by the Eagle Scout Committee.

Outcomes:

- September: Submit Arthur M. & Berdena King Eagle Scout Award submission information to each appropriate school system.
- January: Submit Chapter award winner to the Indiana SAR committee prior to Jan 31.
- March: Present Award Candidates at the March Chapter meeting

Americanism Metrics

- Participation in the Eagle Scout Contest with a Participant
- Awarding Medal, Lapel Pins or Certificates to non-SAR members
- Each dollar of college scholarship awarded (bonus if in uniform)
- Participation in Scout Merit Badge training

ROTC

This committee is responsible for the following ROTC awards and activities:

- Outstanding JROTC Cadet Award**: 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 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) (Note: The Civil Air Patrol may be included in these awards.) The JROTC program has several objectives:

- Identifying and recognizing Outstanding JROTC Cadets at the Chapter, State Society, and National Society levels. The program has been designed to allow all candidates to be evaluated equally, regardless of the Military Service they represent.
 - To encourage SAR members to make a personal presentation of the JROTC medal to Outstanding JROTC student in the nation.
 - To encourage SAR chapters to work with JROTC units to determine how best to encourage and recognize these outstanding student citizens and therefore support this exceptional national youth program.
- b. **U.S. Naval Sea Cadet Corps:** The U.S. Navy Sea Cadet Corps (NSCC) is no longer eligible to receive the SAR JROTC Bronze Medal. Instead, the NSCC should be supported by recognizing the outstanding NSCC cadet with the SAR Sea Cadet Medal (Bronze Good Citizenship Medal with Ribbon Bar). Note, this also applies to the Civil Air Patrol. There are presently 8 units in Indiana; the Summit City Division is supported by our Chapter.

c/o American Legion Post 241
 7605 Bluffton Road
 Ft. Wayne, IN 46809-2909

- c. **Enhanced JROTC Program:** Each SAR Chapter can now select an Outstanding JROTC Cadet and enter that cadet into their State Society's Outstanding JROTC Cadet program. The winner of the State competition will be entered into the National Outstanding JROTC Recognition program. The winner of the national program will receive a special award at the SAR National Congress. The National SAR award is to be presented to the Outstanding Cadet in their next to last year of JROTC (a Third Year Cadet [11th grade] in a four-year program). For a two-year JROTC program, a Second Year Cadet may be selected. Whenever possible, presentations will be made by a member of the SAR at the unit's Spring Awards program. The enhanced JROTC program has several objectives:
- To identify and recognize Outstanding JROTC Cadets at the Chapter, State Society, and National Society levels. The program has been designed to allow all candidates to be evaluated equally, regardless of the Military Service they represent.
 - To encourage SAR members to make a personal presentation of the JROTC medal to Outstanding JROTC student in the nation.
 - To encourage SAR chapters to work with JROTC units to determine how best to encourage and recognize these outstanding student citizens and therefore support this exceptional national youth program.

Outcomes:

- January: Call Senior Instructors at local schools/organizations to confirm contact info, when they work on awards, and information on their award ceremonies/programs.
- February: Compile school/program list and send it to the Indiana SAR committee for award requests.
- March:
 - Send program information to local schools and follow-up with a phone call to confirm the program awards, and to retrieve nominated cadet information.
 - Request Chapter Secretary to prepare award certificates.
 - Request Chapter Membership participation (during Q1 meeting) for request in presentation of awards.
- April: Mail awards to local schools
- Apr/May: Attend school ceremonies for presentations and pictures.

Americanism Metrics

- Participation in the ROTC Program with a Participant
- Awarding Medal, Lapel Pins or Certificates to non-SAR members
- Each dollar of college scholarship awarded (bonus if in uniform)

Veterans Recognition:

The Veterans Recognition Committee provides recognition to living SAR veterans by awarding the SAR Certificates of Patriotism. It recognizes members of the Veterans Corps that provided service to country during periods of peace, war, and/or armed conflict. It also includes supporting members pursuing the USS Stark Award, which leads to the Service to Veterans Medal. This committee will encourage all chapter members to participate in the Wreaths Across America program by purchasing wreaths and laying them on the graves of veterans. The chapter will be recognized by the Patriotic Outreach Committee with a certificate.

