**Orange County Chapter**

**Sons of the American Revolution**

**Officer & Committee**  
**Information Guide**

**Approved by Executive Board**

**September 8, 2018**

Members in attendance:

Gus Fischer, President

Mark Torres, Vice President

Cole Zehnder, Treasurer

Jim Blauer, Recording Secretary

Ted Carlson, Corresponding Secretary

Kent Gregory, Registrar

**Purpose**

The purpose of this guide is to list the duties for the Officers & Program Chairmen for the Orange County Chapter, Sons of the American Revolution, as noted in the Chapter’s By-Laws along with the additional tasks that have evolved over the years. The information is intended to shorten the learning curve for new officers and program chairmen.

The information provided is not set in stone for accomplishing the tasks for any given office or program. As time goes on, incumbents may develop other ways in which their duties may be successfully achieved and those processes can be added to this guide for future officers & chairmen.

As new offices and programs are created, they will need to be added to this guide. It is suggested the guide be reviewed annually & revised if required.

The current guide will list & provide information for the following officer & program chairmen positions (Article IV Section 1):

**Officers**

**Elected Officers Appointed Officers**

President Historian/Archivist Vice President Parliamentarian Recording Secretary Sergeant-at-Arms Corresponding Secretary Treasurer Registrar Chaplain Chancellor

**Administration Program Chairmen**

**Appointed by the Chapter President**

Activity Contest Color Guard Commander Flag Certificates Information Technology/Webmaster Medals & Awards Newsletter Veteran Affairs Assistant Veteran Affairs

**Youth Program Chairmen**

**Appointed by the Chapter President**

Americanism Elementary School Poster Contest Sgt. Moses Adams Memorial Middle School Brochure Contest George S & Stella M Knight Essay Contest Joseph S Rumbaugh Historical Oration Contest Valley Forge Teacher Recognition Program High School Outstanding Citizenship Award Spirit of America

Boy Scout Recognition Programs ROTC/JROTC Recognition Program Navy Sea Cadet Corps/Navy League Cadet Corps Recognition Program

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**Chapter Officers**

**President**

1. The President shall be the executive office of this Chapter, but his authority is subordinate to that of the Executive Board. He shall supervise, direct and control Chapter affairs. He shall preside at all membership and Executive Board meetings. He may recommend projects, programs and activities to be undertaken by the Chapter during his term in office. H shall fill all appointive offices & committee chairmanships and appoint members of committees. He shall be an ex-officio member of all committees over which he has the power of appointment. (Article V, Section 1).
2. The President shall make appointments to the following positions: Historian/Archivist, Parliamentarian, Sergeant-at-Arms, Activity Contest, Color Guard Commander, Flag Certificates, Information Technology/Webmaster, Medals & Awards, Newsletter, Veteran Affairs, Assistant Veteran Affairs, Americanism Elementary School Poster Contest, Sgt. Moses Adams Memorial Middle School Brochure Contest, George S & Stella M Knight Essay Contest, Joseph S Rumbaugh Historical Oration Contest, Valley Forge Teacher Recognition Program, High School Outstanding Citizenship Award, Spirit of Americanism, Boy Scout Recognition Programs, ROTC/JROTC Recognition Program & Navy Sea Cadet Corps/Navy League Corps Recognition Program.
3. The President shall contact those members he wishes to appoint & receive their approval to serve prior to the appointment.
4. Should any vacancies arise in any appointed office, the President shall have the option to appoint a replacement.
5. All appointees serve at the pleasure of the President and can be replaced at any time by him for any reason.
6. The newly elected President is responsible for purchasing his Chapter President medal w/neck ribbon from the NSSAR Store. There are two options available. Check the store for details & pricing. The order should be placed after the December meeting so the set is available for the induction ceremony in January.
7. He shall contact the Manager of the Sizzler Restaurant, introduce himself and discuss the continued meeting room reservation for the coming year. It is suggested to have a written schedule in hand prior to the February meeting to ensure the room remains reserved for all remaining meetings for the coming year. **Reference Exhibit 1.**
8. He is responsible for the purchase & supply of tickets for the Benjamin Franklin Raffle.
9. He is responsible for creating and delivering a monthly “President’s Message” to the Newsletter Editor for inclusion in the Chapter’s Muskets & Broadswords Newsletter. The first “Message” from the new President will be in the February newsletter. The message should be completed and sent to the Editor two weeks before the next scheduled monthly meeting. The same schedule is to be maintained for the remainder of the year**. See files on “Key shaped USB device & Exhibit 2.**
10. He is responsible for creating, printing & distributing the monthly meeting Table Agenda for each meeting. The President is free to select any Founder Father or Patriot for the current month. He also is responsible for listing appropriate quotes, words &wisdom statements of the Founding Father or Patriot. **See files on “Key shaped” USB device & Exhibit 3.**
11. When developing the monthly agenda, the President shall coordinate with the Veteran Affairs Chairman, Color Guard Commander, Lady’s Auxiliary, Registrar & Vice President to determine how many awards, QRFs, new member inductions, supplemental certificates are to be awarded. If there are time constraints, the guest speaker may have to be advised in advance that his presentation time may be limited to less than the normal 25-30 minutes.
12. He is responsible for the care, maintenance & transporting to/from the meetings for the following items: the Chapter’s raffle box, gavel & base, the Chapter Charter Placard, the SAR Pledge banner, the SAR metal meeting Placard and all other items passed on by his predecessor.
13. He shall follow-up monthly with the Corresponding Secretary, usually starting in October, to keep abreast of the dues collection activity & the submittal of the Chapter’s Annual Reconciliation Report. The report is due by December 31st of each year & is required to be sent to the CASSAR Secretary along with the membership dues for the new calendar year.
14. He shall follow-up with the Treasurer to ensure the Chapter’s Form 990-n for the IRS and Form 199N for the California FTB are filed in a timely fashion. The President shall also receive word from the Treasurer that the CASSAR Secretary & the CASSAR Vice President South have also been advised of the Chapter’s tax form filing compliance.
15. He shall compile, complete & submit the Chapter’s Annual Report. The report shall be submitted to the CASSAR Secretary as soon as possible in January & no later than March 15th. **Reference Exhibit 4.**
16. After his term as President is over, he will continue his service to the Chapter for a three year period. In the first year, he will preside over the chapter’s nominating committee. The last two years, he will continue as a member of the nominating committee.
17. With regard to attending & representing the Chapter at the State Spring & Fall meetings, the President shall designate a primary & alternate representative to serve in his place if he cannot attend. The President shall notify the CASSAR Secretary in advance of the meetings of his inability to attend & shall provide the names of the primary & alternate representatives from the Chapter who are authorized to vote for the Chapter on State Society matters.
18. He shall prepare & deliver a brief eulogy for chapter members who have passed during the year at the Necrology gathering at the Spring meeting.
19. He shall ask for a motion at the September meeting to determine if the membership desires to continue the Annual Picnic. If the membership approves the motion & authorizes the disbursement of Chapter funds to reserve the space @ Mile Square Park, the designated members shall be authorized to reserve the space ASAP. Due to popular demand, the picnic spaces w/ cabanas & grilling capability go fast.
20. He shall emcee the picnic program as it relates to any announcements for special guests, awards to be presented, etc.
21. He shall designate a committee to conduct an annual audit of the Chapter’s financial records. The audit should be conducted in January with the results reported to the general membership at the February meeting.
22. If there is a new Chapter Treasurer or Corresponding Secretary for the new year, the President shall direct the Corresponding Secretary to format a letter for his signature, addressed to the Chapter’s banking institution & requesting a change to the account. The letter to include the names of the individuals on the account to be replaced with the names of the new individuals who have signature authority to issue Chapter checks for payments & to make deposits to the Chapter’s account. The letter to be signed by the new President & attached to a meeting minute report indicating the new President, Treasurer & Corresponding Secretary, as required. Both the Treasurer & Corresponding Secretary will be required to be in attendance at the time of the change request. They will both need to present two forms of positive ID at the time of account record change. A CDL & US Passport or other picture ID card should suffice. The change should be made ASAP so the Chapter Treasurer can function & continue to handle the Chapter’s expenses in a timely manner. It is suggested both parties schedule a Saturday morning meeting with the Accounts Manager. Saturday is usually not so busy.
23. He shall perform any & all other duties not specified, as it relates to official chapter business.

**Vice President**

1. The Vice President shall function as the President in the absence or inability of the President to act, and shall perform such duties as assigned by the President. He shall also actively assist in developing programs for the monthly meetings. (Article V, Section 2).
2. He shall create & keep a speakers list which he & future members who hold this office can use for the purpose of scheduling programs in advance. The list should be up to date on a monthly basis so the information does not become outdated. Topics can be anything interesting, but not complex, i.e., history, military, medical, etc.
3. He shall obtain & edit the speaker’s bio for use as the introduction at the meeting. Upon completion of the review/edit, he shall submit the information to the Newsletter Editor no less than two weeks before the scheduled monthly meeting. The information should include the guest speaker’s name, a short biography & the presentation topic.
4. He shall advise the Chapter’s Audio/Visual Equipment Custodian no later than two weeks before the Chapter meeting date to ensure all required equipment for the guest speaker is on site for the presentation, i.e., cables, power cords, digital projector, screen, etc.. The guest speaker should arrive around 10:40 AM to ensure timely set up of equipment.
5. During the presentation, he shall monitor the speaker’s time & que the speaker to speed up or terminate the presentation. He shall remind all speakers of the strict 25-30 minute time frame for the presentation due to room reservation & other chapter business requirements.
6. He shall provide a lunch meal for the speaker & one guest. Retain the receipt, prepare & attach a reimbursement request for submittal to the Chapter Treasurer.
7. He shall coordinate with the Medals & Awards Chairman to have a Certificate of Appreciation prepared & ready to present to the guest speaker upon completion of the program. If the speaker is retired military or a veteran, he shall co-ordinate with the Ladies Auxiliary & Veteran Affairs Chairman to ensure a quilt is prepared & available for presentation.
8. He shall keep the Chapter President informed of the guest speaker schedule so the President can gauge the time required to complete the entire agenda for the current month’s meeting.

**Recording Secretary**

1. The Recording Secretary shall keep a record of the proceedings at the Chapter meetings and the Executive Board meetings with the time & place of the meeting and the name & number of members present. He shall distribute the copies of the minutes of the previous meeting electronically prior to the Chapter meeting and shall make available additional copies at the Chapter meeting so as to be voted on and approved with or without change. Copies of all minutes shall be kept by the Recording Secretary. (Article V, Section 3).
2. He shall maintain a notebook of all previous minutes. He shall have these minutes available to the membership should there be any questions on actions taken at past meetings.
3. Should he be unable to attend any meetings, the Recording Secretary may seek out another member to fill in for him. If unable to find a substitute, he shall contact the President who will either do the notes himself or seek out a member who can assist. The notes shall be sent to the Recording Secretary for typing and/or copying so as to be ready for the next meeting.

