



*Libertas Et Patria
Vox Penna Gladius*

COLONEL JAMES WOOD II CHAPTER, VASSAR

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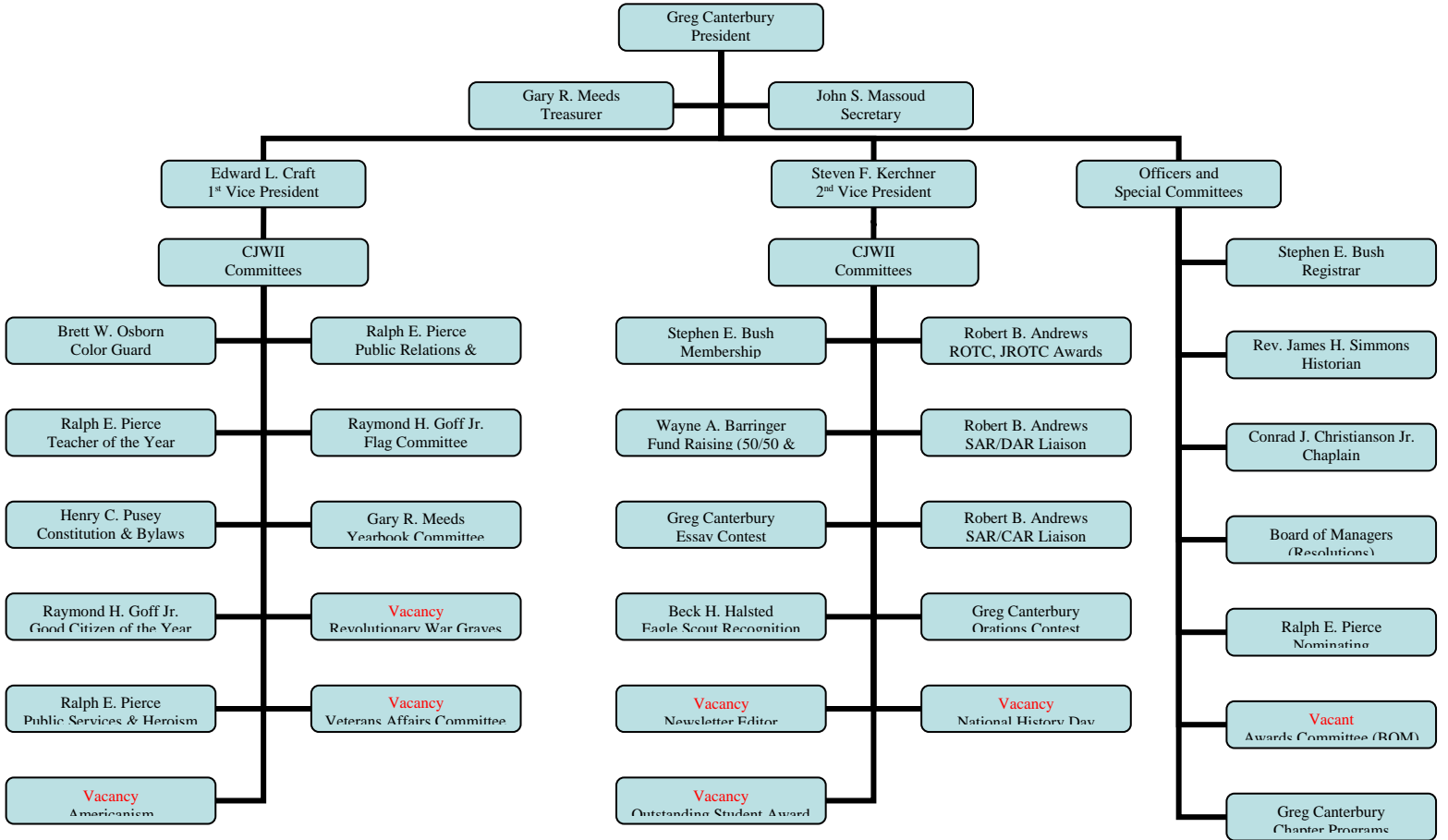
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Officers and Committees
 Colonel James Wood II Chapter, VASSAR
 January 29th, 2011