Outcomes:

- Feb: Submit USS Stark Memorial Award Scoring Sheet to the NSSAR Veterans Committee Chairman.
- May: Submit a Partner in Patriotism form (using the National format) to the Indiana SAR committee prior to 31 May.
- September: Prepare Wreaths Across America announcement for Chapter Secretary
- December: Record Wreaths Across America attendance and coordinate participant photographs

Americanism Metrics

- Donations to the VA or other Veterans organizations (1% of final total from the USS Stark Report).
- Participation in or marking of a Veterans Program
- Wreath presentation at Wreaths Across America
- Flag placement on a Veterans grave

USS Stark Memorial Award Metrics

- Chapter member appointed to the VA Hospital Council or VAVS Committee
- Each hour served in VA Hospital Volunteer Service
- Each SAR member visiting a Veteran in a Hospital, Nursing Home, or Veteran's Home
- Each Gift donated to a Veteran in a VA Hospital, Nursing Home, or other organization.
- Each Dollar donated to VAVS projects and coupon books
- Each Publication donated to a VA Library or Reading Room
- Each Veteran outing or party that includes Veteran Patients
- Special Observances (overlap with Membership)
- Participation in the SAR Wounded Warriors Program
- Participation in the Operation Ancestor Search Program
- Marking a Revolutionary Patriot Grave (overlap with Patriot Graves Marking)
- Donating new or used Men's and/or Women's Clothing
- Donating new or used working items such a TV/s Computers, etc.

Flag Recognition:

The Flag Committee develops programs to encourage patriotic respect for the flag of the United States, including Flag Day programs for the week ending June 14th each year. The committee identifies and recommends Flag Donations to deserving local businesses or individuals.

Outcomes:

- As Required: presentation of Flags or Certificates to deserving individuals

Americanism Metrics

- Each Flag Retirement Program.

Partners in Patriotism:

The Partners in Patriotism certificate is awarded to the SAR chapter that participates in an organized program or event with another veteran's organization. In order to receive this recognition, the chapter or state-level society must submit a Partner in Patriotism Report form to the State Patriotic Outreach Committee Chairman. Upon approval, the certificate will be handed out to a member of the state-level society. The Partners in Patriotism program is from June 01 – May 31 of each year. An eligible chapter must support a program of some type with a military organization such as the VFW, American Legion, AMVETS, or DAV. This includes parades, grave markings, presentations to military organizations (i.e. flag folding demonstration, or Wreaths Across America), or attending National Military Recognition events (i.e. George Rogers Clark Commemoration, or the Point Pleasant Commemoration).

American Legion Boys State:

Every year, the American Legion selects outstanding young men to participate in the prestigious American Legion Boys State program. This Committee encourages members of the chapter to contact their local American Legion posts and sponsor one or more of the young men chosen to participate in this highly educational, government instruction program. The chapter (if a sponsored young man is selected by the State) will qualify for the Partners in Patriotism certificate.

Newsletter and Publications:

The Newsletters and Publications Committee is responsible for developing material detailing newsworthy Chapter activities for submission to National and State-level society publication editors for inclusion in periodic publications. This committee also develops and publishes a quarterly newsletter that lets the membership know what is going on. The newsletter will help to retain members and encourage members to become more active when they see what community involvement our Chapter is doing.

