



FLORIDA STATE DAR GOOD CITIZENS COMMITTEE GUIDE

State Chairman Handbook

Prepared by:
Wilma Scofield
2017-2019 Florida DAR Good Citizens Chairman

2017-2018
Florida State Society
Daughters of the American Revolution

NOTE: This instruction is a guide only. It is your decision on how you keep your records and how you manage the Program. Information on the DAR Good Citizens program is in the *DAR Handbook and National Bylaws* and on the NSDAR website under the DAR Good Citizens Committee.

For changes and corrections to these instructions, please contact Wilma Scofield at wilmasco@comcast.net.

Youth Good Citizens Program

The Youth Good Citizens Program is not part of the DAR Good Citizens Committee. **The Youth Good Citizens Program is under the National Defense Committee.** Any reports for the Youth Good Citizens should be reported under that committee. Only the DAR Good Citizens Program, which is for high school seniors only, falls under the DAR Good Citizens Committee.

STATE CHAIRMAN DAR GOOD CITIZENS COMMITTEE



Set a shipping/postage fee for Chapters that will not be picking up the Good Citizens Packets at Fall Forum. This check should be made payable to you. Average fee is \$5.00. Add this information to the email note to the Chapter Regents and/or Chapter Good Citizens chairpersons or on the SIP page that is sent to each Chapter.

When you receive the certificates, they are already signed by the President General and the National Chair. Be sure you use certificates with the current President General's name on them.

The Chapter Regent or Chapter Chairman is responsible for filling out the certificates for their Chapter.

In July/beginning of August, you will receive an email from the Division National Vice Chair (FSSDAR Second Vice Chairman). Enclosed will be two (2) files:

1. Current year SIP DAR Good Citizens form which you will complete and return to the Division National Vice Chair (Figure 1)
2. Previous year SIP DAR Good Citizens.

Refer to the **Calendar and Deadlines** page on the NSDAR Website. See figure 2 for the 2017 Calendar and Deadlines. Ensure you use the current **Calendar and Deadlines** page.

Ensure you follow all the dates for the State Chair deadlines.

Wilma Scofield, Chairman

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Suzanne Terry, Vice Chairman

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Phone: (850) 934-1806 · Email: rterry3@bellsouth.net

DAR GOOD CITIZENS

National Committee Webpage: <http://www.dar.org/members/committees/national-committees/dar-good-citizens/dar-good-citizens-program-overview>

National Committee Video (under Patriotism):

<http://www.dar.org/members/national-committee-video-presentations>

DAR Handbook: Refer to p. 127 <http://www.dar.org/sites/default/files/members/darnet/forms/DHB-1000.pdf>

National Information Packet (NIP): Refer to Part I, p. 28

<http://www.dar.org/members/forms-publication/forms-publications-national-information-packet>

Objective:

Committee Theme:

Forms:

Awards and Medals:

Dates and/or Events to Remember:

Resources:

Figure 1 – Form which you will complete and return to Division National Vice Chair.

CALENDAR AND DEADLINES

(Copied from NSDAR Website)

State Chairs and Division NVC: Please check your packets sent by the national chair for additional information.

August

- National chair sends packets to division national vice chairs and state chairs.
- Division national vice chairs contact all of their state chairs.
- **State chair, working with State Regent, sets state deadline to receive chapter Scholarship Contest winner entries.**
- **State chair contacts all of her chapter chairs.**

Late Summer/Early Fall

- Chapter chairs begin contacting and giving information to the schools.
- Chapter chairs order their DAR Good Citizens materials (using the chapter order form) from their state chair.
- **State chairs order DAR Good Citizens materials for their state, using the state order form provided.**
- Chapter chairs process the scholarship contest entries using non-DAR judges to select winner, and send the chapter contest winner's packet to the state chair by the deadline set by her state chair.

February 1

- Chapter chair completes DAR Good Citizens section of the Chapter Master Report (CMR) by February 1 deadline, using PIN access code supplied by chapter regent.

February 15

- **State chair processes the chapter scholarship contest entries and mails the state scholarship contest winner's original packet to her division national vice chair by the DUE date of February 15.**

March 15

- Division national vice chairs process the state scholarship contest entries and send the national chair their division scholarship contest winner's original packet, which is DUE by the deadline of March 15.
- **State chairs prepare their reports to send to their division national vice chair (includes CMR information and the State Chairs' Report form sent to them by the national chair in August) by the reporting DUE date of March 15. State chairs download their state's CMR results from the Chapter Master Report on the e-Membership Update Menu. Chairs will receive a PIN access code by email to enable them to download this report.**

April 15

- Division national vice chairs send the national chair their division reports (including the NVC Report sent to them by the national chair in August) by the reporting DUE date of April 15.

DEADLINES – Scholarship Contest:

- **States and chapters set their deadlines for receipt of essay materials to allow judging and processing to the next level. Suggested deadlines are: November 1 for chapters and December 15 for states.**
- **February 15 – State winning entry DUE to division national vice chair**
- **March 15 – Division winning entry DUE to national chair**

Figure 2



Contact State Regent to approve State deadline date to receive Chapter Scholarship Contest winner entry. Date for 2017 was December 15 which is shown at the bottom (last line) of Figure 3. Date was moved up a little in 2018 because of Christmas rush mailings.



Fill out the current year SIP DAR Good Citizens form using the previous year file as a guide.

The information on the form is standard wording but rewrite/correct where needed.

Verify the form numbers and titles to be used by the Chapters and by the schools.

Verify dates.



Send the completed current year SIP DAR Good Citizens file back to FSSDAR Vice Chair as soon as possible but no later than due date. You need the completed page to send to the Chapter Regents for the Chapter Good Citizens Chairmen. The 2017 SIP page is shown in Figure 3.

Wilma Scofield, Chairman

4910 N Monroe St Apt E105, Tallahassee, FL 32303-7047
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Suzanne Terry, Vice Chairman

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DAR GOOD CITIZENS

National Committee Webpage: <http://www.dar.org/members/committees/national-committees/dar-good-citizens/dar-good-citizens-program-overview>

National Committee Video (under Patriotism):
<http://www.dar.org/members/national-committee-video-presentations>

DAR Handbook: Refer to p. 127
<http://www.dar.org/sites/default/files/members/darnet/forms/DHB-1000.pdf>

National Information Packet (NIP): Refer to Part I, p. 28
<http://www.dar.org/members/forms-publication/forms-publications-national-information-packet>

Objective: The DAR Good Citizens program encourages and rewards the qualities of good citizenship among high school seniors: dependability, service, leadership, and patriotism.

Forms: NIP, Standing Committees – DAR Good Citizens
http://members.dar.org/publ_forms/?List=csg=dgc – Scroll down to Standing Committees and click on DAR Good Citizens

Link to the Good Citizens Committee Forms listed below:
<http://members.dar.org/committees/goodcitizens/forms.htm> -- Scroll down to Standing Committees and click on DAR Good Citizens

Three pages are for Chapter use, which include instructions: DGC-1004 (Chapter Chairman Instructions), DGC1005 (Chapter Chair's Order Form/Sample Letter for School), DGC-1006 (Judge's Evaluation Form)

Five pages are given to the schools: DGC-1000 (Program and Scholarship Contest Program Overview), DGC-1001 (Student Essay Contest Cover Sheet), DGC-1002 (Scholarship Contest Instructions), DGC-1003 (Scholarship Essay Instructions). DGC-2000 (Significance of the DAR Good Citizen Pin Poster.)

Awards and Medals: DAR Good Citizens Certificate, pin, wallet ID card and cash award (if applicable).

Dates and/or Events to Remember: All Regents should order their certificates from the State Good Citizens Chairman using the Chapter Chair's Order form at least three weeks prior to Fall Forum. All pre-paid kits and certificates will be delivered to chapters at Fall Forum.

Make checks payable to FSSDAR.

Original submissions for State competition must be mailed to the State Chairman no later than December 15.



In July/early August, contact all Chapter Regents and Chapter Good Citizens Chairmen (if you have them) by email and attach the SIP Page plus any forms (listed below) that you feel should be sent at this time.

Since the Florida State Society 2017-2018 Directory was not yet ready for distribution, the State Regent emailed all the Chapter Regents and included the SIP page. By the second year, you should have the directory and can send the information yourself. You could also send the SIP page to the Chapter DAR Good Citizens Chairmen if you have their names/email addresses.

Remember that not all of us do well with computers, so consider that before you attach any of the other forms needed by the Chapter Good Citizens Chairman. If you send them with the e-mail, ensure you use the latest forms as shown on the NSDAR Web site under Forms and Publications. The SIP (Figure 3) must be sent; it is your decision which of **the other forms which must be used by Chapter Chairs** you send. They are listed below and are shown at the back of this instruction as figure 18 through figure 26.