**Corresponding Secretary**

1. The Corresponding Secretary shall be responsible for the handling of membership dues and maintaining a list of members in good standing. He shall conduct such correspondence of the chapter as may not belong to other officers or as may be requested by the Chapter President. This office may be combined with that of the Treasurer. (Article V, Section 4).
2. He shall procure all necessary supplies to mail or send dues notices electronically to the membership starting about mid-October. He shall follow-up with dues renewal announcements at the Chapter meetings & written, electronic or phone calls to remind delinquent members their dues are still outstanding. Refer to Attachment 1 for more details.
3. He shall coordinate with the Chapter Treasurer as to the timing & method of transferring of dues payments received for deposit into the Chapter’s bank account.
4. Upon completion of the dues collection, he shall prepare the Chapter’s annual Reconciliation Report & have it ready for submittal to the CASSAR Secretary by the December 31st deadline. He shall also request two checks from the Treasurer that will be sent separately, by registered mail, for the Chapter’s portion of State & National dues. The checks shall be mailed to the CASSAR Secretary simultaneously with the Reconciliation Report. Refer to Attachment 1 for more details.
5. He shall procure all supplies necessary to print, mail or hand out at the meetings, new membership cards for the general membership. He shall provide new membership cards to the Registrar for all new members prior to their induction. Refer to Attachment 1 for more details.
6. Within 10 days of the installation of the new Chapter officers, he shall complete a Roster of Officers Form & send it to the CASSAR Secretary.
7. If a new Treasurer or Corresponding Secretary, or both have been elected, he shall coordinate with the Treasurer to set a meeting date with the Accounts Manager at the Chapter’s banking institution. A letter from the Chapter President along with copy of the meeting minutes identifying the new Treasurer and/or Corresponding Secretary will be required to change the names & authorized signatory records on the account. Both individuals will be required to provide two forms of picture ID to complete the name change on the account. Refer to Attachment 1 for more details.
8. He shall coordinate with the Treasurer to sign checks as a second signature for any chapter expense exceeding $500.00.
9. He shall respond to any written or phone requests from SAR members who want to transfer to the Orange County Chapter or desire reinstatement to the Chapter. He will assist the individual & provide the proper forms for the individual to complete. He shall review the forms for accuracy & complete information prior to sending on to the CASSAR Secretary for further approvals. He shall keep the individual informed of the approval status & advise when the paper work has been approved.
10. He shall regularly update the Chapter’s Reconciliation Report to ensure accuracy of names, addresses, phone numbers, email addresses, etc.
11. Upon receipt of the Reconciliation Report approval, he shall send copies electronically to all current Officers for the reference.
12. He shall provide a brief report at each meeting regarding total chapter membership count, transfers/reinstatements in progress, the passing of a compatriot, etc.

**Historian/Archivist**

1. The Historian/Archivist shall be responsible for maintaining all records concerning the history of the chapter. The types of records to be maintained include minutes of meetings, newspaper articles, photographs or other information concerning the activities of the chapter & its members. He shall maintain a copy of the Chapter’s Constitution & By-Laws and shall surrender all records to his successor or other proper authority at the end of his term. (Article V, Section 8).
2. He shall obtain acid free photo albums or scrapbooks in which to place items related to chapter activity.
3. He shall maintain a copy of the chapter meeting minutes in a notebook & have them available at meetings or any other arranged time for review by a member.
4. He shall maintain a notebook of all Certificates awarded to the Chapter for its various activities.
5. He shall make copies of all chapter activities found in the California Compatriot & the SAR magazine for inclusion in the chapter albums. This should include , but not be limited to, activities of the chapter, chapter members, new members, supplementals & necrology listings.
6. He shall maintain a book of all chapter newsletters.
7. He shall make every effort to keep the books up to date.

**Treasurer**

1. The Treasurer shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the chapter, including a record of its cash and other financial assets, if any. Such books of accounting shall be open to inspection by any member of the chapter during regular business hours upon reasonable notice. The Treasurer shall deposit all monies of the chapter with such depositories as designated by the Executive Board, and shall disburse funds of the chapter as maybe ordered by the Executive Board. A minimum of two signatures shall be required on all checks in excess of $500.00 (five hundred dollars) before the checks shall be issued. The Treasurer shall prepare and provide a report on the Chapter's finances at each Regular and Executive Board Meeting. A full statement of the previous year's accounting shall be presented at the chapter meeting in January. Together with the incoming President, the Treasurer shall develop a proposed budget for the upcoming year. The Treasurer shall comply in a timely fashion with all applicable statues & regulations pertaining to nonprofit corporations, currently filing of Form 990-n with the Internal Revenue Service and form 199N with the California Franchise Tax Board and will notify the California Society Secretary of those submissions in a timely fashion. (Article V Section 5).

2. The Treasurer shall receive and deposit all annual dues monies collected and keep track of same for proper disbursement to the State and National.

3. When requested by the Corresponding Secretary, the Treasurer shall issue & send deliver to the Corresponding Secretary the checks required for State and National dues payments made by members.

4. Upon receipt of written request for reimbursement from Officers, Program or Youth Program Chairmen & approval from the Executive Board, he shall issue checks to the individual/s requesting reimbursements.

5. Upon receipt of written request from the Chairman for the various Youth Program Contests that offer monetary cash awards, he shall issue checks to the requesting Chairman for presentation to the Chapter Contest Winners.

6. If a new Treasurer or Corresponding Secretary, or both have been elected, he shall coordinate with the Corresponding Secretary to set a meeting date with the Accounts Manager at the Chapter’s banking institution. A letter from the Chapter President along with copy of the meeting minutes identifying the new Treasurer and/or Corresponding Secretary will be required to change the names & authorized signatory records on the account. Both individuals will be required to provide two forms of picture ID to complete the name change on the account.

7. On an annual basis, he shall obtain & provide Chapter & Officer Liability Insurance costs for Executive Board approval to either renew existing insurance or enter into a contract with a new insurance provider.

1. At the request of the Chapter President, he shall prepare the Chapter’s financial records for an annual audit. Audit to be completed no later than January & the results presented to the General Membership at the February meeting.
2. Shall annually file necessary tax reporting, to include:

*a. Federal* – **Form 990-N (e-Postcard)** for organizations with less than $50,000 in gross receipts. Filing is due by 15th day of the 5th month after the close of the chapter’s tax year. The chapter’s tax year ends December 31st and so the filing is due May 15th.

*b. State* – **FTB 999N (California e-Postcard)** for organizations with less than $50,000 in gross receipts. Filing is due by 15th day of the 5th month after the close of the chapter’s tax year. The chapter’s tax year ends December 31st and so the filing is due May 15th.

c. Shall annually file **Form RRF-1** with the California State Attorney General to renew the non-profit status of the chapter. Filing is due by 15th day of the 5th month after the close of the chapter’s accounting period. The chapter’s accounting period ends December 31st and so the filing is due May 15th.

d. Shall annually file **Form CT-NRP-1** with the California State Attorney General to register for a non-profit raffle program (e.g. the Ben Franklin raffle). The annual registration is period is for September 1st through August 31st. After August 31st, a new form is required to be filed.

e. Shall annually file **Form CT-NRP-2** with the California State Attorney General to report on the non-profit raffle program (e.g. the Ben Franklin raffle). The form is to report the non-profit raffle program for the year from September 1st through August 31st. The form is due before October 1st.

**Registrar**

1. The Registrar shall examine all applications for membership for compliance with the requirements set by the California and National Societies. He shall screen all membership applications for completeness. He shall verify the eligibility of applicants for membership and report thereon to the regular meeting of the chapter membership.(Article V, Section 6)
2. The Chapter Registrar is responsible for all applications that are sent from the chapter to the National Society Sons of the American Revolution. The Chapter Registrar must understand and follow all of the SAR Genealogical Policies and the Application Preparation Manual, both of which are found on the [www.sar.org](http://www.sar.org) website.
3. The Chapter Registrar is a resource to prospective members and active members on the application process and the gathering of the required documents for applications. He may provide a worksheet for them to begin the process, or ask them to enter lineage information in the SAR online application system. He may assist by doing genealogical research, but that is not his responsibility.
4. The Chapter Registrar will confirm that a prospective member meets the eligibility requirements for membership in the SAR. The California Society SAR requires the Chapter Registrar check the California Megan’s Law Website to verify that each applicant is not a registered sex offender.
5. The Chapter Registrar will review all applications, both new and supplementals, to verify they are complete and properly formatted. All supportive documents are sent to the Registrar so he can evaluate if they meet SAR requirements. Once an application appears complete, the Chapter Registrar will enter the data into the SAR online application system if that was not done by the applicant.
6. When an application appears complete and has been approved by the Chapter Registrar, it can be printed on the required SAR archival paper. It then requires signatures of the applicant, a sponsor, and a cosponsor. The Chapter Registrar indicates his approval of the application in the online SAR application system. The Chapter Registrar advises the applicant of the required fees for the application and then collects those fees.
7. When the printed application is complete with required documents, signatures, and fees, the Chapter Registrar mails it to the California Society SAR Registrar for his review, and responds to any concerns expressed by the California Society SAR Registrar. The California Society SAR Registrar then forwards the application to the National Society for evaluation.
8. The Chapter Registrar maintains a spreadsheet of all applications submitted, and monitors their status. He notifies the applicant and the Chapter President when the SAR Application Status Report indicates the application has been approved. A chapter file is maintained of all approved SAR record copies, and the information on new members is forwarded to the Chapter Recording Secretary when their record copies are received.
9. If an application is pended or requires additional information, the Chapter Registrar will forward those messages to the applicant and assist in responding to the evaluating genealogist’s messages.
10. The Chapter Registrar shall prepare an end of year summary for the Chapter President that provides the total number of new members and total number of supplemental applications approved during the year.

**Chaplain**

1. The Chaplain shall open and close all meetings with an appropriate invocation and/or benediction. He should be an ordained clergyman; however, a suitable layperson may serve in this position. The President may request the Chaplain to perform such other duties that will improve the spiritual well being of the chapter members. (Article 5 section 7).
2. The chapter chaplain may offer his services to any member who may be ill. Or to any member who has a family member that is ill.
3. He shall be provided a copy of the Chapter’s Annual Reconciliation Report by the Corresponding Secretary to ensure he has current member contact information.
4. When a member passes away, the chaplain shall see to it that a card of condolences is sent to the family on behalf of the chapter.
5. The Chaplain should contact the State Chaplain to advise him when there is a death in the chapter. This so the name can be added to the necrology roll that is reported at the State Annual Meeting in April.
6. Reference Attachment 2 for more background information & details.