Col. James Wood II Chapter, VASSAR

Membership Meeting – 2011 Schedule

Month	Day	Event - Location
January	22 nd	Chapter Meeting, Best Western Conference Center, Winchester, VA
February	19 th	Chapter Meeting, Best Western Conference Center, Winchester, VA
February	25 th – 27 th	VASSAR Annual Meeting in Richmond, VA
March	26 th	Chapter Meeting, Best Western Conference Center, Winchester, VA
April	9 th	Joint SAR Meeting at Graves Mountain Lodge
April	23 rd	Chapter Meeting Cancelled (move to April, 9 th)
May	28 th	Chapter Meeting, Best Western Conference Center, Winchester, VA
June	25 th	Chapter Meeting, Best Western Conference Center, Winchester, VA
July	23 rd	Annual Picnic – (Location: TBD)
August	27 th	No Chapter Meeting
September	24 th	Chapter Meeting, Best Western Conference Center, Winchester, VA
October	22 nd	Chapter Meeting, Andrew Zirkle (1760's era) Grist Mill, Forestville, VA (Fort Loudoun DAR, CAR, etc. – Lunch w/BBQ)
November	19 th	Awards Meeting
December	17 th	No Chapter Meeting (Joint Christmas Dinner with DAR)

Board of Managers Meeting – 2011 Schedule

Month	Day	Location
January	29 th	Willow Lawn Community Center, Winchester, VA
April	2 nd	Willow Lawn Community Center, Winchester, VA
July	9 th	Willow Lawn Community Center, Winchester, VA
October	8 th	Willow Lawn Community Center, Winchester, VA

CJWII – 2011 Chapter Goals:

- 1. To participate in the USS Stark Memorial – Veterans Program.**
 - Chapter member appointed to VA Hospital Council
 - SAR Member visiting a Veteran (Hospital, Nursing Home, Home)
 - Donations to Veteran's
 - Publications donated to VA Library
 - Special Observance sponsored by chapter with other veteran organizations.

- 2. To work with the DAR (Fort Loudoun), American Legion (Post #41), VFW (Post 9760) and other Organizations throughout our community in an effort to better server our community.**
 - Veteran Affairs (Visiting Nursing Homes, VA Hospitals, etc.)
 - Membership (Genealogical Research Workshops – DAR)
 - Revolutionary War Grave Marking (DAR, VFW, American Legion)
 - Memorial Day (VFW, American Legion)

- 3. CJWII Color Guard participate in the *Berryville, VA Christmas Parade*.**

- 4. To fully staff Committee Chairman for Chapter Programs.**
 - Revolutionary War Graves
 - Veterans Affairs
 - Americanism
 - Outstanding Student Award
 - National History Day
 - Awards
 - Newsletter

- 5. Participate in a School Classroom visit; Demonstration (e.g. Revolutionary era uniforms, History, 18th Century drill, etc.) in our public schools.**

- 6. To have more members participate in a Tier-1, Tier-2, and Tier-3 Historic Celebration.**

- 7. Successfully Accomplish Committee Objectives/Goals (...as defined by individual Committee Chairman).**

Committee: **Americanism**

Chairman: **Vacant**
Direct Report - Vice President: **Edward L. Craft**

Description and Duties:

There are many Revolutionary War observances and commemorations of interest to the members and leadership of the Virginia Society. The Virginia Society urges its members to attend these events to help keep the memory of our patriot ancestors alive. Additionally, this committee works to support local events, history and preservation related to the SAR objectives. The chapter should do something inside the chapter thru its programs and outside the chapter (e.g. CJWII members participate in the Washington D.C. Memorial Day Parade) with the community perpetuating the memory of those who achieved the Independence of the American people and established our American government.

Committee Chair will coordinate with the VASSAR liaison officer and CJWII chapter members on Historic Celebration and Observances events. Also will be responsible for coordinating with CJWII Committee Chairman and members to organizing participation of Local Events (History, Preservation, etc.).

Historic Celebrations and Observances:

- Tier 1: VASSAR and (NASSAR, as noted by *) priorities:
 - Yorktown Day Observance*
 - Wilderness Road/Martin's Station*
 - The Crossing of the Dan
 - The Battle of Guilford Courthouse
 - The Battle of Point Pleasant Observance
 - The Battle of King's Mountain
 - The Battle of Cowpens
 - The Valley Forge Observance
- Tier 2:
 - The National Commemorative Service for President James Madison's Birthday
 - The National Commemorative Service for President James Monroe's Birthday
 - Thomas Jefferson's Birthday
 - Constitution Day Celebration at Montpelier
 - Memorial Day
 - Veteran's Day
- Tier 3: Other celebrations (e.g. including but not limited to...)
 - Battle of the Hook
 - The Battle of Petersburg
 - The Battle of Great Bridge
 - Vietnam Memorial Day

Committee Reporting:

- All Americanism activities should be documented and submitted to the *Committee Vice President, Chapter President, and News Letter Chairman.*
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012** to the CJWII Chapter President.