1. SIP – Figure 3
2. DGC 1000 DAR Good Citizens Program and Scholarship Contest Program Overview – Figure 18
3. DGC 1001 Student Cover Sheet – Figure 19
4. DGC 1002 DAR Good Citizens Committee Scholarship Contest Instructions – Figure 20
5. DGC 1003 Scholarship Essay Instructions – Figure 21
6. DGC 1004 DAR Good Citizens Committee Chapter Chairs Instructions (2 pages) – Figure 22
7. DGC 1005 DAR Good Citizens Committee Chapter Chair’s Order Form and Sample Letter for School Contacts – Figure 23
8. DGC 1006 Judge’s Evaluation Form – Figure 24
9. DGC 1007 DAR Good Citizens Awards and Scholarship Contest – Figure 25
10. DGC 2000 DAR Good Citizen Poster – Figure 26.

NOTE: The DGC forms shown in **figures 18 through 26 are samples only. Do not use these forms** as they have been modified to fit on the pages of this instruction. Ensure you get the correct forms from the NSDAR Web site. Check year at the bottom of the form.

Remember: The **Essay Title and Focus Question shown on DGC 1003 (figure 21) are changed every year.** If a student uses the wrong essay title/focus question, they cannot be considered for the Essay Contest.

To find the forms on the Web site:

Go to www.members.dar.org

Log into members only

Click on Forms and Publications

Scroll down to Standing Committees

Click on DAR Good Citizens



End of July or early August send in your first order to NSDAR using form DGC-2001.—State Chair’s Order Form (Figure 4) for pins, certificates, and wallet cards using past information as your guide.

NOTE: You will want as many Chapters as possible to pick up the Good Citizens materials they ordered at Fall Forum which will save you a lot of time and postage costs.

Base your order on the 2 previous year’s orders.

The first year, I ordered more sets of pins/certificates/wallet cards than was needed and had to place a second order for more certificates. Some chapters had material left over from the year before and some only needed certificates. If Chapters say they have enough certificates, let them know the name on the certificate for the National President must be the present National President. They need to destroy any Certificates that have the signature of a previous National President and order the latest certificates.

I used my personal check and turned in the receipt to the State Treasurer for reimbursement at Fall Forum. **This order was mailed on July 29 and was received on August 11.** If you wait until you receive the orders at the end of August or early September (**depending on the date you put on the SIP under Dates and/or Events to Remember**), you may not get the order from NSDAR delivered in time for Fall Forum.

I used my personal check for the second order also and mailed the receipt and copy of my check to the Florida State Treasurer.

You may want to contact the State Regent or State Treasurer on the best way to pay for the items you order.

More money was paid out the first year than was brought in but was made up for in the second year.

**DAR GOOD CITIZENS COMMITTEE
STATE CHAIR'S ORDER FORM**

State: Florida Date: 29 July 2017

State Chair's Name: Wilma Scofield

Address: 4910 N Monroe St., Apt E105, Tallahassee, FL 32303

Email: wilmasco@comcast.net Phone: 850-375-4323

**** ALL CHAPTER SUPPLIES MUST BE OBTAINED THROUGH THE STATE CHAIR ****

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>COST</u>	<u>TOTAL</u>
<u>250</u>	DAR Good Citizens pin, certificates and wallet cards	\$2.50 set	\$ <u>625.00</u>
<i>Please note: To provide for the possibility of an error in filling out the DAR Good Citizens certificates, up to 5 replacement certificates per 100 sets ordered may be requested with this order.</i>			
<i>DAR Good Citizens pin, certificates and wallet recognition cards will be mailed to the State Chair. Note that the certificates are no longer required to be signed by the State Regent.</i>			
<u>10</u>	Replacement certificates (5/100 sets allowed at no charge.)		n/c
<u>30</u>	Extra Certificates	\$0.25 each	\$ <u>7.50</u>
<u>50</u>	DAR Good Citizens Wallet Cards		n/c
<u>1</u>	DAR Good Citizen's State Winner Pin and Certificate	\$3.50 set	\$ <u>3.50</u>

Note: You may order only one set per year.

Shipping and Handling \$ 25.00

Amount of Sale	Shipping & Handling
\$15 or less	\$3.00
Over \$15	\$7.00
Over \$35	\$9.00
Over \$60	\$12.00
Over \$85	\$14.00
Over \$125	\$16.00
Over \$150	\$20.00
Over \$200	\$25.00
Shipping outside of USA	\$30.00

TOTAL ENCLOSED \$ 661.00

Send completed order form and check made payable to "Treasurer General, NSDAR"

Office of the Corresponding Secretary General, NSDAR
Administration Building
1776 D Street, NW
Washington, DC 2006-5303

Document No. DGC-2001 (Revised July 2016)

(0175-001-GD)

----- State Chairman Packet, 2016-2019 -----

Figure 4



Set up a recordkeeping system to record chapter orders, date received, and check number, amount, etc. (See Figure 5 for a sample.)

Signature column is where each chapter will sign when they pick up their material at Fall Forum. If material is mailed to chapters, the date mailed will be entered on the signature line.

I used this form also for recording essays received. I wrote in red by the signature space, the date I received each essay.

2017 Florida DAR Good Citizens Order							
Chapter Name	Rec	#Packets \$2.50 set	# Extra Certi \$0.25 Each	#Extra Cards NC	Shipping \$5.00	Total FSSDAR	Signature
Abigail Wright Chamberlin Check # 436	8-5	6	4	0	\$5.00	\$15.00	
Abraham Salle							
Alafia River							
Allapattah							
Amelia Island							
Anuttaliga							
Barefoot Beach							
Bartow Check # 1606	8-3	4	2	0	0	\$10.50	
Bertha Hereford Hall							
Big Cypress							

Figure 5

Note additional record keeping (optional):

- Write date received on the envelope sent from each Chapter. Staple envelope to the back of the order form.
- Copy order form and check (copy check on back or front of form depending what is best)
- On this copy I signed the bottom of the copied form and put date received. This is the chapter receipt when they pick up the material at Fall Forum if they need a receipt.
- Copy check on original form that will be part of your records (either on front of form or back of form). Note: Checks received at Fall Forum were copied after I returned home and then mailed to the State Treasurer.



August/early September start making plans for the State DAR Good Citizens table at Fall Forum where Chapters will pick up their Good Citizens material and handouts about the DAR Good Citizens Committee for interested attendees (Saturday and Sunday) and for the Good Citizens Committee Booth (Sunday).

- How are you going to decorate your table?

I used white tablecloth with blue/red design around the bottom, red and blue baskets to hold candy, and a sign with NSDAR DAR Good Citizens Committee.

- What material to use for handouts?

I took 99 copies of each of the below 2 handouts.

First handout had 12 pages – (1) an introduction page giving date Essay and material must be mailed to me, (2) SIP, (3)DGC-1000, (4) DGC-1001, (5) DGC-1002, (6) DGC-1003, (7) DGC-1004 (2 pages), (8) DGC-1005, (9) DGC-1006, (10) DGC-1007, and (11) DGC-2001.

Second handout had 4 pages with all the information I could find about the DAR Good Citizens Program on the NSDAR website and Handbook.

- Chapter Orders set up in alphabetical order ready for pick up by Chapters that ordered in advance.
- Record keeping sheets where they will sign for the material as they pick it up. (I had a couple of Chairmen email me saying they needed their material sent to them when it was picked up by a Chapter member at Fall Forum. I was able to let them know who picked up the material.)
- Pins/Certificates/Wallet Cards for Chapters that will purchase them at the table.
- Change for those not having the correct amount

This was a wonderful and fun way to meet a lot of the Good Citizens Chairmen as well as DAR members from Chapters around the state.

Before Fall Forum you will receive an email from the Corresponding Secretary (see figure 6) asking you how many certificates or paper for printing the certificates yourself you will need for the DAR Good Citizens program.

Dear DAR Sisters:

As Corresponding Secretary, I am to make sure you have sufficient copies of the FSSDAR Certificates for the current administration for you to present to those individuals or chapters you would like to recognize for their service. As you can see, we have prepared, thanks to help from Veva Scott, a fillable template that already has Dawn's signature on it, that you can fill in on your own computer, and print onto certificate card stock white paper. Or you can let me know how many pre-printed certificates you wish, and pick them up at Fall Forum from me at the table where I will also be handing out the new State directories.

I will also have some of the blank certificate paper available at Fall Forum if you need that, and would like to print your own certificates.