**Chancellor**

1. The Chancellor shall be an attorney-at-law, holding a current license to practice law in the State of California. He shall act as chapter Parliamentarian and shall provide such legal advice as may be of assistance to the President and Executive Board concerning legal and associated matters. If no practicing attorney is available, a sitting California Judge, retired attorney or retired judge may serve as Chancellor to the extent permitted by California Law. (Article V, Section 9).

**Parliamentarian**

1. If the office of Chancellor is not filled, if the Chancellor is unavailable, or if the Executive Board deems it beneficial; the President may appoint a Parliamentarian to settle questions of the Order of business at the Chapter and Executive Board meetings. (Article V Section 10).
2. The Parliamentarian shall be guided by Roberts Rules of Order (current edition).

**Sergeant-at-Arms**

1. The Sergeant-At-Arms shall maintain order at all meetings and shall lead the members in the Pledge of Allegiance at the start of meetings unless another person is designated by the President to do so. (Article V Section 11).
2. Should any person at the meeting be disruptive the Sergeant-At Arms at the direction of the President or officer in charge shall remove the disruptive person from the room so that the meeting may proceed in an orderly and civilized manner.
3. At the direction of the President the Sergeant-At-Arms may readmit the disruptor to the meeting.

**Administration Program Chairmen**

**Activity Contest**

1. The Activity Contest Chairman shall report at the end of each month the chapter's activities to the CASSAR chairman of the Activity Contest. He shall encourage members to participate in the various categories as set forth by the State Society and to report those activities to him. (Article VII Section 5)
2. The Chairman shall contact the State Referee and obtain a

list of categories(form) and a description of what will be accepted for each of the categories. And what will not be accepted.

1. At the end of each month the chairman shall fill out the official form with all known activities. He may wish to contact the chapter members for any input on activities they may have been involved in for the purpose of reporting them to the state. He shall see that the form is mailed to the State Referee to arrive prior to the deadline.
2. Besides sending a copy to the State Referee he may wish to keep a copy for his files or those of the archivist. He may also wish to send a copy to members of the chapter so they can see what was done. Members should contact the chairman should they determine that something was not reported so that the report may be amended and the information included.
3. The Chairman if able to attend the State meetings may be directed by the chapter President to accept any awards the chapter may receive from the Activity Contest Referee when he presents the Awards at the banquet.
4. All Certificates awarded to the chapter shall be turned over to the Archivist for display in the chapter awards notebook. This so they can be on display at the chapter's regular meetings.

**Color Guard Commander**

1. The Color Guard Commander shall be in charge of arranging the participation of the chapters' Color Guard in parades and other activities. He shall make sure all members of the uniformed color guard unit shall be advised of any planned activities. He shall be the officer in charge at all activities where the chapter color guard is to be present. If unable to attend he shall appoint a replacement for that day. (Article VII Section 11)
2. When at parades he shall determine the marching order line up of the participants.
3. He shall encourage chapter members to obtain a uniform and join the ranks of the color guard and the activities in which they participate. He shall make available information about the uniforms and their prices.
4. All upcoming events and activities shall be announced in both the newsletter and at meetings in order that a good turnout may be had. He shall see to it that copy is provided to the editor about the event for the write up.
5. He shall submit an end of year asset/inventory report to the Chapter President by the end of January.

**Flag Certificate**

1. The NSSAR 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 resources on the history of the U.S. Flag for use by State Societies & Chapters. It also judges the competition for the Furlong Award for presentation at the Annual Congress. The NSSAR Chairman is James G. Alexander Jr., 110 Vaughnwood Trace, Huntsville, AL 35806, (256) 837-7418, email [–j.galexander@att.net](mailto:–j.galexander@att.net). The Vice-Chairman is William A. Greenly, 6440 Ivey Meadow Lane, Cumming, GA 30040, email- [wagreenly@gmail.com](mailto:wagreenly@gmail.com).
2. The Chapter Flag Certificate Chairman shall identify & award the Flag Certificate to individuals, companies & government agencies that fly the U.S. Flag for patriotic purposes only. It is not intended to be given to any commercial enterprise that flies the flag for advertising purposes.
3. A Chapter, State or the National Society can present the certificate.
4. The Chapter Chairman shall provide the President with an annual, end of year report listing the individual/organization, the address & date the certificate was awarded.

**Information Technology/Webmaster**

1. The Information Technology/Webmaster shall oversee the chapter website. He shall develop& maintain strategies for communicating with the Executive Board, chapter members, prospective members, and compatriots from other chapters concerning chapter meetings, events, SAR activities, and the Society as a whole. (Article VII Section 4)

2. He shall design or receive assistance in designing the website from capable chapter members.

3. As directed by the Executive Board or President, he shall ensure certain items or information are placed on the website & maintained for public access until directed otherwise.

4. He shall strive to keep the website current on a monthly basis.

**Medals & Awards**

1. The Medals and Awards Chairman shall, at the Executive Board's request, obtain and maintain custody of all medals and awards necessary for the chapter to make presentations. Prior to the expiration of each calendar year, he shall provide an inventory to the Executive Board of the medals and awards on hand and shall make recommendations concerning items which may be required for the upcoming year. (Article VII Section 2)
2. He shall maintain a current monthly inventory of all medals, certificates and presentation folders on hand.
3. Should he feel that the inventory needs replenishing he shall make his request to the Board for ordering those items needed for re-supply.
4. He shall assist the President in making presentations of medals and awards.
5. He shall assist the President in welcoming, inducting new members and the presentation of their Membership Certificate.
6. He shall provide the Chapter President with an end of year report that lists all medals & certificates awarded during the year, a complete inventory & estimate dollar value for remaining inventory. The report shall be completed & submitted to the Chapter President no later than January 31st.

**Newsletter Editor**

1. The Newsletter Editor shall publish the chapter news­letter currently entitled Muskets & Broadsword, to inform members of upcoming meetings, listing the meeting time and place. The editor may include information on recent activities, upcoming events, articles concerning history of the American Revolution, photographs, and submissions by members or other Interested persons.(Article VII Section 1)
2. The Editor shall request information from members for possible inclusion in the newsletter.
3. The Editor shall if he wishes publish photos of our recent activities.
4. The format of the newsletter shall be at the discretion of the Editor. He shall in some place note the names and contact information for the officers of the chapter.
5. All costs for printing and postage for the newsletter shall be presented to the Treasurer for reimbursement.
6. The newsletter shall be sent out prior to each regular meeting or as directed by the Board.
7. The Editor shall maintain a current mailing list of all members and prospective members for sending out the newsletter.

**Veteran Affairs**

1. The Veterans Affairs Chairman shall maintain a current working roster, by military service, with totals of all chapter military veterans. (Recommend Excel spreadsheet). This roster will be updated with the addition of new veterans, transferred veterans and/or deceased veterans. Roster data to include:

a. Name (Last, First, Middle)

b. Service years

c. Conflict / Service

d. Other pertinent information (e.g. unit, rank, location, etc. as appropriate)

f. Date and type of award of NSSAR Military Medal & Certificate

g. Date and type of award of SAR VetCorps Certificate & Certificate number.

2. He shall acquire a copy of the current Chapter Reconciliation Report from the Chapter Secretary to aide in the development of the military veteran roster.

3. He shall save digital copies of all past and future presentations of NSSAR Military Medals, Wounded Warrior Coins, VetCorps Certificates and Quick Reaction Force quilts and bios for reference and report purposes.

4. For NSSAR Military Medals / Wounded Warrior Coins, he shall work closely with the Chapter Medals & Awards Chairman and Chapter Registrar to: a) Help identify Compatriot military veterans and arrange for appropriate NSSAR Military Medals with corresponding Chapter Award Certificates; b) Help determine future need for various NSSAR Military Medals and Wounded Warrior Coins and award certificates; c) Budget accordingly.

5. He shall also work with the Chapter Registrar to help identify new Compatriot military veterans as they apply for SAR membership.

6. He shall insure that the Chapter President is aware of any upcoming Military Medal presentations so that they can be scheduled for a Chapter meeting.

7. He shall work with each military veteran to obtain a copy of his DD-214 discharge papers (SSN redacted) and develop a bio. In conjunction with the DD-214, he shall edit veteran bios as necessary to make them suitable for reading to the audience during presentation of the medal.

8. He shall identify Purple Heart recipients as possible nominees to receive the NSSAR Wounded Warrior Coin; Obtain veteran bios to be read at each presentation; Budget for meals for non-member Wounded Warrior Coin recipients.

9. For NSSAR Veterans Corps (VetCorps) Certificates, he shall assist military veterans to apply for a NSSAR Veterans Corps Certificate by listing the veteran's name and Military Service / conflict as appropriate. Each certificate is numbered and supports the Military Medal previously awarded by the Chapter.

Applicants must complete 'The Veterans Multi-Corps Recognition Form which is a PDF file available for download on the NSSAR web site. The form can be located by clicking on the Veterans Recognition Committee found in the Committees list on the NSSAR web site. Instructions for filling out the form are provided for both Windows and MAC.

The application process requires that the applicant fill out the form describing the applicant's service, awards and decorations, and a brief description of his service.

The application, along with a redacted digital copy of the applicant's DD-214, should be forwarded to the Chapter Veteran's Affairs Chairman for review before forwarding to the Chapter President for his signature. The Chapter president shall then forward both items to NSSAR Veterans Recognition Committee for approval. There is generally a two month wait until the approved certificate is sent back to the Chapter for presentation.

The VetCorps Bugal Newsletter can also be found and downloaded from the Veterans Recognition Committee web site. This newsletter will sometimes list all SAR Military veterans by conflict by state with their VetCorps Certificate number.

Quick Reaction Force (QRF) is a non-profit group of quilting ladies who make quilts for veterans. Although NSSAR is not officially associated with QRF, they are making quilts available for presentation to our Compatriot veterans as well to non-member Wounded Warriors as the Chapter deems appropriate.

10. The Veterans Affairs Chairman shall identify worthy Compatriot and/or non-members recipients and notify QRF at least 30 days prior to an anticipated presentation with the recipient's name and short bio.

11. During the Chapter budget process, he shall determine appropriate military veteran budget needs for the following calendar year and provide input / justification to the budget committee. Input shall include anticipated Military Medal / Coin / Certificate purchases as well as meals for guest veterans.