Outcomes:

- Quarterly: Submit articles and notifications to the National SAR Magazine (editor: sarmag@sar.org)
 - Winter (Due Dec 15)
 - Spring (Due Mar 15)
 - Summer (Due Jun 15)
 - Fall (Due Sep 15)
- Quarterly: Submit articles and awareness articles to the State Hoosier Patriot editor.
- Quarterly: Publish Chapter newsletter prior to each Chapter meeting

Americanism Metrics

- Multimedia distribution – SAR History CD to a classroom teacher
- Presentation of a framed Historical Document relating to the American Revolution to a school or other public building

Press Awareness:

The Press Awareness Committee is responsible for maintaining local Print and Media awareness of the Chapter activities, accomplishments, and updates. This includes Press Releases for Chapter Meetings, Service Projects, and Significant Events. It might also include arranging Compatriot member support to Public Broadcast and Public Speaking events for historical, educational, and/or patriotic topics.

Outcomes:

- Quarterly: Press release of upcoming Chapter Meetings
- As/Required: Press Awareness for specific events.

Americanism Metrics

- Publicity in commercial newspaper or periodical publications (non-SAR). Event and meeting notices are excluded.
- Advertisement purchased in the SAR Magazine on behalf of a business entity.
- Television Coverage
- Radio Coverage
- Speakers' Bureau establishment
- Historical, Educational and Patriot Programs (Non-SAR)
- Historical, Educational and Patriot Programs (SAR)

- Multimedia distribution – Keyhole to History CD to a radio station, television station or school

Medals & Awards:

The SAR Medals and Awards Committee considers recommendations for medals, certificates, and other awards. The Medals and Awards Committee reviews recommendations for the SAR Gold Good Citizenship Medals and reports to the Chapter Executive Committee. Recognizing both SAR members who serve the mission of the INSSAR and NSSAR as well as those who serve their communities and nation who are not members is important. This committee proposes and reviews nominations of eligible award recipients.

Specific Compatriot Medals to consider are:

- **Chapter Medal of Distinguished Service**
- **Chapter SAR Meritorious Service Medal**
- **Chapter Roger Sherman Medal (Bronze)**
- **Service to Veterans Medal**
- **Bronze Color Guard Medal**
- **Eagle Scout Medal**
- **America 250th (Bronze)**

Specific Ladies Medals to consider are:

- **SAR Medal of Appreciation**
- **Martha Washington Medal**
- **Lydia Darragh Medal**
- **SAR Daughters of Liberty Medal**

Community Awards to consider are:

- **Bronze Good Citizenship Medal**
- **Outstanding Citizenship Award Lapel Pin**

Specific Chapter Awards to consider are:

- **Past President's Pin and Certificate:**
- **Service Anniversaries:**

Outcomes:

- January: Request Service Anniversaries from Chapter Secretary and order awards
- March: Present Service Anniversaries at the Chapter Meeting.
- July: Gather Community Award nominations and order awards.
- September: Present Community Awards at the Chapter Meeting.
- October: Gather Chapter Award nominations and order awards.
- December: Present Chapter Awards at the Chapter Meeting

Americanism Metrics

- Awarding of SAR Medals, Lapel Pins, with Certificates to Non-SAR Members (except Youth and Public Safety)
- Awarding SAR Certificates without medals to Non-SAR Members
- Awarding of SAR Medals, Lapel Pins, with Certificates to SAR Members

- Awarding SAR Certificates without medals to Non-SAR Members

Public Service and Heroism:

The Public Service and Heroism Committee recognizes and honors citizens and individuals in our public service sectors of Law Enforcement, Fire Safety, and Emergency Medical Services for their contributions to the community and for heroic acts with a commendation and medal.

The **Law Enforcement Commendation and Medal** is presented to those who have served with distinction and devotion in the field of law enforcement. The medal is intended to recognize exceptional service or accomplishment in the field of law enforcement. Eligibility is not limited to peace officers but extends to the entire range of persons who make and enforce the law. This includes peace officers, attorneys, judges, prosecutors and legislators who have performed an exceptional act or service beyond that normally expected. The recipients are usually recommended by their superiors or peers for their accomplishments. The award may be presented posthumously. The medal may be presented to an individual only once. No Oak Leaf Clusters or ribbon attachments are permitted.