Please do try out the certificate template on your own computer and see how easy it is to fill in and print! The top fillable line is for the name of the recipient individual or committee, the second line is for the name of the Chapter. (This is very important--pages must be able to see the name of the chapter to know which file to use for the certificates at State Conference--each chapter has a file for Chapter Regents to pick up by the end of Conference.) The 3rd and 4th lines are for you to fill in what the recipient did. Down in the lower right corner is the space for you to type in the date. If you use the template, all you will need to fill in by hand is your own signature!

Again, please let me know how many copies of the pre-printed certificate you want (you will need to fill them in either by hand or by working with the template on your own computer) or how many sheets of the blank certificate paper you want. I strongly recommend trying out the template on blank paper because it will be much faster and easier for you.

Please let me know by Monday evening how many printed certificates, or how many sheets of blank certificate paper you wish to get at Fall Forum. If you do not order enough, I can mail more to you later. These are for the chapters to be given for their members at State Conference in March. You may not know for sure how many you will need until chapters submit their Chapter Master Reports by Feb. 1, 2018, and you can see the committee reports.

Please let me know if you have any questions. Again, **please respond by Monday, Sept. 18**, and let me know, either the number of pre-printed certificates, the number of blank sheets of certificate paper, or if you do not wish any at this time. I know that many people still may not have internet service or be able to answer, so I will be happy to mail copies later.

If you are not going to be able to attend Fall Forum, you can request that someone else pick up for you. Please let me know, however. I will also have a copy of the State Directory for each Committee Chair, for State Officers, for Honorary State Regents, and for Chapter Regents, at no charge. Others may get a copy at \$5 each.

If you wish, you may get a copy of the State Directory in electronic form--just let me know.

Hope all is well, and that everyone is home and safe.

Mary Anne Price
State Corresponding Secretary

Figure 6



List the categories you plan to use for giving awards to Chapters/ individuals and made an estimate about the number of preprinted certificates or blank certificate paper you will need; and email the Corresponding Secretary with that amount.

As Chairman of the State DAR Good Citizens Committee, this is your decision. In 2017 I prepared 119 Certificates of Appreciation. Categories I used were:

1. CHAPTER PARTICIPATION – I included any chapter that contacted schools even though the schools did not participate.
2. SPONSORING 10 OR MORE SCHOOLS
3. AWARDING \$500 OR MORE IN AWARDS
4. SPONSORING/ADDING NEW SCHOOLS
5. FIRST TIME PARTICIPATION
6. SPONSORING ESSAY CONTEST WINNER
7. GOOD CITIZENS PROGRAM ADVISER --- The previous State DAR Good Citizens Chairman who helped me throughout the year.
8. CHAPTER GOOD CITIZENS CHAIRMAN – If any chapter made mention in the CMR under remarks that their Chapter Good Citizens Chairman deserved an award, I prepared them an award.



Give any money collected before Fall Forum to the State Treasurer in an envelope marked “Good Citizens Income.” Keep a record of what you have given her for your records.

After Fall Forum I sent any money received on a monthly basis, keeping a record of all that was sent.



After Fall Forum, send out SIP and forms (optional) again to Chapter Regents for Chapters that have not ordered any Good Citizens packets in case they missed the first email. See figure 7 below.

Chapter Regent

I am the State DAR Good Citizens Committee Chairman. The DAR Good Citizens is a great program for awarding our high school seniors who have excelled in dependability, service, leadership and patriotism.

Since I'm trying to ensure I haven't missed anyone and want to have material on hand if you need it, please send me the following information.

Is your Chapter going to participate in the DAR Good Citizens Program in 2018?

Do you have the certificates, pins and awards you need?

Attached is the SIP listing the Good Citizens Information and forms you will need, a copy of the Chapter Ordering Form and some basic information from the NSDAR website that will help you.

For the Good Citizens material make the check payable to FSSDAR and send \$5.00 for shipping made payable to Wilma Scofield.

The original submissions for the DAR Good Citizens Essay Contest (see page 2 of DGC-2004) for State competition must be mailed to me no later than December 15.

If you have any questions, please contact me.

Thank you
Wilma Scofield
Florida DAR Good Citizens Chairman
850-375-4323
wilmasco@comcast.net

Figure 7



Answer emails as soon as possible. Some days you will be overwhelmed with questions about the DAR Good Citizens program.



Mail orders as soon as possible. I also tried to email the DAR Good Citizens Chair letting her know I received their order and when I sent the order to them.



Select at least 2 non-DAR members to be judges for the State DAR Good Citizens essay contest.



Review the instructions with the judges and let them know what date you will be giving them the Student's essays and materials for evaluation (about 2 weeks after your deadline for having them mailed to you).

NOTE: Mail postmarked December 15 was not received until 2 weeks after the deadline due to Christmas mailings.



Give the judges the date they must have the essays completed and returned to you.

Note: All material for the winner must be submitted to the Southeastern Division Vice Chair by the deadline shown in the Calendar and Deadlines page (figure 2).

November you will start to receive the winning student essay and material from the Chapter. **This material is to be sent to you from the Chapter, not the student.** If the Chapter has more than one student participating in the essay, they must send you the Judge's Evaluation Forms for the winning essay (at least 2 Judges Forms). The material you should receive is listed below and on DGC-1004 – DAR Good Citizens Committee Chapter Chairs Instructions, page 2. See figure 22.

1. Student Cover Sheet (figure 19)
2. Part I – Personal
 - a. Student's responses to a, b, c, d, and e
 - b. Grade Transcript provided by the school.
 - c. Two letters of recommendation
3. Part II – Essay
4. A completed evaluation form from each judge (minimum of 2 judges, 3 is preferable). See figure 24. Chapter Level box must be checked on form.



Log in each package as you receive it.

I logged the date by the signature line on the record keeping sheets I set up for recording orders received. (See page 10 of this instruction.)



Check to ensure all items listed above are included and all forms filled out properly.

I put the date received and Chapter name on the envelope in case I needed it.



Make a copy of all material listed above for each judge.

Depending on time, it is easier if you make the copies for the judges when you receive them rather than waiting for the deadline. Most packages had 12 to 20 pages to be copied. I kept the originals in the Chapter folders I set up.



Fill out a Judges Evaluation Sheet for each judge for each Essay submitted.

- Mark the proper box at the top of the form (State Level) See figure 24.
- Fill in the Student's name
- Fill in the Sponsoring Chapter
- Fill in the State



Make copies of the Judges evaluation forms (1 for each judge for each student – see Figure 8 below) with the top of the form filled out.


	National Society Daughters of the American Revolution				
	<i>Ann Turner Dillon, President General</i>				
DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair					
Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com					
JUDGE'S EVALUATION FORM					
<input type="checkbox"/> Chapter Level	<input type="checkbox"/> District Level	<input checked="" type="checkbox"/> State Level	<input type="checkbox"/> Divisional Level	<input type="checkbox"/> National Level	
Student's name <u> JANE </u>					
DOE					
Sponsoring chapter <u> CAROLINE BREVARD </u>					
State <u> FL </u>					
<i>Judges: Please do not write on any part of the student's entry. Use this sheet, including the back if necessary, for your comments and evaluation and return to the contest sponsors.</i>					
PART I: PERSONAL					
<i>(Consider the letters of reference, school activities, service to community, transcript, responses and future plans.)</i>					
a. HIGH SCHOOL: Does the student have a variety of interests? Has the student participated in school activities such as music, arts, sports, journalism, science, etc.? Received any honors or awards? Has the					

Figure 8



Give each judge a copy of all the Student's material with the State Level Judges Evaluation Sheet as the first page

- Review instructions again with judges if necessary
- Verify date judging must be completed and all material returned to you



Contact the State Regent for the date and time for the student recognition at the State Conference. See figure 9. It is usually Saturday morning during the business session.