12. He shall compile Military Medal, Wounded Warrior Coin, and Quick Reaction Force quilt presentation data for the Chapter President's year-end report. Sample report below:

***Veterans Affairs Program Awards for 201X***

*The Orange County Chapter honored:*

*2 Wounded Warrior Coins and certificates were awarded.*

*There were 6 Vietnam Era 50th Anniversary Pins presented.*

*4 NSSAR Military Service Medals and Certificates were awarded.*

*2 NSSAR War Service Medals and Certificates were awarded.*

*4 NSSAR Veterans Corps Certificates awarded.*

*Quick Reaction Force quilts, a Non Profit Group honoring veterans, came to our Chapter meetings and provided 8 custom made quilts to these and other veterans.*

**Assistant Veteran Affairs**

1. The Assistant Veteran Affairs committeeman shall function as the Chairman in his absence or inability to act & shall perform such duties as assigned by the Chairman.
2. He shall actively assist the Chairman & veteran compatriots in all aspects & tasks listed to gather information, complete applications, review applications for accuracy, develop/review veteran bios, ensure adequate supply of coins, pins, medals & certificates, assist during award presentations as needed, and other duties as required.

**Youth Program Chairmen**

1. The National Society & California State Society Sons of the American Revolution require **all Chapter Youth Program Chairmen** to enroll & complete Boy Scout “Youth Protection Training ”. Visit the website @ https://www.scouting.org/training/youth-protection/.

2. The training has three (3) 20 minute sessions with a test for each session. An applicant must complete & pass all three (3) sections before certificate can be issued.

3. Upon completion of the course, the individual shall email a copy of the certificate to the CASSAR Youth Activities Director. The certificate is good for two years from date of issue.

4. A copy of a valid training certificate & renewal certificates shall be submitted to the CASSAR Youth Activities Director on an annual basis.

**Americanism Elementary School Poster Contest**

1. The Poster Contest Chairman shall oversee the Americanism Elementary School Poster Contest as designated by the State and National Society rules. His Duties include disseminating information to schools and receipt of applications as well as arranging for judging entries and forwarding the winning poster to the State Society Poster Contest Chairman. The Chairman shall be familiar with both the State Society webpage

<http://www.californiasar.org/youth-programs/poster-contest/>

as well as the National Society webpage

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

1. He shall contact appropriate schools in the county, notifying them of the contest, its rules, and deadline. This is best done through the creation of a Flier and a Rules and Guidelines Document. Both should be posted on the website. The 2017-18 OC Poster Contest Flier is attached below as a sample. The Rules and Guidelines Document is also attached below.
2. He shall update the Flier each school year to reflect the theme for that year’s entries. Sample flier attached below.
3. He shall coordinate the judging of all applications received. Posters are to be submitted by the end of February. Judging will be conducted at the March chapter meeting. Judging will be done before the chapter body, with the members reviewing the posters, and then during the voting session raising their hand for their choice. The poster with the most votes wins, with tallies being counted for second and third place. Should there be a tie the Chairman will be the tiebreaker. Otherwise, he will not judge the posters.
4. The Chairman shall arrange for the winning poster to be forwarded to the State Society Poster Chairman to compete at the State Meeting.
5. The Chapter Poster Contest Chairman shall invite the winner and runners-up to attend a future chapter meeting so that a presentation may be made in front of the membership for winning the chapter level competition. The Chairman will notify the Chapter President as well as the Chapter Treasurer to make sure time is available during the meeting as well as a check is available for the presentation. The Chairman shall work with the Chapter Treasurer to make sure checks are made to the second and third place entries. Certificates will also need to be on hand to present to the winner and runners-up. The Chairman will also consider if the recipients would like to be recognized at their school(s) in front of their classmates, where the awards will be presented.
6. If the chapter winner becomes the state winner, the Chapter Chairman shall invite the winner to attend a future chapter meeting so that a presentation may be made in front of the membership. The Chairman will also consider if the winner would like to be recognized at his/her school in front of their classmates, where the state award will be presented.
7. The Chairman shall contact the Chapter Webmaster & Newsletter Editor to have the contest winner info & picture posted with future status updates for State/National competition on the website & the newsletter.



Rules and Guidelines

2018 Topic: “The Battle of Saratoga – Turning Point of the American Revolution”

The Americanism Elementary School Poster Contest was developed to help stimulate interest in American History. It is open to all 5th grade students. The following are rules and guidelines for all entries:

* Posters must on standard poster board (allows for transport to state and national meetings).
  + Maximum size of the poster board is 22” x 28”.
* All posters must be two dimensional. Three dimensional entries are not allowed/accepted.
* Computer aided graphics designed material may be used on the posters.
  + Material must be of original design.
  + No commercially-produced or printed material (such as clip art) will be allowed.
  + Using trademarked or copyrighted material can be grounds for disqualification.
* No group posters. Each poster must be done by one individual student.
* Judging will be based on the following criteria:
  + Does the poster express the annual theme?
  + Does the poster show originality by the student?
  + Does the poster show evidence of research?
  + Does the poster show artistic merit and creativity?
  + Does the poster accurately reflect the historical event?
  + Is the poster neat and visually pleasing?
  + Be sure to check for spelling, historical accuracy, and do not copy the exact wording from a book or Internet source.
* Submission:
  + Due date for submission: February 28
    - SAR Members will work with teachers on picking up entries.
  + Student to include the following information, taped to the back of the poster:
    - Student data: Name of student
    - School data: Name of teacher, Name of school
* Prizes
  + Local Level: 1st Place $100, 2nd Place $50, 3rd Place $25
  + State Level: 1st Place $300, 2nd Place $200, 3rd Place $100, 4th Place $75, Honorable Mention (multiple awarded) $30
  + National Level: 1st Place $150, 2nd Place $100, 3rd Place $50

For more information and questions, please contact:

Dr. Patrick Cecil

949.859.2958

patrick.cecil@ml.com

**Sgt. Moses Adams Memorial Middle School Brochure Contest**

1. The Brochure Contest Chairman shall oversee the Sgt. Moses Adams 8th Grade Brochure Contest as designated by the State and National Society rules. His Duties include disseminating information to schools and receipt of applications as well as arranging for judging entries and forwarding the winning brochure to the State Society Brochure Contest Chairman.

2. The Chairman shall be familiar with both the State Society webpage [http://www.californiasar.org/youth-programs/brochure- contest/](http://www.californiasar.org/youth-programs/brochure-%09contest/) as well as the National Society webpage [https://www.sar.org/education/youth-contests-awards/sgt-moses- adams-memorial-middle-school-brochure-contest](https://www.sar.org/education/youth-contests-awards/sgt-moses-%09adams-memorial-middle-school-brochure-contest) which provide guidance on how the contest is to be managed as well as all necessary forms.

3. He shall contact all the appropriate schools in the county, notifying them of the contest, its rules and deadline. This is best done through the creation of a flier. The flier should be posted on the website. The 2018-19 OC Brochure Contest flier is attached as a sample.

4. He shall coordinate the judging of all applications received. He shall select a minimum of three, but no more than five compatriots to judge the essays. If there should be a tie the Chairman will be the tiebreaker. Otherwise, he will not be judge of the essays. A sample of the Brochure Judges Ranking Worksheet is attached for reference.

5. The Chairman shall announce the chapter winner to the chapter and send the application with the winning brochure on to the State Society Brochure Chairman to be place in competition at the State level.

6. Letters of thanks shall be sent to all applicants once the chapter winner has been selected.

7. The Chapter Brochure Contest Chairman shall invite the winner to attend a future meeting so that a presentation may be made in front of the membership. The Chairman will notify the Chapter President as well as the Chapter Treasurer to make sure time is available during the meeting as well as a check is available for the presentation. Certificates will also need to be on hand to present to the winner.

8. If the chapter winner becomes the state winner, the Chapter Chairman shall assist in helping the winner make arrangements to attend the State meeting where they will receive their award from the State Society Brochure Contest Chairman.

9. The Chairman shall contact the Chapter Webmaster & Newsletter Editor to have the contest winner info & pic posted w/future status updates for State/National competition on the website & the newsletter.

**Brochure Judge’s Ranking Worksheet**

*Rank the list of entries from ‘1’ to last – no ties*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NOTICE: *A Judge must be familiar with the 2 page “Rules-at-a-Glance”*** | | | | | |
| **CASSAR BROCHURE CONTEST** | | | | | |
| **JUDGE’S NAME:** | | | | **DATE: 2/20/2018** | |
|  |  | *When evaluating each brochure, as you rank them, give equal value to the three criteria of Content, Creativity and Correctness.*  ***Leniency Rule*** *applies: Do not disqualify entries, instead lower ranking* | | | |
|  |  | **Content** | **Creativity** | | **Correctness** |
|  |  | Guidelines: The brochures must conform to the theme: One of the Nation’s Five Founding Documents in the American Revolutionary: 1. Articles of Confederation; 2. Declaration of Independence; 3. Constitution; 4. Federalist Papers; 5. Bill of Rights. …*Exception: in 2015-16* a*ccept Poster Contest themes* | Guidelines: The Americanism Committee stated: *The judging Criteria rates highest hand drawn art work and authored text by the student as oppose to cut and paste ….* Considerextent to how much the 6 questions in the “2 inner panels” in the **“Rules-at-a-Glance”** are addressed in the essay | | Guidelines:Understand the 2-page **“Rules-at-a-Glance”** – particularly the explanation of what each panel of the brochure should contain. Research one of the five founding documents in the American Revolutionary: Find information, maps, and pictures on-line, or in the library. *(Do not just cut & paste!)* |
|  |  | Adheres to guidelines, Contains ideal mix of historical fact and interpretation, Well organized and logical; Easy to follow, Pictures add to understanding. A Judge might also benefit from reviewing “**Brochure Contest Content Judging Aid 1.doc**.” | Adheres to guidelines, Prose includes metaphors, similes, and other appropriate tools and demonstrates creativity, wit, and insight into the topic, Pictures depict the topic creatively and imaginatively, Brochure contains additional creative touches that add to the aesthetic appeal | | Adheres to guidelines, Contains no spelling or grammatical errors, Paragraphing and sentence structure is error free, No erasures or white out evident. “**Rules-at-a-Glance**” provides Brochure standards, including panel definitions |
| **ID#** | **Rank** | ***OPTIONAL*** *–You can jot down in the boxes below your reasons for ranking* | | | |
| **A** |  |  |  | |  |
| **B** |  |  |  | |  |
| **C** |  |  |  | |  |
| **D** |  |  |  | |  |
| **E** |  |  |  | |  |
| **F** |  |  |  | |  |
| **G** |  |  |  | |  |

Sgt. Moses Adams Memorial

Middle School Brochure Contest

The California Society of the Sons of the American Revolution (SAR) invites all 8th grade students interested in the American Revolution to participate.