Committee:	Awards Committee
Chairman:	Vacant
Committee members	Board of Managers (BOM)

Description and Duties:

The Awards Committee is responsible for the selection of those individuals to receive Virginia Society awards, and to ensure the nominations for National Awards from the Virginia Society meet the criteria and are submitted properly. The Awards Committee insures the fair and equitable granting of awards under its purview under the criteria for the awards and accepted practices.

CJWII Committee Chairman should forward award nominations to the Awards Committee Chairman so awards may be reviewed by the committee (Award Chairman and BOM’s) and ordered from the National Society in time to be presented at the appropriate meeting.

The Awards Chairman shall advise the committee how guidelines and precedents apply to particular award proposals; provide continuity and institutional knowledge to the Awards Committee and general membership.

After the awards presentation, the Awards Chairman sends the list of awards to the CJWII Newsletter Editor/Chairman for publication in *The Colonel’s Dispatch* and to the web master for inclusion on the CJWII Web Page.

Award Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-4-2010.pdf>

Committee Reporting:

- After the awards presentation, the Awards Chairman sends the list of awards to the CJWII Newsletter Editor/Chairman for publication in *The Colonel’s Dispatch* and to the web master for inclusion on the CJWII Web Page.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee:

Chapter Programs

Chairman:

Greg Canterbury

Description and Duties:

The Chapter Programs Committee is responsible for planning and coordinating programs (i.e. guest speakers) for the Chapter meetings. This is normally the responsibility of the Chapter President.

Duties include:

- Presentations should deal with; an event, person, philosophy, or ideal associated with the American Revolution, our Founding Fathers, the Declaration of Independence, or the framing of the United States Constitution.
- An effort should be made to plan and coordinate non-compatriot guest speakers to help build relationships throughout the community and facilitate the propagation of SAR activities and Youth, Educational, American Heritage, and Community programs.
- Coordinate with the Chapter Treasurer to order an SAR gift and Letter of Appreciation to be presented to each guest speaker.

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a Chapter Programs Status Report (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **Color Guard**

Chairman: Brett W. Osborn
Color Guard Commander: Brett W. Osborn
Committee Vice President: Edward L. Craft

Description and Duties:

Supports, trains, schedules and coordinates activities of Chapter Color Guard for appearance and/or participation in ceremonies, historical or special commemorative events. Additionally, the Color Guard participates at Special, State, district or National events.

2011 Goals:

- Establish and maintain a Color Guard consisting of a minimum of five chapter members.
- Participate in a “classroom” visit; demonstration (e.g. Revolutionary era uniforms, History, 18th Century drill, etc.) in our public schools. Collaborate with Ralph Pierce on this activity.
- In addition to supporting the CJWII Chapter events (e.g. Grave Markings, Memorial Day Service, etc.), participate in a Special, State, or National sanctioned event.
- Participate in the Berryville, VA Christmas Parade (Sponsored by the Clarke County Ruritan Club) 1st Week of December, 2011.

Committee Reporting:

- All Color Guard activities should be documented and submitted to the *Committee Vice President, Chapter President, and Newsletter Chairman*.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee:

Constitution and Bylaws

Chairman: Henry C. Pusey
Committee Vice President: Edward L. Craft

Description and Duties:

Maintains the CJWII Chapter Handbook and prepares amendments to the Constitution and Bylaws.

Recommended changes to the Handbook should be submitted to the Constitution and Bylaws Committee Chairman. The committee will review all proposed changes and submit them to the CJWII Chapter Officers for consideration.