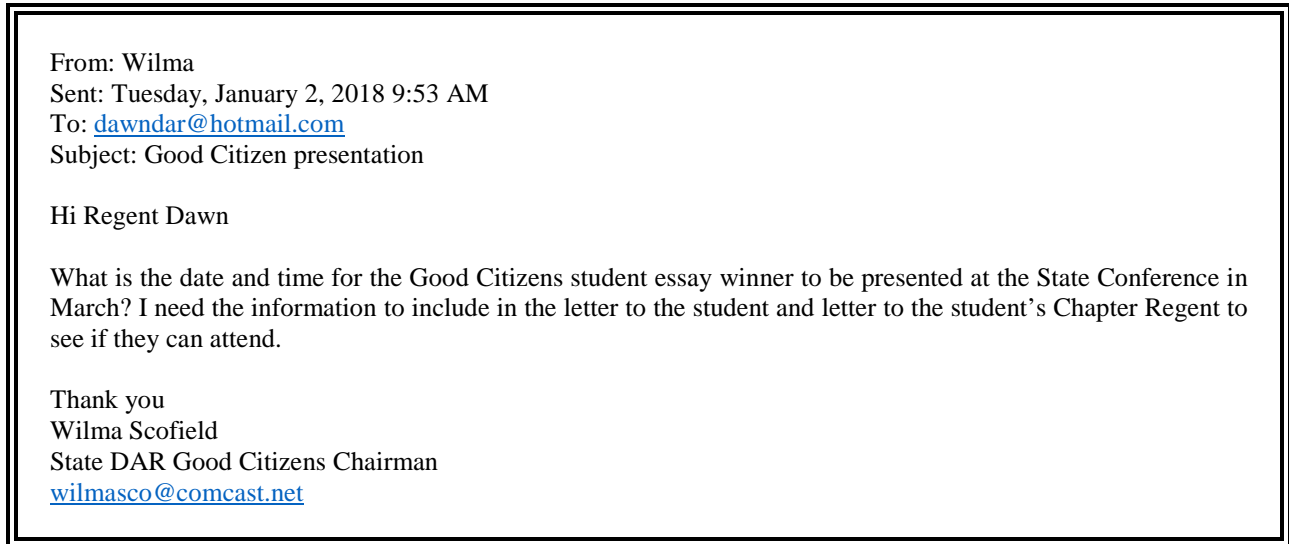


Figure 9.

Judge's Return Material and Winner is determined.



Ensure you have all the material including the Judge's Evaluation Forms correctly filled out, signed and dated.



Send a nice thank you note to each of the State Judges.



Send letter of Congratulations to the winning student (figure 10). Include a self-addressed stamped envelope to help the student reply to you.



Figure 10.



Send letter of Congratulations to the Chapter that submitted the winning student (figure 11).

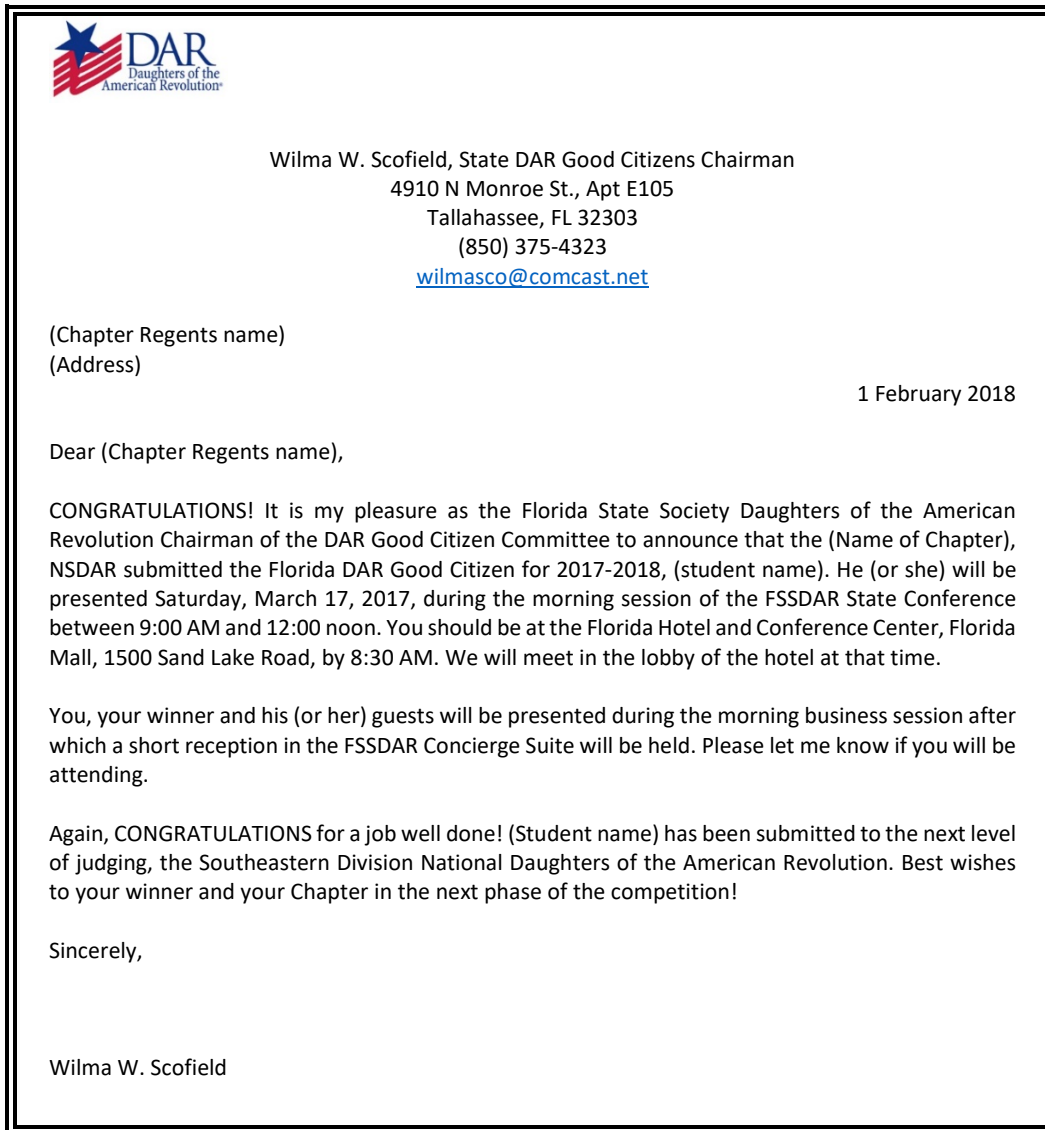


Figure 11.



Email winners full name, names of guests (teacher/parents/siblings), name of Chapter that submitted the winning essay and Chapter Regent's name to the State Regent and the State Conference Committee Chairman.



Make a copy of all material before mailing it to the Southeastern Division Vice Chair for the DAR Good Citizens program.



Send winning Student's Original material to the Southeastern Division Vice Chair for the DAR Good Citizens program according to the date given in the Calendar and Deadlines page (figure 2).

Ensure you include the following **ORIGINAL** material:

1. A completed evaluation form from each **State Judge** (minimum of 2 judges). State Level box must be checked on form.
2. Student Cover Sheet (figure 19)
3. Part I – Personal
 - a. Student's responses to a, b, c, d, and e
 - b. Grade Transcript provided by the school.
 - c. Two letters of recommendation
4. Part II – Essay
5. A completed evaluation form from each **Chapter judge** (minimum of 2 judges, 3 is preferable). See figure 24. Chapter Level box must be checked on form.

The State Regent will send you a Command Master Report password and the National Chair DAR Good Citizens will send you instructions for filing the State DAR Good Citizens report.



Using the password and instructions sent to you, go to the Command Master Report to get the information for the State DAR Good Citizens report and for preparing certificates of appreciation.



Set up a recordkeeping system to record chapter citizens recognized, essay/scholarship participants, schools contacted, schools participating, new schools participating, and cash gifts awarded. (See Figure 12 for a sample.)

These totals will be used for your State DAR Good Citizens Report and for certificates of appreciation.

FSSDAR 2017-2018 DAR Good Citizens Report							
Chapter Name	Regent	Citizens recognized	Essay/Scholarship participants	Schools contacted	Schools Participating	New schools participating	Cash gifts awarded
Abigail Wright Chamberlin	Jane Smythe	6	6	6	6	0	225.00
Abraham Salle	Helen Feldman	0	0	0	0	0	0
Alafia River	Roberta Jordan	0	0	0	0	0	0
Allapattah	C. Marie Pignataro	0	0	1	0	0	0
Amelia Island	Lynn Leisy	4	3	4	4	0	800.00
West Florida	Daquiri Champion	4	3	4	4	1	150.00
William Bartram		0	0	0	0	0	0
William P. Duval	Bettie Louise Jenkins	3	1	4	3	3	75.00
Winding Waters	Vivian Henegar	1	1	1	1	0	100.00
	TOTALS	229	414	379	267	30	\$15067.00

Figure 12.



Using the information you prepared from the Command Master Report, fill out the DAR Good Citizens Committee State Chair's Report (figure 13 below).