The **Fire Safety Commendation and Medal** is presented to an individual for accomplishments and/or outstanding contributions in an area of fire safety and service. The award is not limited to firefighters. It may be presented to recognize a variety of fire safety and services that have evolved into a highly technical and skilled profession with constant study, development, and involvement by numerous dedicated citizens with a single goal, which is protecting human life and property by preventing injuries or casualties due to fire and chemicals. The medal may be presented posthumously. The medal may be presented to an individual only once. Oak leaf clusters or other ribbon attachments are not authorized.

The **Emergency Medical Services Commendation and Medal** is presented to an individual for accomplishments and/or outstanding contributions in the area of emergency medical services. The award is intended for paramedics, certified Emergency Medical Technicians, and others in the emergency medical field who have performed an act or service beyond which is normally expected. The medal may be presented posthumously. The medal may be presented to an individual only once, and no Oak Leaf Clusters or ribbon attachments are permitted.

A **Heroism Commendation and Medal** recognizes outstanding bravery and self-sacrifice in the face of imminent danger – i.e., acts which involve great personal courage and risk to the recipient. It is intended primarily for acts by civilians, not in uniform, but does not exclude police, firemen, EMS, and SAR members. It is not intended to recognize acts that would have been covered in the performance of one's normal duty, nor by medals for valor by the armed forces. Animals are not eligible for recognition. The medal may also be presented posthumously. An individual may receive this medal multiple times. The presentation and the wearing of Oak Leaf Clusters shall follow NSSAR policy.

The **SAR Life Saving Medal** is presented to those individuals who have acted to save a human life without necessarily placing their own life or themselves in imminent danger. The medal is intended primarily for acts by civilians not in uniform, however, police officers, fire fighters, emergency medical personal, lifeguards, and SAR Compatriots are not excluded from receiving this award. The medal is not intended to recognize acts that would otherwise qualify for

military or another organization's valor and, in all cases, the fact that the actions of the rescuer actually saved the life of the victim must be validated by EMS or medical personnel.

Outcomes:

- Quarterly: Determine award recipient for each Chapter Meeting and coordinate their purchase with the Awards Chairman.

Americanism Metrics

- Each Law Enforcement, Fire Safety, EMS or Heroism Medal was presented.
- Participation in a New Citizen Swearing-In Ceremony
- Attendance at Public Service Awareness Events (Bonus if in uniform)

Patriot Grave Marking:

This committee is chartered with organizing grave marking ceremonies intended to promote the recognition of Patriot Ancestors and to recognize participation in these events. The Patriot Grave Marking Handbook V7 provides an outline of a grave service and provides suggestions on how to conduct a service. Members should record their individual participation in Grave Marking ceremonies on the Patriot Grave Marking Medal Application or the Compatriot Grave Marking Medal Application. The ceremonies should be documented and reported using the Patriot Graves & Biography Report.

Outcomes:

- As Required: Facilitate Grave Marking Service and document participation for the historical record.

Americanism Metrics

- Each Revolutionary Grave Marked
- Attendance at a Revolutionary Grave Marking
- Patriot Grave Registry Documentation to the National Graves Registry Committee
- Each Compatriot Grave Marked
- Attendance at a Compatriot Grave Marking
- Presentation of a Wreath at a Patriot or Compatriot Grave Marking (Bonus in uniform)

Webmaster:

The primary objective is to develop, support and maintain the Chapter's website and social media platforms. Website Content should emphasize the SAR National Goals of History, Education, and Patriotism. Content should include a current Officer Contact list for public contact, relevant organizational and committee lists, Chapter quarterly meeting minutes, Chapter photos and announcements as required, methods for contacting Chapter Officers for various needs, and creating and maintaining links to SAR, DAR, CAR and other external organizations as appropriate.

Outcomes:

- As required: publication of photos, announcements, etc.
- Quarterly: publication of Chapter meeting minutes
- Annually: publication of Officers and public contact rosters

Americanism Metrics

- Internet Coverage (SAR Website/social media Owned).