*The contest is to create a two-sided tri-fold brochure focusing on one of the five foundational documents of the United States:*

***Articles of Confederation, Declaration of Independence, U.S. Constitution,***

***Bill of Rights, Federalist Papers***



Recipient of the 2018 Orange County SAR Brochure Contest

National Society Cash Prizes for First, Second and Third Place

California Society Cash Prizes $400 for First, $300 for Second, $200 for Third and $100 for Honorable Mention

Orange County Chapter Cash Prizes of $100 for First, $50 for Second and $25 for Third Place and Certificates of Participation for remaining entrants

Please see [www.californiasar.org](http://www.californiasar.org) for all the rules. Deadline for this year’s contest is Sunday, February 24, 2019. Questions? Please contact John Ferris at [jrf1776@outlook.com](mailto:jrf1776@outlook.com)

**George S & Stella M Knight Essay Contest**

1. The Essay Contest Chairman shall oversee the Essay Contest as designated by the State and National Society rules. His duties include disseminating information to schools and receipt of applications as well as arranging for judging entries and forwarding the winning essay to the State Chairman. (Article VII Section 6).
2. He shall contact all the appropriate schools in the county, notifying them of the contest, the contest rules and the December 31st submittal deadline. Once the schools have this information, it may not be necessary to contact them year after year. See CASSAR website for application & judging criteria details.
3. He might consider coordinating with the Boy Scout Program Recognition Chairman to provide the Essay Contest information to the Eagle Scout Certificate & the Arthur M & Berdena King Eagle Scout Award programs for their participation consideration.
4. He shall coordinate the judging of all applications received. He shall select a minimum of three, but no more than five compatriots to judge the essays. If there should be a tie the Chairman will be the tie breaker. Otherwise he will not be a judge the essays. He may make note of any pertinent facts about any or all applications to the judges, i.e., rules not adhered to by the applicant, number of words limit or minimum.
5. He shall announce the chapter winner to the chapter and send the application on to the State Chairman by the January 31st submittal deadline to be placed in the competition at the State level. Letters of thanks and congratulations shall be sent out to all applicants once the winner has been selected.
6. He shall invite the chapter winner to attend a future meeting so that he may present the award and have the winner read the winning essay to the members.
7. If the chapter winner is selected as the State winner & is able to attend the State meeting, the Chapter Chairman shall assist the winner make arrangements to attend the State Meeting in order to receive the award from the State Contest Chairman.

**Joseph S Rumbaugh Historical Oration Contest**

1. The Oration Contest Chairman shall oversee the Oration Contest as designated by the State and National Society Rules. His duties include disseminating information to schools and receipt of applications as well as for judging and forwarding the chapter winner's application to the State Chairman. (Article VII Section 7).
2. The Chairman shall be guided by the same policies and procedures as outlined under Essay Contest Chairman.
3. The exception t section (3) under Essay Contest Chairman would change the last line of examples where "(Rules not adhered to by the applicant, i.e. length of presentation and manner in which it is presented)." See the CASSAR website for application & judging criteria details.
4. He might consider coordinating with the Boy Scout Program Recognition Chairman to provide the Oration Contest information to the Eagle Scout Certificate & the Arthur M & Berdena King Eagle Scout Award programs for their participation consideration.

**Valley Forge Teacher Recognition Program**

1. The Valley Forge Project Chairman shall oversee the contest according to the State Society's Rules. His duties include a search for the best teacher of United States History at a high school in Orange County who advances the ideals espoused by the Society and forwarding the application of the recommended teacher to the State Chairman. If there is more than one teacher who meets the qualifications, the application will be judged by a committee of at least three persons selected by the Chairman. (Article VII Section 8).
2. He shall contact high schools in the Orange County area to try and find a suitable candidate for this competition.
3. He shall seek out the recommendation of administrators, fellow teachers and students on an applicant’s abilities methods and success in teaching U.S, History to his/her classes.
4. Once a Chapter winner is determined the name and application shall be forwarded to the State Chairman for consideration at the State level.

**High School Outstanding Citizenship Award**

1. The High School Outstanding Citizenship Award Chairman shall oversee program as designated by the National & State Society rules. The program is intended for the high school to identify a young man or woman from their senior class to receive the award.
2. He shall develop & distribute Letters of Invitation to high schools in the County by March of each year, notifying them of the contest, it’s rules and deadlines.
3. He shall follow-up with the schools to determine interest in participation & to record the names of individuals identified for the award from the participating high schools.
4. He shall announce the names of the school winners to the Chapter in May & make arrangements to either present or deliver the lapel pin & certificate award to the school principal for presentation.

**Spirit of America**

The purpose of The Spirit of America Program is to give early recognition & encouragement from the community to eighth grade students who have typified the high character of citizenship and patriotism required as the future citizens & leaders of America. The program has been in existence since 1985; however, the only known chapter to run the program is the General Patton Chapter in Ventura County. Anyone interested in becoming the Chair would be the 1st for the Orange County Chapter. **It is strongly recommended the Chairman contact Bob Taylor, CASSAR Chairman for the Spirit of America Program for background information, introduction letters, etc.**

1. The Spirit of America Chairman shall contact middle school or junior high school districts in Orange County to inform them of the program & determine if there is an interest for participation.

2. The faculty at each participating school in the district will select one boy & one girl of the graduating class to receive an SAR pin & certificate award, and members of the school district staff select from the schools in the district one boy and one girl as the district wide winners & will receive an SAR Bronze Good Citizenship Medal & certificate at their graduation ceremony.

3. The Chairman will work with officials of middle school or junior high school districts to select & award two young people (one boy, one girl) from the District’s graduating class to receive the SAR Good Citizenship Medal & certificate at the graduation ceremony of the selected students school.

4. For more information on the program, go to the CASSAR link for the Spirit of America Award & download the program information for the “Spirit of America Award”.

**Boy Scout Recognition Programs**

1. The Eagle Scout Chairman oversees the disbursement of Eagle Scout Recognition Certificates to all new Eagle Scouts within the geographical area of this chapter and chairs the Eagle Scout Scholarship Contest. (Article VII Section 3)
2. He shall contact the Boy Scout Council of Orange County and make arrangements to obtain the names of all new Eagle Scouts so that he may prepare a Certificate of Recognition for each. All Certificates shall be returned to the contact at the Scout Council for inclusion in the Eagle Scout’s Packet.
3. A generic letter to the Eagle Scout shall be sent to the Scout Council contact for inclusion in the Eagle packet. It shall congratulate the Eagle Scout on his attainment of this the highest rank in Boy Scouting. It shall also advise that there is a Scholarship Contest and that he is invited to participate by filling out the application and returning it to the chairman before the deadline. The scholarship award is part of the Arthur M & Berdena King Eagle Scout Award. See CASSAR website for more details for flyer, application & judging criteria.
4. If possible when an in-person presentation is requested he shall attempt to get a chapter member to do the presentation if he is unable to attend and to inform the Eagle or his parents or Scoutmaster that a representative of our chapter will be there to make the presentation. The presenter shall attempt to get photos of the presentation and copy of the program for the chapter archives.
5. He shall make sure all medal(s) and Certificates are ordered from the National Society Store and signed by the Chapter President & Secretary prior to award presentation.
6. He shall report on any changes in the program that may affect the chapter and its program. The Board may then decide on how to proceed or not with this program.
7. He shall, as Scholarship Chairman, direct the contest in selecting a chapter winner. He shall receive all applications for the scholarship and select a committee to score the applications based on the guidelines of the National Committee. He will not be a judge unless there is a tie, in which case he shall break the tie to determine the chapter winner.
8. He shall report the name of the winner to the chapter as well as the State Chairman. He shall forward the winners application on to the State Chairman for judging on the State level of the competition.
9. Letters of thanks and congratulations shall be sent out to all applicants once the judging is finalized.
10. He shall also be responsible for identifying any potential chapter member who may qualify for the Robert E. Burt Boy Scout Volunteer Award. The chapter member must be currently active in a scout unit, district or council member & has displayed outstanding dedication to the Scouting Program. He shall assist the individual with the completion & submittal of the application to the CASSAR Eagle Scout Program Chairman by December 1st. See the CASSAR website for application & judging criteria details.

**JROTC/ROTC Recognition Program**

1. The Junior Reserve Officer Training Corps and Reserve Officer Training Corps Chairman shall oversee the presentation of JROTC/ROTC medals and certificates. His duties include contacting schools in the Orange County area which sponsor JROTC/ROTC programs and advising the schools of the program and there after coordinating the presentation of medals and certificates to a worthy cadet. (Article VII Section 10)
2. He shall make sure there are sufficient quantity of SAR JROTC Bronze Medals and certificates in stock for the annual End of Year Award presentations at the designated high schools. He shall re-order medals, certificates & presentation covers from the NSSAR Store as required to maintain an adequate inventory for the current school year.
3. He shall develop & maintain a list of schools, school addresses, telephone numbers, names of the JROTC Senior Military Advisors, telephone numbers & e-mail addresses to which we have presented medals in the past and advise them of his contact information so that they can advise him that they wish for us to continue our participation in their End of Year Awards ceremony & present a medal and certificate to one of their worthy cadets.
4. He shall obtain the time, place & name of the cadet to receive the award & prepare the certificate for each award presentation.
5. He shall advise the presentation schedules to the membership at our regular meetings and seek volunteers to assist or make the presentation in his absence.
6. All information related to the presentation time, date, place, type of program, cadet’s name, title & photo for the presentation shall be given to: the newsletter editor for inclusion in the newsletter; to the chapter webmaster for posting on the website; and to the Archivist for the history books of the chapter.
7. He shall also provide information regarding the Enhanced JROTC Contest & submittal schedules to all high schools with JROTC Programs; form a three man committee to evaluate the submitted applications & essays; determine & announce the Chapter winner to the membership & high school program; schedule & present the Chapter Level Bronze Outstanding Citizen Medal & certificate w/$100.00 cash award; submit the chapter winner information to the CASSAR JROTC Chairman for entry at the State Level Competition by the February due date. See information below. See CASSAR website for more detailed info for Enhanced Contest Application & Judging Criteria.
8. He shall prepare an end of year report for the Chapter President that includes the names of the schools, the names of the cadets, the names of the School Instructors, the dates the medals & certificates were awarded. The report shall also include an inventory & estimated cost value of medals, certificates & presentation folders not awarded. Report should be filed no later than January 15th. See sample below.
9. He shall develop & be prepare to submit a program budget request to the Chapter President & Treasurer at the February chapter meeting.

Sample Enhanced JROTC Contest Flier

Sons of the American Revolution Enhancement JROTC Program

**The SAR awards the JROTC State Award Medallion to foster the principles of the “Citizen Soldier”.**

**Exemplified by the Minutemen of our Revolutionary War. This Award is presented by a Chapter, a State Society, and/or the National Society to JROTC Cadets whom are selected for having a high degree of merit with respect to Leadership Qualities, Military Bearing, and General Excellence. The “Enhanced” program requires an essay. The recipients are selected by the Commanding Officer of the JROTC unit, whom are giving full latitude in making the selection.**

**Sponsor: Sons of the American Revolution (SAR)**



**2017 CASSAR Enhanced JROTC Program Winner Cadet Captain Zanab Qasemi AFJROTC Vista Murrieta High School, Murrieta, California & State Award Medallion.**

**Prizes and Awards**

California Society Winner: **$1000**

National Winners: 1st **$4000**, 2nd **$1500**, 3rd **$1000**

Prizes & Awards for local contests varies by SAR Chapter

Where to find the contest rules: http://www.californiasar.org/youth-programs/rotc/

More about the rules: http://www.sar.org/education/youth-contests-awards/

The State ROTC/JROTC Program Chairman is: **Rob Dickey** rdddesert@gmail.com

WORK WITH YOUR LOCAL SAR CHAPTERS!