DAR GOOD CITIZENS COMMITTEE STATE CHAIR'S REPORT, 2016-2019			
*** Due to your Division Vice Chair on or before <u>March 15th</u> ***			
Contact information for the Division Vice Chair is on the national committee website at: http://members.dar.org/committees/goodcitizens/contact.htm			
State Chair		Chapter Sponsoring State Winner	
State	Florida	Chapter Name	Gemini Springss
Division	Southeastern	Chapter Code	3124FL
Chair Name	Wilma W. Scofield	Chair Name	Julie M. B. Tyron
Address	4910 N Monroe St Apt E105	Address	365 Smith Rd
	Tallahassee, FL 32303		Osteen, FL 32764
Phone	805-375-4323	Phone	407-923-6814
Email	wilmasco@comcast.net	Email	photojulie@msn.com
State Winner's School		State Winner	
School Name	University High School	Student Name	Brandon David Boies
Contact Name	Laura Marracino	Address	100 East Robert's Street
Address	1000 East Rhode Island Ave.		Orange City, FL 32763
		Orange City, FL 32763	
Phone	386-968-0013	Phone	123-123-4567
Email	winning.school@gmail.com	Email	winner.essay@gmail.com

Share the following information reported by chapters in your state on the Chapter Master Report with the Division Vice Chair.

STATE: Number of chapters in your state? 107

Number of chapters completed this CMR Section? 75

1. Total number of DAR Good Citizens recognized in your state? 229
2. Number of students who participated in the essay/scholarship portion of the program? 414
3. Number of accredited high schools contacted in your state? 379
4. Number of schools participating in the DAR Good Citizens program? 267
5. Number of schools participating in the DAR Good Citizens program for the first time? 30
6. What is the total monetary value of awards, prizes and recognitions given at the chapter level to DAR Good Citizens within your state? (Do not include any additional awards that may be given for winners at the state level or other adjudication levels within your state.) \$ 15,067.00

Document No. DGC-2002 (Revised July 2016)(0175-001-GD)

----- State Chairman Packet, 2016-2019 -----

Figure 13

February/early September, you will receive an email from the Corresponding Secretary giving you instructions for the DAR Good Citizens Committee report to be given at State Conference. See figure 14.

Hi, all,
As we approach the 2018 State Conference, I need to remind you a couple of responsibilities for State Chairs. During the upcoming business sessions, under the Conference Standing Rules, each FSSDAR State Chair will have a **maximum of 2 minutes to give her report**.
In addition, according to the Standing Rules of FSSDAR,

"All reports for publication in the proceeding of the conference shall be typewritten, double spaced, or sent electronically and must be received by the state corresponding secretary by May first."

In short, you may either give me a copy of your report at the Conference, or email it to me either before or after, but no later than May 1. I would prefer that you email me your report, but will take it however I can get it.

Looking forward to seeing everyone there!

Mary Anne Price
Corresponding Secretary.

Figure 14



Using the DAR Good Citizens Committee State Chair's Report plus any other information you noted from the Command Master Report, prepare your State Conference Report. See figure 15.

Keep the report short to ensure you can give it at the Conference in 2 minutes or less. Only state what you think is most important.

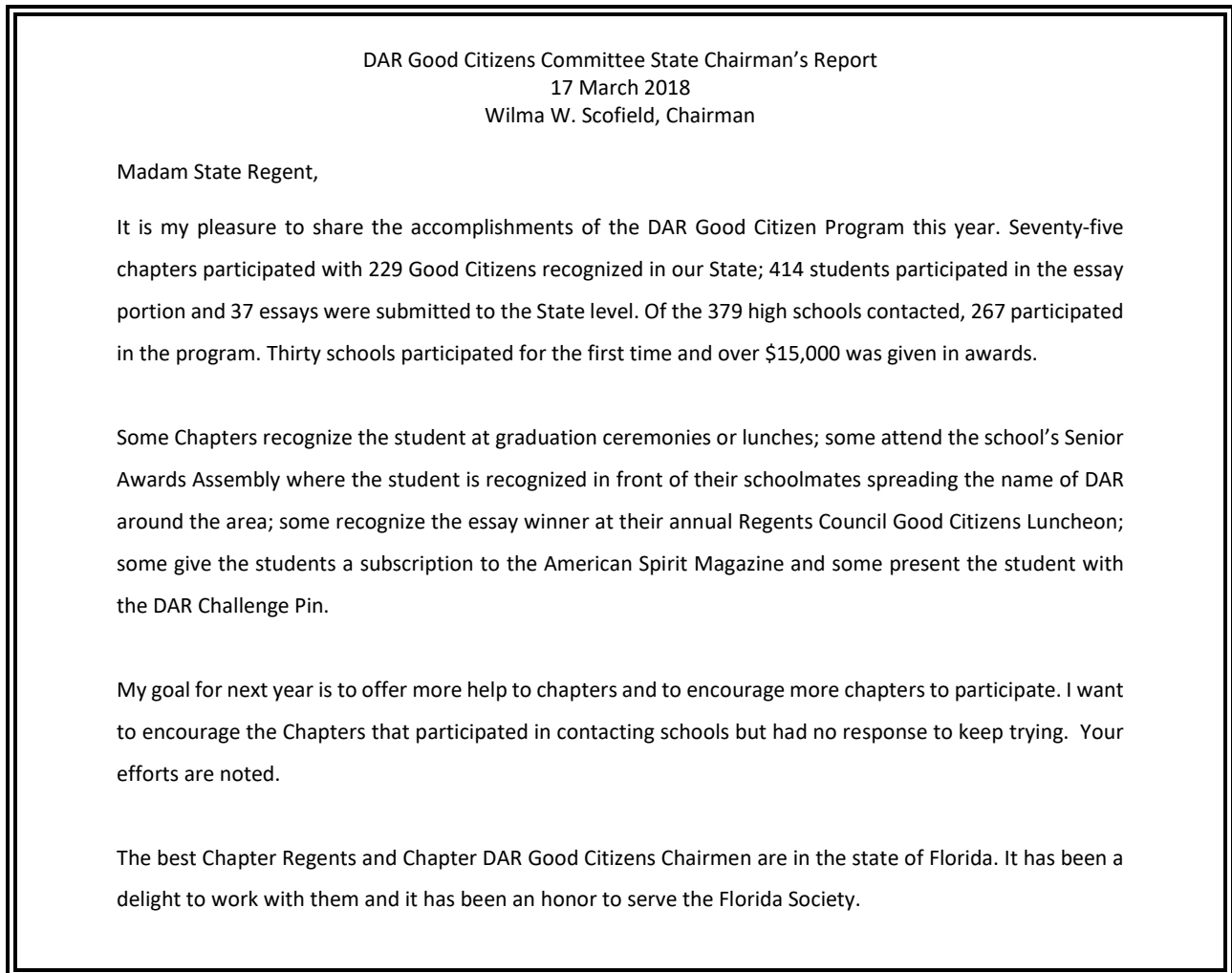


Figure 15.



Send a copy of the report to the State Corresponding Secretary as requested in her memo (Figure 14).



Type and print the Certificates of Appreciation. See similar form in figure 17.

Space is limited for typing so shorten category to fit the space.

Ensure orientation for the printer is set for landscape before printing.

FLORIDA STATE SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION	
RECOGNIZES	
ABIGAIL WRIGHT CHAMBERLIN CHAPTER	
FOR	
CHAPTER PARTICIPATION 2017-2018 GOOD CITIZENS PROGRAM	
<p><i>Dawn Crumly Lemongello</i> Dawn Crumly Lemongello Florida State Regent 2017-2019</p>	<p style="text-align: right;"><i>Wilma W. Scofield</i> <u>March 17, 2018</u> Date</p>

Figure 17



Sign the certificates.



After you have printed and signed all certificates, put in alphabetical order by chapter.

Get ready for State Conference



Give the DAR Good Citizens certificates for the Chapters to one of the Pages to put in the Chapter Regent's folder.



You will probably give the DAR Good Citizens Committee Report on Friday afternoon. Check the State Conference program to be sure.



Saturday morning, meet the student/parents/guests and Regent of the Chapter that submitted the winner in the lobby of the hotel.

Walk student/parents/guests and Regent to the Business Meeting before the meeting starts. Seats will be reserved for all of you.



When called to front of room, you will pin the State DAR Good Citizens Pin on the student and present him/her with the certificate, check, and wallet card. Pictures will be taken.

The State Regent will introduce the student, his parents and guests, you (the Florida DAR Good Citizens Chairman) and the Chapter Regent that submitted the winning student.



Have someone take a picture with your camera/phone so you have a copy to put in the Good Citizens notebook and FSSDAR Newsletter article.

Return to your seats unless excused by State Regent. State Regent will excuse you at the appropriate time.



You and the Regent will attend the reception of cookies/punch with the student, parents, and guests.



File material from the Good Citizens Committee in the Good Citizens notebook.

You decide what to put in the notebook for the history of the State Good Citizens Program. Suggestions are listed below.