Americanism:

The Americanism Committee is responsible for supporting the SAR's efforts to promote the principles of freedom and liberty for all Americans. This includes documenting programs and resolutions relating to the Declaration of Independence, the Constitution, and the Bill of Rights. This committee will support input that supports Chapter completion for the Liberty Bell Americanism Award, President General's Streamer Award and the President's General Cup.

This **Liberty Bell Americanism Award** is presented to the SAR chapter that conducted the most complete programs or activities during the previous calendar year (January 1 to December 1) that created, supported or promoted a better understanding in its own community of such SAR resolutions and of the fundamental American traditions that governed their formulation and adoption. The award is divided into four categories based on membership size: 10 to 49, 50 to 99, 100 to 199, and 200 or more members.

The **President General's Streamer Award** is presented to the top chapters that record the best efforts with respect to the various administrative goals that contribute to the success of the SAR.

The **President General's Cup** is presented annual to the top chapter(s) with respect to a combined scoring system of both the Liberty Bell and President General's Streamer awards and chapter membership levels.

Outcomes:

- Monthly: Canvas each committee for their documented inputs into the Americanism Scoring Spreadsheet.
- Quarterly: Present a status scoring at each Chapter meeting.
- Annually (March): Submission to the National Americanism Committee Chairman

Americanism Metrics

- SAR member participation as a Color Guardsman

DAR:

It is imperative that SAR chapters and societies promote a congenial and harmonious relationship with the National Society Daughters of the American Revolution (DAR) and its chapters and societies for the betterment of both organizations. As potential new SAR members are recruited, one should always ask about their female relatives who could potentially join DAR. In turn, DAR members should be asked to inquire about their male relatives as they recruit new DAR members. When the DAR brings the SAR new members, reward these women with the appropriate SAR medal (i.e. Medal of Appreciation, Martha Washington Medal, and the Daughters of Liberty Medal). SAR applications must include a completed DAR Finder Report Form with that submission in order to qualify for credit. The duties of this committee include coordinating local DAR activities with Chapter Officers, assisting in deconfliction of Chapter events and announcements, and facilitating the transfer of DAR Finder Report inputs into the Chapter Officers.

Outcomes:

- Quarterly: attend Chapter events and Executive meetings
- As Required: invite SAR Chapter Officers to local DAR events.

Americanism Metrics

- Attendance by SAR at a scheduled DAR meeting or function (bonus if in uniform)

CAR:

The CAR Liaison Committee maintains relations with the National Society of the Children of the American Revolution (CAR) and its officers. The committee strives to ensure that all organizational levels of SAR support CAR programs and promotes SAR membership by current and former CAR members. It also encourages SAR attendance at NSCAR functions. Our chapter should have a NSCAR chairman or liaison officer who focuses on support and encouragement to this very worthwhile youth organization.

Outcomes:

- Quarterly: Ensures that CAR members are invited to the SAR Chapter Meeting
- Annually: Recommends financial support during the Chapter budgeting process
- As Required: Notifies the SAR of CAR functions and obligations.

Americanism Metrics

- Attendance by SAR at a scheduled CAR meeting or function (bonus if in uniform)
- 1 point per dollar contributed to the CAR.
- Sponsorship of a CAR Society or Compatriot serving as leader
- Each dollar of college scholarship awarded (bonus if in uniform)

Library:

Deliver Tri-fold requirement brochures to local libraries, genealogy center(s), City Hall, Chamber of Commerce, VFW, and the American Legion. Identify local events where brochures can be distributed, and potential Color Guard members can attend.

Outcomes:

- Monthly: Refresh Tri-fold recruiting brochures

Americanism Metrics

- Serving as a liaison with a local or state school board regarding the choice of new American History Books for classroom usage.
- Providing an exhibition or display on the American Revolution in a museum, library, school or public building or space.
- Participation in History Fairs
- Participation in SAR related Proclamation Ceremony
- Sponsoring or presenting a Lineage/Genealogy/Historic Seminar or Workshop