**Deadline:** All Chapters require submissions by 1’ February 2018

**How to locate your Local SAR Chapter**: http://www.californiasar.org/chapters/

Still need help? Contact our Youth Activities Director Gary Jensen gary@jensenmyway.com

**NSSAR Enhancement JROTC Recognition Program**

California Society of the Sons of the American Revolution--www.Californiasar.org

REF: CASSAR Enhancement Program Contest Flyer - 12/10/2017

Sample End of Year Awards Report

Junior Reserve Officer’s Training Corps Awards and Recognition

2016 OC Chapter Recipients of the

Sons of the American Revolution Bronze JROTC Medal and Certificate

**Date of Award** **Cadet’s Rank** **Cadet’s Name** **Cadet’s School** **Cadet’s Commander**

13 Apr 2016 Cadet Kory Hicks Sonora HS LTC Hans Hunt, USA (Ret)

25 Apr 2016 Cadet Richard Park Troy HS CDR A. Stubblefield, USN (Ret)

26 Apr 2016 Cadet Brandon Orozco Buena Park HS Col James M. Miller, USAF (Ret)

3 may 2016 Sr CPO James Mitchell Anaheim HS CDR John Knight, USN (Ret)

5 May 2016 Cadet Christian Hurtado Fullerton HS LTC Mike Albertson, USA (Ret)

11 May 2016 Cadet Kyle Bausman-Baiz Kennedy HS Chief Peter Nishijima, USA (Ret)

12 May 2016 CPO Bobby Mago La Habra HS CDR Jim Trotter, USN (Ret)

20 May 2016 Cadet Kevin Martinez Santiago HS Maj Huascar Matias, USA (Ret)

24 May 2016 Cadet Deseray Alvaranga Saddleback HS LCDR Vince Hamilton, USN (Ret)

25 May 2016 LCDR Brian Fuentes Santa Ana HS CDR Tom Osseck, USN (Ret)

27 May 2016 Ensign Damon Bui Pacifica HS LT Chris Cecil, USN (Ret)

2 Jun 2016 Cadet Michael Medina Orange HS CWO3 Bill Southern, USMC (Ret)

11 Jun 2016 Cadet Rodrigo Calderon St. Catherine’s Col Barry Bizzell, USMC (Ret)\*

\* Bronze Good Citizenship Medal

**Navy Sea Cadet Corps/Navy League Cadet Corps Recognition Programs**

1. The Navy Sea Cadet Corps/Navy League Cadet Corps Chairman shall oversee the presentation of SAR Bronze Good Citizenship Medals and certificates. His duties include contacting Navy Sea Cadet & Navy League Cadet Corps Programs in the Orange County area to advise them of the program and there after coordinating the presentation of medals and certificates to a worthy cadet.
2. He shall make sure there are sufficient quantity of SAR Bronze Good Citizen Medals and certificates in stock for the annual End of Year Award presentations to the designated programs. He shall re-order medals, certificates & presentation covers from the NSSAR Store as required to maintain an adequate inventory for the current school year.
3. He shall develop & maintain a list of programs, addresses, telephone numbers, names of the Military Advisors, telephone numbers & e-mail addresses to which we have presented medals in the past and advise them of his contact information so that they can advise him that they wish for us to continue our participation in their End of Year Awards ceremony & present a medal and certificate to one of their worthy cadets.
4. He shall obtain the time, place & name of the cadet to receive the award & prepare the certificate for each award presentation.
5. He shall advise the presentation schedules to the membership at our regular meetings and seek volunteers to assist or make the presentation in his absence.
6. All information related to the presentation time, date, place, type of program, cadet’s name, title & photo for the presentation shall be given to: the newsletter editor for inclusion in the newsletter; to the chapter webmaster for posting on the website; and to the Archivist for the history books of the chapter.
7. He shall prepare an end of year report for the Chapter President that includes the names of the programs, the names of the cadets, the names of the Military Instructors, the dates the medals & certificates were awarded. The report shall also include an inventory & estimated cost value of medals, certificates & presentation folders not awarded. Report should be filed no later than January 15th.
8. He shall develop & be prepare to submit a program budget request to the Chapter President & Treasurer at the February Chapter meeting.

**Attachments & Exhibits**

**Attachment 1**

**Corresponding Secretary Duties**

Ongoing: Attend board meetings after regular meetings whenever possible. Prepare brief verbal status report for each meeting.

For all New Members, send (or bring) membership card to Kent for presentation at meeting. Two mass mailings for entire year – invoices and cards. Print labels from SAR.org

**Dec** – Officer nominations

**Jan** – Officers voted in office, send/give checks to treasurer

**Jan 1** – Should have received the finished Reconciliation Report emailed to you, It is xlsx format, save as new one for the upcoming calendar year, doing a make from. Reconciliation Report due.

**Jan 7 -** Send out membership cards with cover letter after Reconciliation Report is completed.

**Jan** - Within 10 days of taking office, email the new Officers Report form (Roster of Officers) to the CASSAR Secretary (need to find out who the new Secretary is from our officers). Create a make-from off earlier report. cc the finished report to all other Chapter officers as well.

Then take care of signatures at Bank of America and update as required (different branches have different rules – some say just 1 (no need for outgoing), some say incoming and outgoing secretaries, some say all 4 must be present, and so on. Need signed letter from President plus meeting minutes.

Meet with previous Secretary to learn system. Take possession of thumb

drive with files, stamps, envelopes, stamp, member cards, and book. Create a make-from of Reconciliation Report from previous year. Remove all people from the New Members, Dropped Members, Reinstated Members, and Deceased Members ONLY. Leave all on the other Member Types, such as Duals, Juniors, Life, etc… (unless they are dropped at some point)

Hand out membership cards at Jan meeting – then mail the remainder. Use pdf labels printed from SAR.org file.

**Early Feb** – Call treasurer, talk about signing checks ($500 requires two signatures). Do this at upcoming meeting?

**Feb meeting** – wear suit w/ tie for Officers photos (suit and tie is pretty much expected for all meetings)

**March, April, May, June** – typically uneventful – maintain Reconciliation Report

**July & August** – Summer break – no meetings, may be a good time to order supplies

**September 1** – Order 250 ea, #10 envelopes, stamps, Membership Cards, and make sure there are enough envelope labels.

**September, first week** - Prepare 80 hard copy Renewal notices – 3 copies total each; Dues Notice, NASSAR L-M info, and CASSAR L-M info (pint these from websites). Print out roster pages with members, and note L-Ms (for manual tracking as to who was given a notice and who paid). Duals and Juniors also get Dues Notices.

**September, 2nd Saturday SAR Meeting** – Hand out Dues Renewal notices (warn people about late dues = dropped and then reinstatement forms and procedure), due Nov 15.

**September 15** – Prepare a 3-page JPG of notice and two L-M pages. See last year’s.

**September 29** – Email out renewal notices, and if no email address (or returned emails), then send out hard copy renewal invoices in mail. Print out labels from SAR.org site (pdf) or create labels manually for 25ish needed hard copies.

**October 1** – Update the payment status Excel spreadsheet to match roster. Match the 2018 dues Payment status names with roster and track on computer.

Just before October meeting and ongoing: make copies of all checks rec’d, compare all info on checks with Reconciliation Roster.

**October SAR meeting (2nd Sat)** – Turn in materials receipts with cover letter to Treasurer, send/give checks to treasurer, make two copies of all checks rec’d (one for me and one for treasurer), again, do not to forget to compare all info on checks with Reconciliation Roster. Remind folks that have not paid in meeting.

**October 15 –** Order membership cards if I have not yet done so.

**October 26 –** Sent out hard copies to those I had emailed, but not had yet received dues from

**November 17 –** follow up with unpaid dues folks in email, send/give checks to treasurer, make copies of all checks rec’d, compare all info on checks with Reconciliation Roster.

**November 28 –** follow up with unpaid dues folks in email

**December 3** – follow up with unpaid via phone call, prep Reconciliation Report, send/give checks to treasurer, make copies of all checks rec’d, compare all info on checks with Reconciliation Roster

**December 20** – follow up with unpaid via phone call

**December 29 –** Start finalizing Reconciliation Report

**December 31 –** Cutoff day, drop members that have not paid dues

Payment from Chapter Treasurer to State no later than Jan 5.

**Reconciliation Spreadsheet Info** – Read Instructions (has a tab at bottom) !

Be very careful about not overwriting formulas (ok to write on white)

Get misc compatriot information (OC Chapter only is accessible) from SAR.org site. Includes their Patriot ancestors, state #s, and personal info.

Junior members are 1 thru 17, regular members are 18+ yrs old.

State headquarters is in San Jose, National is in Kentucky

National number and other info can be found by;

SAR.org

Create account

Login

Menu (on Left)

Compatriots

Member Tools

Membership Data Systems

Membership Data Systems

Login again (create another one)

Gives access to OC Chapter members only and info

Dual members cannot be seen

Click on Drop-down Menu

Select Name

Status Chronology

Ref Four Types of Members;

Regular Lifetime Dual Junior

Dues breakdown

Regular Member $15 chapter $20 state $35 national = $70 total, gathered by Chapter

Junior member $5 dues to National only

Lifetime – see forms, depends on age, and the National and State have charts – no dues for chapter if they are a state life member. Only add new L-M members to new tab. Old means OLD L-M program/system. New means NEW and current L-M system. The ones in OLD L-M will always remain there, and the same in NEW L-M. Only time they are removed are if they are deceased.

Dual – no National dues collected because of their home state already collecting that

They do pay state and chapter dues though, $15 chapter $20 state. Dual members are not added to the New Members tab, but to the Dual Members and lower portion of **Roster only.**

Chapter sends a check to the state only for both state and national dues to the state only, and then the State forwards the National dues portion to NASSAR directly

Dropped members – could be non-payment, work problems, lost interest, health issues, etc… Add to Dropped Members tab and remove from roster. Obviously no dues.

Do not use the Resignation Members, Memorial Members, or Emeritus Tabs

Do not touch the cover sheet – that should all happen automatically by spread sheet format. Cover sheet is basically a summary of $ due and head count for end of year. National headcount includes Regular, Lifetime, and Junior Members. Dual members are not included in National count.