1. DAR Good Citizens Committee State Chair's Report (figure 13)
2. DAR Good Citizens Report prepared from the CMR (figure 12)
3. List of Chapters/individuals receiving Certificates of Appreciation and total numbers in each category (figure 16)
4. Letter to Chapter that submitted the essay contest winner (figure 11)
5. Letter to essay contest winner (figure 12)
6. Treasury reports that were submitted to the State Treasurer
7. State Chair's Order Forms for certificates/pins/wallet cards (figure 4)
8. Essay Contest winner essay and complete information including judges evaluation sheets
9. Picture of winning student and his/her parents.

First year – keep the notebook for filing the next year's material.

Second year – Mail or give the notebook to the next Chairman of the State DAR Good Citizens Committee after you have included the 2nd year's material.



Write article for the State Newsletter to let all the Chapters know the Chapter that submitted the winning essay and the Essay Contest winner. Include a picture if you have one.



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair

Phone: (785) 341-5432 H E-mail: susantelee@yahoo.com

DAR GOOD CITIZENS PROGRAM AND SCHOLARSHIP CONTEST PROGRAM OVERVIEW

The DAR Good Citizens program and scholarship contest is intended to encourage and reward the qualities of good citizenship. The program is open to all senior class students enrolled in accredited public or private secondary schools that are in good standing with their state boards of education. United States citizenship is not required. The student selected as the school's DAR Good Citizen must have the qualities of **dependability** (which includes truthfulness, loyalty, and punctuality); **service** (which includes cooperation, courtesy, and consideration of others); **leadership** (which includes personality, self-control, and ability to assume responsibility); and **patriotism** (which includes unselfish interest in family, school, community and nation) to an outstanding degree.

The suggested procedure for selecting a DAR Good Citizen is for the faculty to choose three seniors who have demonstrated, in an outstanding way, these qualities of a good citizen. From these three students, the senior class selects one student. Each school may, however, use a method of its own choice. **Only one student per year may be honored as a school's DAR Good Citizen.** Each school's DAR Good Citizen receives a DAR Good Citizen pin, certificate and wallet recognition card. This student is eligible, if he/she wishes, to enter the DAR Good Citizens scholarship contest. (If not included, the contest forms and instructions may be obtained from the contact person listed below.) The DAR Good Citizens scholarship contest consists of two parts. **Part I** consists of the student describing how he/she has tried to manifest the qualities of a good citizen. This part may be completed at home and is to be submitted together with a **grade transcript** and **two letters of recommendation**.

Part II is a timed essay to be administered under the supervision of a faculty or DAR member. It must be completed at one sitting, within a two-hour time limit, and without assistance or reference materials. Each contest entry is evaluated by independent, non-DAR judges. The winning entry is advanced through state and national levels of judging.

DAR Good Citizens who enter the scholarship contest are eligible for the awards beyond the chapter level. Each state winner receives an award in the amount of at least \$250 and a special state DAR Good Citizens pin and certificate. Each of the eight (8) national division (multi-state groups) winners will receive a cash award in the amount of \$500. Two national winners will be invited to Washington, DC to attend Continental Congress and will be awarded **\$5,000 scholarships**, inscribed silver bowls and certificates.

DAR CONTACT	
•	The opportunity to participate in the DAR Good Citizens program and scholarship contest is extended and sponsored by _____ Chapter, Daughters of the American Revolution.
•	For further information, please contact the DAR Chapter Good Citizens committee chair _____
	Phone _____ E-mail _____
	or the DAR chapter regent _____
	Phone _____ E-mail _____
Completed DAR Good Citizen entry due to the local DAR chapter by _____	

Submit ALL DAR Good Citizen award / scholarship contest entry papers ONLY to the DAR chapter Good Citizens Committee chair. Please retain copies of all pages of the entry before submitting to the local DAR chapter contact person.

(1)

Figure 18



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, *National Chair*

Phone: (785) 341-5432 *E-mail: susantelee@yahoo.com

STUDENT COVER SHEET

This cover sheet must be forwarded to the local sponsoring DAR chapter for your school's DAR Good Citizen winner.

Please TYPE or PRINT all information and be sure to complete all blanks.

RETURN FORM AND COMPLETED MATERIALS TO:	
Sponsoring DAR chapter/chapter code _____	Deadline _____
Contact person _____	Phone _____
Address _____	
E-mail _____	

STUDENT INFORMATION:

Full name _____

Address _____

E-mail _____ Phone _____

Parents or guardians _____

Signature of student _____

SCHOOL INFORMATION:

School _____ E-mail _____

Address _____

School or faculty contact _____ Phone _____

If student is participating in scholarship contest:

Scholarship essay administered by _____ Title _____

THE FOLLOWING IS TO BE COMPLETED BY SCHOOL ADMINISTRATOR

I, _____ have known _____ for
(Print your name) *(Print student's name)*

_____ in my capacity as _____
(Length of time) *(Relationship to student)*

and that to my personal knowledge he/she has demonstrated the qualities of a Good Citizen as set forth in your criteria and, in my opinion, is most deserving of recognition by your organization. If our DAR Good Citizen competed in the scholarship portion of the contest, I have reviewed the information the student is submitting to you and have found it to be accurate and entirely consistent with our records.

Signature _____

Title _____

Address _____

Phone _____

(2)



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair
Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com

DAR GOOD CITIZENS COMMITTEE SCHOLARSHIP CONTEST INSTRUCTIONS

Please Note: Original copies of the school winner's entry are to be submitted to the chapter. In order to provide good quality copies to the judges, both parts (Parts I and II) must be submitted on white paper approximately 8-1/2" x 11" in size. Use only one side of the paper and number pages. Do not submit a personal photograph. This scholarship is judged and awarded without regard to gender, race, color, religion, national origin or disability.

PART I: PERSONAL (70 points possible)

1. **Complete the following in outline format:** (These may be completed at home and typed.)
 - a. List your high school activities, including offices held; awards received; athletic, music, journalism, drama, science and/or other participation; and areas of special interest.
 - b. Describe briefly how your efforts to serve your community (home, school, place of worship, etc.) have been effective or have made a difference.
 - c. Express your future plans, education and career goals, and aspirations in life.
 - d. List extracurricular activities, scouting, 4-H, explorers, after-school or summer jobs, hobbies, etc.
 - e. Describe briefly why you feel the four qualities of a DAR Good Citizen: Dependability, Service, Leadership and Patriotism are important and how you have tried to exhibit those qualities in your life and in your relationships with others.
2. **Include a grade transcript** provided by the school, which is complete through the end of 11th grade and lists the subjects for which the student has enrolled for the 12th grade.
3. **Include two letters of recommendation** from close adult associates (other than family) such as a minister, an employer, a scout or 4-H leader, a teacher, coach, music instructor, guidance counselor, etc. Have the two letters of recommendation returned to you to be submitted with your entire entry. The letters of recommendation should include:
 - a. Identification of the writer along with a home or business address.
 - b. Relationship with the student and length of time he or she has known the student.
 - c. The student's qualities, which make the student an appropriate candidate for consideration.

PART II: ESSAY (30 points possible)

The title of the essay will be announced at the actual time of writing. Clarity of expression, originality and historical accuracy will be considered in the judging. When completed, this essay should be attached along with the materials requested in Part I and submitted by the deadline to the DAR chapter chair. No other changes may be made to the essay after the allotted two-hour time limit. Guidelines for writing the essay are:

1. The essay must be written in the presence of a faculty or DAR member within a two-hour time limit.
2. Please place the title of the essay and the focus question at the top of the first page.
3. The student's name and a page number must be placed in the upper right-hand corner of each page of the essay.
4. The essay is to be no longer than 550 words. The word count must be located at the end of the essay. Count does not include title.
5. The essay text may be handwritten in ink or computer generated on one side of white paper, approximately 8-1/2" x 11" inches.
6. Reference materials other than a dictionary must not be used.
7. The essay may not be edited or corrected by anyone other than the student, and then only within the allotted time limit.

If the student experiences a written word disability, whatever accommodations are normally afforded the disabled student should be extended for the essay contest. Any questions should be directed to the national chair.

The chapter chair should furnish a sealed envelope, which contains the title of the essay and essay instructions. If the school is not in receipt of this envelope, please contact the chapter chair listed below.

Submit ALL DAR Good Citizens award / scholarship contest entry papers ONLY to the DAR chapter Good Citizens Committee chair. Please retain copies of all pages of the entry before submitting to the local DAR chapter contact person.