Volume I: Constitution
Volume II: Bylaws
Volume III: Procedures and Committees
Volume IV: Awards

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee: **Arthur M. & Berdena King Eagle Scout
(Youth and Education Committee)**

Chairman: **Reed (Beck) H. Halsted**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

The Eagle Scout Committee is responsible for implementing the chapters program in conformity with the NSSAR Administrative Guide-Eagle Scout Recognition and Scholarship Program. The committee is responsible for promulgating the program information to one or more local scout units and insuring the awards are presented at the ceremony

Program Guidelines:

http://www.sar.org/Youth/Eagle_Scout

Chapter Selection and VASSAR Nominations:

The *Eagle Scout* Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), review each of the applications, selecting the winners, and coordinating the presentation with the President of the CJWII Chapter.

The Committee will select its winning application and forward a copy to The Virginia Society Eagle Scout Chairman for entry into the State level of competition.

Committee Reporting:

- After the awards presentation, the Eagle Scout Chairman sends the list of awards to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.

- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee:

Flag Committee

Chairman: Raymond H. Goff Jr.
Committee Vice President: Edward L. Craft

Description and Duties:

The Flag Committee is responsible for promoting appreciation and respect for the United States and Commonwealth of Virginia flags. In particular, it will encourage chapters to:

- Promote proper flag etiquette
- Educating their members and the public about the history and symbolism of flags of the United States and Virginia.
- Fly flags at the graves of veterans on appropriate holidays, such as Memorial Day.
- Promoting Flag Day Programs
- Recognize citizens and organizations who fly the flag with an NSSAR flag certificate.
- Report the award of NSSAR flag certificates to the Virginia Society Flag Committee in a timely manner.

The Flag Certificate, authorized in 1987, is presented to individuals, companies and government agencies that fly the United States flag for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies it for advertising purposes.

Program Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

<http://www.sar.org/vassar/activities.htm>

Committee Reporting:

- All *Flag Committee* activities should be documented and submitted to the *Committee Vice President, Chapter President, and News Letter Chairman.*
- After the Flag Certificate presentation, the Flag Chairman sends the list of awards to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012.**

Committee: **Funding Raising Committee**

Chairman: **Wayne A. Barringer**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

The Funding Raising Committee is tasked with raising money to support the CJWII Chapter programs and operations.

- Youth and Education Programs (Poster Contest, Oration Contest, Knights Essay Contest, Eagle Scout Scholarship, Outstanding Student Awards, ROTC/JROTC, History Teacher Award, C.A.R., Exchange Program, Teacher of the Year, American Heritage CD).
- Public Safety and Heroism Programs (Law Enforcement, Fire Safety Commendation, Emergency Medical Service, Heroism)
- Good Citizen of the Year, Flag Etiquette, National History Day, Revolutionary War Grave Markers,
- Veterans Affairs Programs (
- Provide contributions to SAR Trust Funds and other worthy cause's sanctioned by the SAR organization.
- Awards (Members, Non-Members)
- Operational Expenses (Chapter Administrative Fees, Newsletter)

The Funding Raising Committee is responsible for coordinating fund raising activities (e.g. raffles, 50/50, 52/50 etc.) and recommending fund raising ideas to be reviewed by the CJWII BOM for consideration.

Committee Reporting:

- The *Fund Raising Committee* will report monies raised to the Chapter Treasurer, and Officers.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012.**

**Committee: George S. & Stella M. Knight Essay Contest
(Youth and Education Committee)**

Chairman: Greg Canterbury
Committee Vice President: Steven F. Kerchner

Description and Duties:

Under this program the chapter sponsors the George S. and Stella M. Knight Essay Contest. The contest is open to all high school sophomores, juniors, and seniors. Contestants shall be attending public, parochial, or private high schools (including accredited home schools). It is important to contact the high schools early September during the academic year to assure the teaching staff will take responsibility for the contest and assign the essays as a topic in his/her classes. The committee chair will be responsible for providing a “CJWII Essay Package”, reviewing it with the teacher, and ensuring the essays are submitted in accordance with contest rules.

2011 Goals:

- To work with the School Administration on coordinating Youth and Education activities to include; Teacher of the Year Program, Essay, Oration, and Poster Contest. Collaborate with the *Teacher of the Year* Committee Chairman.
- Target several high schools (e.g. Clarke, John Handley, James Wood, Stonewall Jackson, Strasburg High Schools, etc.) across multiple counties in our local area.
- Coordinate with the 1st, 2nd, and 3rd place winners to attend the CJWII *March Chapter Meeting*. During this meeting, the 1st Place winner will present his/her essay and the 1st, 2nd, 3rd place contestants will receive their recognition certificate and cash awards.
- Submit a Chapter level winner to the VASSAR Essay Contest Chairman in early January the next year.
- Work with the Public Relations Committee Chairman to issue a press release about the contest to the local media.