Transfers In pay State and Chapter dues, but not National until start of year

If a new member joins Sept thru Dec, no dues due until the new year starts in January

Life members must do the National first, then re-apply for state L-M (a Nat’l L-M number is needed for state form).

N can sometimes mean Not California on the spread sheet

**Misc Info / How To’s;**

New member certificates should be emailed with info from the Chapter Registrar (Kent) - should have National #. Add them to both New Member tab and Roster, insert row. You will never receive any hard copy 8.5 x 11 certificates from local, state, or national.

Make copies of all checks received, compare all info on checks with Reconciliation Roster

Address Label format comes from National website

To order supplies from site: Top left, Store, Members Only, Search “Membership Dues Cards” (box of 100 = $23)

**Attachment 2**

**CHAPLAIN**

PURPOSE OF THE CHAPLAIN

The Office of Chaplain is not just to provide a “religious” officer to the SAR to offer prayers in meetings. The Chaplain has higher purposes:

1 – To help members grow in the relationship God.

2 – To help members grow in their relationships to one another and become a true compatriot to one another.

3 - To serve as a reminder of the transcendent in life.

4 – To develop an environment with which compatriots are encouraged in the personal and collective moral and spiritual growth.

5 – To remind all Americans that God is the source of all rights and privileges.

The Chaplain, being non-sectarian must minister to the spiritual of all SAR members, without regard to either church/synagogue/mosque affiliation or non-affiliation. The Chaplain will provide ministry to members wherever there is a need.

The Chaplain is responsible for the pastoral care to SAR members, their loved ones and as appropriate, staff. The Chaplain has the responsibility to ensure that religious and spiritual need of the SAR members and their loved ones are ***met in*** areas to which he is assigned.

The Chaplain shall be furnished a complete list of chapter members to provide appropriate pastoral care.

The SAR Chaplain will lead nondenominational religious services and provide support to members that are unable to have access to formal religious services offered by the faith of choice.

The Chaplain shall conduct or preside funerals (body present) and memorial services (body not present) based on the religious preferences of the deceased. If no religious preferences are now, the Chaplain shall conduct a Christian service.

QUALIFICATIONS OF THE CHAPLAIN

The qualifications for a SAR Chaplain are not academic or ecclesiastical. A SAR candidate is not required to be a “professional” clergy person. The qualifications are simple yet important:

1. A willingness to the service the office.
2. A sense of spiritual maturity.
3. Committed to providing a pastoral ministry.
4. A caring person
5. Committed to providing a Chaplains’ ministry
6. A caring person
7. A desire to help people
8. The ability to keep things confidential. (Extremely important.)
9. Willing to be neutral and objective when settling disputes
10. Voice projection and ability read well in public
11. Should have a positive.
12. Chaplains should be proud of their office and determined to do a good job.

DUTIES AND RESPONSIBILITES OF THE CHAPLAIN

1. In a non-sectarian manner, the Chaplain should be prepared to listen to fellowcompatriots and provide aid and spiritual comfort in times of stress, sickness, or bereavement.

2. Work with the Executive Board to aid members and their families in time of need.

3. The Chapter President or other Officers may come to you in confidence. Remember the privileged communication you are having is for your ears only. Uphold the high ideals of the organization in any advice you offer. Remember it is a privilege – respect it.

4. The Chaplain should be prepared to offer the ritual prayers at each meeting of the SAR. You will also be called upon to offer appropriate prayers at the initiation of new members; installation of officers; the dedication of a building, monument or colors; or at the memorial service of a Compatriot.

Note: All such services are commemorated by use of the SAR or Ladies Auxiliary ritual.

5. Being a member of the SAR’s Memorial Team will provide an opportunity for contact with the grieving family and thus provides a caring ministry to them. The Memorial Team is an important part of the honors offered to a Compatriot.

6. Use the persuasion of your office to promote harmony and unity in the Chapter, State and National levels

ADDITIONAL DUTIES AND RESPONSIBILITIES:

* A person of moral and intellectual qualities
* A member of the Executive Committee
* The chapters official representative at Religious and Civic affairs in the great community
* A pastoral caregiver
* Conduct and/or participate in Memorial, and Funeral Services when called upon
* Send cards to sick and bereaved
* Visit sick, bereaved and hospitalized
* Participation in Parades, 9/11 Memorial Services, Veterans Day
* Programs/Services, and POW/MIA Services
* Presenting Memorial Bibles to deceased members’ Family
* Generate respect for the office of Chaplain

**Exhibit 1**

February 10, 2018

Manager

Sizzler Restaurant

1401 S. Harbor Blvd.

Fullerton, CA

Dear Sir,

As the new President of the Orange County Chapter, Sons of the American Revolution, we would like to continue our valued & excellent association with your restaurant & staff for the 2018 calendar year & the first two months of 2019.

At this time, we would like to reserve the meeting room we have used in past years & your staff for the meeting set-up services for the following dates:

March 10th

April 14th

May 12th

Jun 9th

September 8th

October 13th

November 10th

December 8th

January 12th

February 9th

Please let us know if you can accommodate our schedule request.

Respectfully,

Gus Fischer

2018 President

OC Chapter SAR

**Exhibit 2**

President’s Message

Greetings To All-

February traditionally is the last month of Winter. As the month progresses, everyone looks forward to celebrating Valentine’s Day & President’s Day. February 2018 is the 240th anniversary of General Washington’s winter encampment at Valley Forge where he spent his 46th birthday. February 13, 2018 also marks the start of my 5th year of membership in this outstanding organization.

As I write this message on this mid-January day, it is 75 degrees outside. I’m sitting at my computer dressed in a T-shirt, Bermuda shorts & tennis shoes. I can’t help but think about our ancestors who were camped at Valley Forge during that cold, bitter winter in December 1777 thru February 1778.

My wife Marie & I visited the Valley Forge Historical Monument several years ago. Taking the driving tour, we could view all of the open areas & crude shelters that were built to house the 12,000 troops. We could only image how it felt to suffer the bitter cold, the winds & snow. There was barely enough food. The shelters were crowded with people trying to huddle for body warmth to stay warm. Most had worn & tattered clothing. 1 in 4 had no shoes. Blankets were hard to come by. These were truly dedicated and committed individuals who believed in the cause they were fighting for.

By the end of February 1778, over 2,000 gallant souls perished from starvation, disease, malnutrition & exposure. Sylvanus Ames, one of Jim Blauer’s patriot ancestors, was one who did not survive Valley Forge.

The survivors of Valley Forge were tested to the ultimate. They persevered, met the challenge & overcame extreme adversity. They went on to establish this great country and a government that guarantees all of the freedoms people today take for granted.

Our chapter is one of hundreds nationwide. Each chapter’s primary mission & challenge in today’s society & culture is to ensure the continued remembrance of past sacrifices, to promote our nation’s history through education & to defend the principles of our government for our children & grandchildren.

As I have taken up new challenges in our chapter that are outside of my comfort zone, I ask members young & old who have wanted to get involved to do so. We have several programs that could use your special skills, talents and enthusiasm. We have a boundless pool of individuals that are willing to assist.

I look forward to a fantastic 2018. With your continued support and participation, we will keep the excellent tradition of the chapter moving forward into the 21st century!

Enjoy your President’s Day holiday and if you want to stay on your better half’s good side, don’t forget the card, flowers and dinner on Valentine’s Day!

I welcome any questions, comments or suggestions. Send an e-mail to [ocgladiator@gmail.com](mailto:ocgladiator@gmail.com).

Gus Fischer

**Exhibit 3**

**Orange County Chapter**

**Sons of the American Revolution**

***General Membership Meeting Table Agenda for September 8, 2018***

**Call to Order: 11:30 AM *President, Gus Fischer***

**Invocation: *Chaplain, Richard Adams***

**Pledge of Allegiance: *Sergeant-at-Arms, Danny Cox***

**SAR Pledge: *From the Membership***

**Founder/Patriot of the Month: *Samuel Adams, September 27, 1722- October 2, 1803***

***Sam Adams was a Colonial Massachusetts politician, the State’s 4th Governor, a statesman & a Founding Father of the United States.***

**Word for the Day: *Never Despair***

**Wisdom of the Founder: “*A general dissolution of principles & manners will more surely overthrow the liberties of America than the whole force of the common enemy”.***

**Quote for Today: “*It is in the interest of tyrants to reduce the people to ignorance & vice, for they cannot live in any country where virtue & knowledge prevail”.***

**Lunch Recess: *At this time we will recess for lunch.***

**Call to Order: 12:15 PM**

**Chapter Business: *Introduction of Guests & Patriot Ancestors***

***Approval of Previous Month’s Meeting Minutes***

***Treasurer’s Report: Cole Zehnder***

***Necrology: Memorial of Fallen Compatriots***

***Corresponding Secretary’s Report: Ted Carlson***

**Old Business:**

**Program:**

**Guest Speaker: Steve Lund, “Japanese Submarines at Pearl Harbor*”***

**New Business:**

**Award Presentations:**

**Benjamin Franklin Raffle: *John Dodd***

**Announcements:**

**Next Meeting: *October 13th***

**Upcoming Events:**

**Board Meeting: *Following the General Membership Meeting***

**Reminder: *Please leave a Gratuity***

**Benediction: *Chaplain, Richard Adams***

**SAR Recessional: *From the Membership***

**Adjournment:**

**Exhibit 4**



**The California Society of the**

***Sons of the American Revolution***

**Orange County Chapter Annual Report**

***For January 1, 2017 to December 31, 2017***

**Chapter:**  Orange County

**Reporting Period:**  January 1, 2017 to December 31, 2017

**Number of Meetings held in 2017:** 10 monthly meetings with average attendance of 27 members and 16 guests per meeting.

**SAR Education and Youth programs in which the Orange County Chapter participated in 2017:**

**Americanism Poster Contest**

OC Chapter Chairman Dr. Patrick Cecil announced Nithila Murugesan was the Chapter winner.

**Middle School Brochure Contest:**

OC Chapter Chairman John Ferris awarded a medal, certificate & $100 check to Tin Tran. He also received a $150 check as the 3rd place contestant in the State competition.

**George S & Stella M Knight Essay Contest**

OC Chapter Chairman Dan McKelvie awarded a medal & certificate to Andy Farmer.

**Valley Forge Teacher Recognition:**

OC Chapter Chairman Cole Zehnder advised we had no contestants for 2017.

**Arthur M & Berdena King Eagle Scout Scholarship:**

OC Chapter Eagle Scout Chairman James F. Blauer  issued 723 Eagle Scout Certificates in 2017.

The Eagle Scout Scholarship winner was Davis Winsor. Davis received a pin, certificate & $100.