DAR CONTACT	
Sponsoring chapter _____	Deadline _____
Contact person _____	Phone _____
Address _____	Email _____



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair
Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com

Chapter Chairs – The school should receive this ENTIRE sheet enclosed in a sealed envelope that is labeled:

**“DAR Good Citizens scholarship contest – Essay topic enclosed.
DO NOT OPEN UNTIL STUDENT IS READY TO WRITE ESSAY.”**

SCHOLARSHIP ESSAY INSTRUCTIONS

(Administrator: Please review the following essay instructions with the student before the essay is written.)

PART II: ESSAY

Clarity of expression, originality and historical accuracy will be considered in the judging. When completed, this essay should be attached along with the materials requested in Part I and submitted by the deadline to the DAR chapter chair. No other changes may be made to the essay after the allotted two-hour time limit. Guidelines for writing the essay are:

1. The essay must be written in the presence of a faculty or DAR member within a two-hour time limit.
2. Please place the title of the essay and the focus question at the top of the first page.
3. The student’s name and a page number must be placed in the upper right-hand corner of each page of the essay.
4. The essay is to be no longer than 550 words (title excluded). The word count must be located at the end of the essay.
5. The essay text may be handwritten in ink or computer generated on one side of white paper, approximately 8-1/2" x 11" inches.
6. Reference materials other than a dictionary must not be used.
7. The essay may not be edited or corrected by anyone other than the student, and then only within the allotted time limit.

If the student experiences a written word disability, whatever accommodations are normally afforded the disabled student should be extended for the essay contest. Any questions should be directed to the national chair.

ESSAY TITLE: Our American Heritage and Our Responsibility for Preserving It

FOCUS QUESTION:

“How has America advanced the cause of freedom in the rest of the world?”

Send a complete set of original DAR Good Citizens award/scholarship contest entry papers **ONLY** to the DAR chapter Good Citizens Committee Chair. Please make copies of all pages of the entry for your records before it is directed to the local DAR chapter contact person.

DAR CONTACT

Sponsoring chapter _____ Deadline _____

Contact person _____ Phone _____

Address _____ Email _____



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair

Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com

DAR GOOD CITIZENS COMMITTEE CHAPTER CHAIRS INSTRUCTIONS

The DAR Good Citizens program encourages and rewards the qualities of good citizenship among high school seniors: dependability, service, leadership, and patriotism. See the *Program and Scholarship Contest Overview* (DGC-1000). The program is open to members of the senior class attending public or private secondary schools in good standing with the State Board of Education. United States citizenship is not required. Home-schooled seniors are not eligible to participate.

A school may select only one DAR Good Citizen per year. Students selected as their school DAR Good Citizen have the option to participate in the scholarship essay contest, but it is not required.

The growth and success of this committee depends upon chapter chairs who establish and maintain contact with high schools in their communities and state chairs who coordinate the scholarship contest within their states. Many thanks to all of you!

IMPORTANT INFORMATION:

1. Students may now use their computers to type their essays. Please see the new instructions on the “*Scholarship Essay Instructions*” DGC-1003.
2. Essays may be no longer than 550 words, counting ALL words. The title is not included in the word count.
3. The scholarship essay title and focus question are now included on the Internet form, “*Scholarship Essay Instructions*” (DGC-1003). Please download all forms from the DAR Good Citizens Committee Webpage: <http://members.dar.org/committees/goodcitizens/forms.htm>
4. Reporting and scholarship essay contest dates:

Deadlines: Scholarship Essay Contest

February 15 – State winning entry DUE to national division vice chair

March 15 – Division winning entry DUE to national chair

Deadlines: Reports to national division vice chair and national chair

March 15 – State chair’s report DUE to division national vice chair

April 15 – Division reports DUE to national chair

5. All forms distributed to schools now include contact information. Fill in the complete information on each form.
6. Chapters near the state border may cross state lines, with the written permission of both state regents, for the purpose of sponsoring the DAR Good Citizen Contest in a school. The address of the student should not be a consideration in judging the essay contest.

INSTRUCTIONS AND PROCEDURES:

Carefully review the current NIP forms for chapter chairs and schools. Links to committee forms and information, including a calendar, are on the national committee webpage at: <http://members.dar.org/committees/goodcitizens/index.htm>. Since the essay focus question changes each year, check that you are using this year’s materials.

Determine your state deadline for the scholarship contest and set your chapter deadline to be early enough to conduct chapter judging and to organize your materials to mail to the next level of state judging. (Suggested deadlines are November 1 for chapters and December 15 for states.)

Order DAR Good Citizen certificates, pins and wallet cards from your state chair. Posters may now be downloaded. Chapters may not order these directly from NSDAR. Use the *Chapter Chair’s Order Form* (DGC-1005). Place your orders early. Some states distribute these supplies at their fall meetings.

All DAR Good Citizens chosen by their schools receive certificates, pins, and a wallet card from the local chapter whether or not they participate in the scholarship contest.

Prepare the DAR Good Citizen materials for the schools, including new eligible schools in your area.

Schools appreciate receiving information as early as possible! All forms may be downloaded from the national committee webpage at: <http://members.dar.org/committees/goodcitizens/forms.htm>.

Prepare a cover letter. A sample cover letter is included on the *Chapter Chair’s Order Form* (DGC-1005).

Fill in complete contact information where indicated on all forms distributed to schools. Forms on the national committee webpage are writable and savable.

Five pages are distributed to the schools:

- *Cover Letter* (Use DGC-1005 as a guide)
- *Program and Scholarship Overview* (DGC-1000)

Document No. DGC-1004 (March 2017)

(C-1)

(0517-100-PS)

National Information Packet 2017 • PART II

Figure 22, page 1

- *Student Cover Sheet* (DGC-1001)
- *Scholarship Contest Instructions* (DGC-1002)
- *Scholarship Essay Instructions* (DGC-1003) – This form may **not** be emailed. Place the ENTIRE form in a sealed envelope to take or mail to the school. Label the envelope as shown on the Scholarship Essay Instructions page.

Determine the appropriate school contact. Personally deliver or mail all of the materials to the school. Review the material with the school contact and answer his/her questions. Be sure the schools know your chapter deadline and that the *Student Cover Sheet* (DGC-1001) is to be completed for each DAR Good Citizen, including those not participating in the scholarship contest.

Remind the school contact of your chapter deadline a month before the deadline and again a few days before the deadline. Be sure they know your address to which to mail the essay materials. You may arrange to pick the materials up from the school, if you prefer.

If a student has a disability that would affect his performance in the essay contest, whatever accommodations are normally afforded the disabled student should be extended for the essay contest. Any questions should be directed to the national chair.

Disqualifications: Students who submit all required materials for the scholarship contest should not be disqualified for trivial reasons, such as a student omits the word count, a page number, or misspelled words. Unfortunately, each year a few students are disqualified because they wrote their essay on a previous year's focus question. Chapter chairs who have questions about whether a student should be disqualified should contact the national chair.

Judges: A minimum of two, and preferably three, non-DAR judges are required. Review the Judge's Evaluation Form with your judges and answer their questions. Set a firm deadline for judging to be completed. Chapters with only one scholarship contest entrant do not judge that essay; send student contest materials for your one entrant to the next level for judging.

Before you send the materials to the judges, make sure each student has written the essay on this year's focus question.

Provide the judges with a folder for each student's materials, organized as shown below for state judging. Keep the originals during local judging. If the judge is agreeable, you may scan and email this material to the judge rather than copying and mailing.

State scholarship contest: Make a complete copy for your chapter files of the chapter scholarship contest winner's materials. Place the original materials, in the following order, into a folder to send to the state:

- a. **Student Cover Sheet**
- b. **Part I – Personal**
 - i Student's responses to a, b, c, d, and e
 - ii Grade Transcript provided by the school. If the transcript includes a student's photo, cover the photo and make a copy of the transcript. The copy without the photo is used for judging. This is the only sheet that can be submitted as a photocopy.
 - iii Two letters of recommendation as described in the instructions.
- c. **Part II – Essay**
- d. **A completed evaluation form from each judge**

Mail your completed scholarship contest folder to your state chair, or state district chair, if applicable, before the deadline. Check with your state chair on where to send and the deadlines.

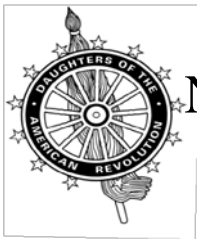
Recognize, Reward, and Publicize! Present the Good Citizens award to the school winner as soon as possible so that he/she can be recognized as such all year. Many chapters honor their DAR Good Citizens at a chapter meeting, tea, or luncheon, and invite parents and school advisors. In addition, you may also present the award at a school honors program. Be sure to contact your local media so that your community knows how your chapter supports patriotism and education!

Monetary awards or gifts from chapters to DAR Good Citizens are encouraged as extra recognition and as an incentive for participation. State and national scholarship awards are described on the *Program and Scholarship Contest Overview* (DGC-1000) and in the *DAR Handbook* (DHB-1000). National scholarships and awards are funded by income generated from the Gertrude O. Richards Endowment Fund and the Patricia Houck Holvick DAR Good Citizens Endowment Fund.

Master Questionnaire reporting: Please provide your chapter regent with accurate information about your chapter's participation in the DAR Good Citizens program.

State chairs will receive additional reporting information at the end of the summer. Please contact your state chair, division vice chair, or national chair if you have questions. *Additional Resources Available Online:*

- Please visit the DAR Good Citizens Committee Webpage: <http://members.dar.org/committees/goodcitizens/index.htm>
- Chapter Chair's Order Form (DGC-1005): <http://members.dar.org/darnet/forms/DGC-1005.PDF>
- Chapter Chair's Instructions (DGC-1004): <http://members.dar.org/darnet/forms/DGC-1004.PDF>
- Judge's Evaluation Form (DGC-1006): <http://members.dar.org/darnet/forms/DGC-1006.PDF>
- Program and Scholarship Contest Program Overview (DGC-1000): <http://members.dar.org/darnet/forms/DGC-1000.PDF>
- Scholarship Contest Instructions (DGC-1002): <http://members.dar.org/darnet/forms/DGC-1002.PDF>
- Scholarship Essay Instructions (DGC-1003): <http://members.dar.org/darnet/forms/DGC-1003.PDF> • Student Cover Sheet (DGC-1001): <http://members.dar.org/darnet/forms/DGC-1001.PDF>



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair

Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com

DAR GOOD CITIZENS COMMITTEE CHAPTER CHAIR'S ORDER FORM

*** Send orders only to your State Chair ***

CHAPTER CHAIRS: Please use this form to order DAR Good Citizens supplies. Order may be placed only with your state chair, as The DAR Store and the national chair are not able to furnish these supplies to chapters. Check with your state chair regarding her shipping charges.

Chapter _____ Date _____

Chapter chair's name _____

Address _____

City _____ State _____ Zip code _____

Phone _____ Fax _____

E-mail _____

Quantity	Item	Item Cost	Total Cost
_____	Set of pin, certificate, wallet card	\$2.50/set	\$ _____
_____	Extra certificates (certificates alone may be not presented in lieu of specified award or as runner-up award)	\$0.25 each	\$ _____
_____	SHIPPING CHARGES , as established by the state chair MUST be added to the order.	Shipping/handling	\$ _____
		Total Enclosed	\$ _____

SAMPLE LETTER FOR SCHOOL CONTACTS

(This is only being included as a sample of a cover letter for the DAR Good Citizens program materials.)

Dear _____,
(School name or administrator's name)

_____ Chapter is pleased to sponsor the DAR Good Citizens program in our area. We hope that your high school will participate in this program, which honors an outstanding young person in the senior class who demonstrates qualities of a good citizen, as well as provides an opportunity for this student to participate in the scholarship portion of the program.

Please take time to review the enclosed information. If you should have any questions about the DAR Good Citizens program, please contact me. I look forward to hearing from you in the near future.

Enclosed are the following:

1. **Program Overview**
2. **Student Cover Sheet** (This form must be completed and returned to the chapter.)
3. **Scholarship Contest Instructions**
4. **Scholarship Essay Instructions** (This sheet should be enclosed in a sealed envelope. Envelope is not to be opened until the student writes the essay.)

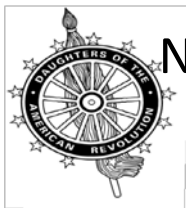
Please return all requested material by _____ to _____
(Chapter deadline) (Chapter chair or contact)

Address _____

Phone _____ Fax _____

E-mail _____

(C-3)



National Society Daughters of the American Revolution

Ann Turner Dillon, President General

DAR GOOD CITIZENS COMMITTEE — Susan Metzger, National Chair

Phone: (785) 341-5432 * E-mail: susantelee@yahoo.com

JUDGE'S EVALUATION FORM

Chapter Level District Level State Level Divisional Level National Level

Student's name _____

Sponsoring chapter _____ State _____

Judges: Please do not write on any part of the student's entry. Use this sheet, including the back if necessary, for your comments and evaluation and return to the contest sponsors.

PART I: PERSONAL

(Consider the letters of reference, school activities, service to community, transcript, responses and future plans.)

- b. **HIGH SCHOOL:** Does the student have a variety of interests? Has the student participated in school activities such as music, arts, sports, journalism, science, etc.? Received any honors or awards? Has the student applied him/herself to scholastic studies?
- c. **HOME AND COMMUNITY:** Is the student a contributing member in his/her church, family, and/or community? Has the student made a positive difference in some manner?
- d. **FUTURE PLANS:** Is the student preparing for his/her future through courses taken in high school? Perhaps through volunteering in a specific area or a part-time job? Is the student preparing for further education?
- e. **EXTRA-CURRICULAR ACTIVITIES:** Has the student participated in other activities in his/her daily life, other than school-organized activities, such as scouting, explorers, 4-H, part-time job, hobbies, etc.?
- f. **GOOD CITIZEN QUALITIES:** Why does the student feel these qualities are important? Does the student's life reflect the qualities of a DAR Good Citizen? How do others perceive this student?
 - * Dependability: truthfulness, honesty, punctuality, etc.
 - * Service: cooperation, helpfulness, responsibility, etc.
 - * Leadership: personality, self-control, initiative, etc.
 - * Patriotism: unselfish loyalty to American ideals.

PART I — Points Awarded: *(70 points possible)* _____

PART II: ESSAY TITLE — Our American Heritage and Our Responsibility for Preserving it
FOCUS QUESTION: How has America advanced the cause of freedom in the rest of the world?

(This essay was written in the presence of a faculty member or DAR member within a two-hour limit. No reference materials were to be used. A DAR Good Citizen, as the title implies, ideally should be knowledgeable about our American Heritage as expressed in history.)

HAS THE STUDENT EXHIBITED THE FOLLOWING ITEMS IN HIS/HER ESSAY?

- a. Has the student identified both our American Heritage and our responsibility for preserving it and expressed how America has advanced the cause of freedom in the rest of the world?
- b. Has the student clearly expressed his/her ideas?
- c. Is the essay original in thought and expression?
- d. Has the student exhibited historical knowledge/accuracy?
- e. Has the student used proper grammar and spelling?

PART II — Points Awarded: *(30 points possible)* _____

TOTAL POINTS AWARDED / Parts I and II: *(100 total points possible)* _____

Signature of judge _____ Date _____

(C-4)

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(0517-100-PS)

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Figure 24



Educational Programs

DAR Good Citizens Awards and Scholarship Contest

The DAR Good Citizens Award and Scholarship Contest is intended to encourage and reward the qualities of good citizenship.

This award recognizes and rewards individuals who possess good citizenship qualities of dependability, service, leadership and patriotism in their homes, schools and communities. These students are selected by their teachers and peers because they demonstrate these qualities to an outstanding degree.

- This program is only open to high school seniors whose schools are accredited by their state board of education.
- Only one student per year may be honored as a school's DAR Good Citizen.
- United States citizenship is not required.
- Additional rules and guidelines can be acquired by contacting your local DAR chapter.

Once a student is chosen as the DAR Good Citizen the student is invited to participate in the scholarship portion of the program. This consists of a personal statement and an essay. Student participation in the scholarship portion of the program is optional.

For additional information about the DAR Good Citizen programs: If you are an educator, please contact your local DAR chapter or visit DAR.org to find a local chapter. If you are a parent or student, please contact your school for information.

The Daughters of the American Revolution is a non-profit, non-political volunteer women's service organization. DAR members are dedicated to promoting historic preservation, education and patriotism in communities across the nation. All students are invited to participate and learn more about the educational programs the DAR offers. Educators, parents and students are encouraged to contact their local DAR chapters for more detailed information on these programs.

For more information please contact:

DAR Chapter: _____

Contact Name: _____

Phone Number: _____

Email: _____

www.dar.org



SIGNIFICANCE OF DAR GOOD CITIZEN'S PIN

Rim — 13 stars represent 13 original colonies.

Band of blue enamel identifies it with our Society.

*Qualities of good character which we emphasize —
Dependability, Service, Leadership, Patriotism
are titles of four books in the center suggesting school days.*

*Circling these is the Laurel Wreath of Honor
behind them, the Torch of Understanding.*

NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION
D STREET, NW, WASHINGTON, DC 20006-5303

REVISED JULY 2001

(0804-5000-PS)

Figure 26 – This form is listed on website as DGC 2000.