**ROTC/JROTC & USN Sea Cadet Corps Programs:**

OC Chapter ROTC/JROTC & USNSCC Chairman Gus Fischer presented 12 bronze SAR JROTC Bronze Medals & certificates to the public high school cadets and 1 Bronze Good Citizenship Medal & certificate to the private military academy cadet.

In addition, 1 US Navy Sea Cadet received a SAR Bronze Good Citizenship Medal & certificate.

The Chapter’s Enhanced JROTC Program Contest winner was Hannah Suh, Sonora High School Army JROTC Program. Hannah was awarded the Bronze Outstanding Cadet Medal, certificate and a $100.00 check. Hannah was also the runner-up in the State contest competition.

**Other SAR programs in which the Orange County Chapter participated in 2017:**

**High School Outstanding Citizen Program:**

OC Chapter Chairman Mark Torres presented 4 Outstanding Citizen pins to an individual student selected by each high school principal at Buena Park HS, Fullerton HS, Santiago HS & Sonora HS.

**Flag Certificate Program:**

OC Chapter Flag Certificate Chairman LTC Hans Hunt, USA (Retired) issued 4 Flag Certificates in 2017.

**Veterans Affairs Program:**

OC Chapter Veterans Affairs Chairman Hammond Salley, honored 2 Wounded Warriors, issuing 2 Wounded Warrior Coins and certificates.

Quilts of Valor, a Non Profit Group honoring veterans, came to our chapter meetings and provided 8 custom made quilts to these and other veterans.

Chapter members collected $57,842.06 in manufacturer’s coupons which were donated to a U.S. military base in Japan.

There were 6 Vietnam Era 50th Anniversary Pins, 4 NSSAR Military Service Medals and Certificates, 2 NSSAR War Service Medals and Certificates and 4 Veterans Corps Certificates awarded.

**CASSAR & NSSAR events in which the Orange County Chapter participated in 2017:**

NSSAR Spring Trustees Meeting, Louisville, KY (March)

CASSAR 142nd Annual Spring Meeting, Irvine, CA (April)

NSSAR 127th Annual Congress, Knoxville, TN (July)

NSSAR Fall Trustees Meeting, Louisville, KY (September)

CASSAR 142nd Fall Board of Managers Meeting, Irvine, CA (November)

**Patriotic/Historical events in which members of the Orange County Chapter – Lee’s Legion Color Guard participated in 2017:**

Massing of the Colors at Forest Lawn Memorial Park, Los Angeles, CA (February)

NSSAR Spring Trustees Meeting, Louisville, KY (March)

CASSAR 142nd Annual Spring Meeting, Irvine, CA (April)

Field of Honor, Castaways Park, Newport Beach, CA (May)

Memorial Day, Santa Ana Cemetery, Santa Ana, CA (May)

Memorial Day, Shepherd’s Grove Church (Hour of Power), Garden Grove, CA (May)

City of Cerritos “Let Freedom Ring Celebration” (July)

City of Huntington Beach Parade (July)

127th NSSAR Annual Congress, Knoxville, KY (July)

NSSAR Fall Trustees Meeting, Louisville (September)

City of Orange, Veterans Day Recognition (November)

CASSAR 142nd Fall Board of Managers Meeting, Irvine, CA (November)

Wreaths Across America, Memory Gardens Memorial Park, Brea, CA (December).

**Chapter Medals & Awards Presentations for 2017:**

**Medals:** 1 Distinguished Service Medal and Certificate 2 Meritorious Service Medal and Certificate (State)

1 Meritorious Service Medal and Certificate (Chapter)

1 SAR Eagle Scout pin

1 Daughters of Liberty (State)

1 Martha Washington (Chapter)

**Color Guard:** 1 SAR Silver Color Guard Medal (National)

1 SAR Bronze Color Guard Medal (Chapter)

**Military:** 6 Vietnam Era 50th Anniversary Pin

4 NSSAR Military Service Medal and Certificate

2 NSSAR War Service Medal and Certificate

4 Veterans Corps Certificate

2 Wounded Warrior Coin and Certificate

**ROTC:**  12 ROTC Bronze Medals for JROTC Program cadets

1. Good Citizenship Medal for a private military academy cadet

1 Good Citizenship Medal for a US Navy Sea Cadet

1 Bronze Outstanding Citizen Medal for Enhanced JROTC

**Certificates:** 10 Certificates of Appreciation (7 for Speakers)

1 Past President’s Pin and Certificate

723 Eagle Scout Certificates

**Principal Chapter Officers for year 2017:**

**President:** David Beall

**Secretary:** Ted Carlson

**Treasurer:** Cole Zehnder

**Registrar:**  Dr. Kent Gregory

**Summary Membership Report:**

**Membership on 1/1/2017: 127** (84 Regular, 39 Life, 4 Junior, 4 Dual)

**Membership on 12/31/2017: 141** (93 Regular, 39 Life, 5 Junior, 4 Dual)

Seven members earned a total of 15 Supplemental Membership Certificates for patriot ancestors.



**Summary Financial Report:**

Checking Acct, Bank of America, XXXXX-XXXXX

(Authorized Signatures: Cole Zehnder, Ted Carlson)

**Beginning Balance January 1, 2017: $10,662.15**

**Deposits:                         $30,101.00**

**Withdrawls:                   ($28,581.41)**

**Ending Balance Dec 31, 2017:            $12,181.74**

**List of all chapter assets (and custody of assets), and approx. value, if over $100:**

**Items in custody of James C. Fosdyck for Lee’s Legion Color Guard as of Dec 31st 2017**

3'X5' United States flag with gold tassel and eagle ornament affixed to a 5' – 9' gold aluminum telescoping pole and wooden stand = **$258.00**

3'X5' United States 13-star Betsy Ross flag with gold tassel and eagle ornament affixed to a 5' – 9' gold aluminum telescoping pole = **$258.00**.

3'X5' California flag with gold tassel and Army spear ornament affixed to a 5' – 9' gold aluminum telescoping pole = **$272.00**

3'X5' Sons of the American Revolution flag with gold tassel and Army spear ornament affixed to a 5' – 9' gold aluminum telescoping pole = **$300.00**

3’X5’ Lee's Legion flag with gold tassel, award / streamer ring and Army spear ornament affixed to a 5' – 9' gold aluminum telescoping pole. Affixed to the award ring are 23 irreplaceable awards/streamers. Estimated replacement cost of the custom made flag = $270.00

General George Washington position flag = **$145.00**

3'X5' United States 13-star Betsy Ross flag with gold tassel and brass round spear ornament affixed to a 7' two-piece wood pole with brass joint and brown plastic floor stand donated by Walter Davis (Estimated replacement cost**=$240**).

3'X5' United States Don’t Tread On Me flag with 13 red and white horizontal strips, gold tassel and brass flat spear ornament affixed to a 7' wood pole with brass joint and brown plastic floor stand donated by Walter Davis (Estimated replacement cost=$**225**).

Custom-made NSSAR 16”x22” banner and hanger (Estimated replacement cost**=$355**).

Custom-made NSSAR 16”x22” memorial wreath banner and wreath stand (Estimated replacement cost=$**378**).

Custom-made NSSAR 6’x7’ table cloth with banner (Estimated replacement cost**=$215**).

Five Liberty Floor Stands (ABS plastic with a bright metalized finish) = **$218.00**

Three custom made flag covers = **$45.00**

**Items in custody of John Dodd for Lee’s Legion Color Guard as of Dec 31st 2017:**

Lee’s Legion uniform donated to the Orange County Chapter by Compatriot Walter L. Davis.  The uniform consists of a tri-corn hat, neck stock, shirt, waistcoat, regimental coat and trousers [estimated replacement cost $600], one sword [estimated replacement cost $80], one sword and bayonet carrier (simulated white leather) [estimated replacement cost $45] and one leather flag carrier [estimated replacement cost $40] = **$765.00**

**Items in custody of John R Ferris for Lee’s Legion Color Guard as of Dec 16, 2017:**

Brown Bess Musket - reproduction of 1762 musket made by Pedersoli in Italy with bayonet marked “Orange County Chapter SAR.”  The musket has a shield shaped initial plate inlay engraved “Presented to Orange County Chapter S.A.R. in Memory of Claud Coats NSSAR – 139228 by Charlotte Coats 1997.” Accessories to safely carry musket & firing black powder, musket sling, flash guard, cleaning tool/brush, musket multi tool and replacement ram rod. Estimated replacement cost **$1,340.00**

Approximate value of Lee’s Legion Color Guard Inventory- **$5,014.00**

**Items in custody of James Blauer as of Dec 31st 2017:**

Archive Books (40 albums on the history of our chapter since 1967)

Chapter Wreath (**unknown replacement cost**)

**Items in custody of Dan McKelvie as of Dec 31st 2017:**

A projector & screen. Estimated replacement cost **$650.00**

**Items in custody of Gus Fischer for JROTC & USNSCC as of Dec 31st 2017:**

Approximate value JROTC & USNSCC medals, certificates & folders inventory- **$128.00**

**Items in custody of James C Fosdyck for Medals & Awards as of Dec 31st 2017:**

Approximate value of all medals, pins, certificates & folders inventory- **$1,018.50**

**Items in custody of David Beall from January – December 31st 2017:**

SAR welcome placard: blue and gold silkscreen logo on a white background on heavy gauge sheet metal, overall size 18” X 24” – Replacement costs - $300 for the placard with silkscreen logo/lettering ($120 with stick-on logo/lettering) and $50 for a wrought iron easel = **$350.00**

SAR Pledge and Recessional placard: black ink on white heavy-duty 1/8” poster board, overall size 36” X 48” – Replacement costs - $65 for the placard and $35 for easel = **$100.00**

4 ½” brass bell and mounting, bell engraved: “Aubrey J. Morris / Naval Station Security / Guam / Feb 10, 1977 – Oct 31, 1980.” Name plate affixed to the mounting: “Presented to Orange County Chapter S.A.R. by Larry Magerkurth for memorial services by the CASSAR.” **Unknown replacement cost.**

Gavel & base, raffle tickets in locked box. **Unknown replacement cost.**

Orange County SAR Chapter Founding Certificate, mounted on plaque with stand. **Unknown replacement cost.**

CASSAR Best Very large Chapter Plaque. **Unknown replacement cost**.

Flag in case from Field of Honor. **Unknown replacement cost.**

Certificate in frame for George Washington’s flag. **Unknown replacement cost.**

Miniature flag set w/base listed in previous reports has been **lost.**

ROTC Appreciation Certificate in display frame listed in previous reports has been **lost.**

Total **$450.00**

**Total of all Chapter Assets as of Dec 31, 2017 $7,260.50**

**Respectfully Prepared and Submitted by,**

***Gustave R. Fischer Jr.*** ***David Beall***

President -2018 Past President -2017

March 25, 2018 March 25, 2018

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