Essay Contest Criteria:

- Reference:
(<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>) – Essay Committee Guidelines.
(http://www.sar.org/Youth/Knight_Essay_Rules)
(<http://www.sar.org/vassar/activities.htm>) – VASSAR Essay Chairman Michael J. Elston

See CJWII Historian for copy of “Essay Package”

- Essay Contest Rules, Contest Deadlines, Judging Criteria, Description of Awards (Local, State, National)
- Example of a previous year winning essay
- Contest “Bulletin Board” Flyers
- Winner Notification Letter – Example
- Presentation Essay Award – Example
- Press Release – Example

Chapter Selection and VASSAR Nominations:

The *Essay Contest* Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), selecting the winners, and coordinating the presentation with the President of the CJWII Chapter.

Committee: **George S. & Stella M. Knight Essay Contest
(Youth and Education Committee) – Cont.**

Committee Reporting:

- All *Essay Contest* winners should be documented and submitted to the *Committee Vice President, Chapter President, and News Letter Chairman* in early January, 2011.
- A copy of the 1st Place Winner's essay is to be forwarded (e-mail) to the Newsletter Editor. This will be included in the First Quarter "Colonel's Dispatch" to be published March 31st, 2011.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012.**

Committee: **Good Citizen of the Year**

Chairman: Raymond H. Goff Jr.
Committee Vice President: Edward L. Craft

Description and Duties:

The Good Citizen of the Year Committee recognizes a citizen of the year who has distinguished him/herself by demonstrated outstanding service to the community (present or past). However, the Virginia Society recommends that emphasis be placed on outstanding *volunteer service* to the community.

Program Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Chapter Selection and VASSAR Nominations:

The *Good Citizen of the Year* Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), to judge and select the Good Citizen.

The criteria and selection process schedule for judging the outstanding citizen are to be determined by the Good Citizen Committee.

Presentation of Award:

The *Good Citizen of the Year* Committee Chairman will coordinate with the CJWII President for scheduling the award presentation. Arrangements should be made with the Public Relations Chairman for local publicity.

The Virginia Society recommends the presentation of the Bronze Good Citizenship Medal and Certificate. The Outstanding Citizenship Award Lapel Pin recognized deserving students for high ideals of character and citizenship.

Committee Reporting:

- The Committee Chairman should submit the qualifications of their Good Citizen for judging at the state level by December 31st of each year (see VASSAR Good Citizen Guidelines for required information to be submitted to the state).
- After the awards presentation, the Good Citizen Chairman sends notification to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

**Committee: Joseph S. Rumbaugh Historical Orations Contest
(Youth and Education Committee)**

Chairman: Greg Canterbury
Committee Vice President: Steven F. Kerchner

Description and Duties:

Under this program the chapter sponsors the Joseph S. Rumbaugh Historical Patriotic Oration Contest. The contest is open to all high school freshman, sophomore, juniors, and seniors (Grades 9 – 12). Contestants shall be attending public, parochial, or private high schools (including accredited home schools). The oration must be original of not less than five minutes or more than six minutes. The subject shall deal with an event, personality, or document pertaining to the Revolutionary War and show a relationship to America today.

The contest will be held in preliminary round(s) by state societies and/or chapters of the Sons of the American Revolution to select one winner from each participating state.

2011 Goals:

- To work with the School Administration on coordinating Youth and Education activities to include; Teacher of the Year Program, Essay, Oration, and Poster Contest. Collaborate with the *Teacher of the Year* Committee Chairman.
- Target several high schools (e.g. Clarke, John Handley, James Wood, Stonewall Jackson, Strasburg High Schools, etc.) across multiple counties in our local area.
- Submit a Chapter level winner to the VASSAR Oration Contest Chairman to complete in the state contest on **June 10th, 2011**.
- Work with the Public Relations Committee Chairman to issue a press release about the contest to the local media.

Essay Contest Criteria:

- Reference:
(http://www.sar.org/Youth/Oration_Contest_Procedures)
(http://www.sar.org/Youth/Oration_Contest_Rules)
(<http://www.sar.org/vassar/activities.htm>) – VASSAR Oration Chairman “Bill” Broadus

Chapter/VASSAR Nominations for National Oration Contest:

The *Oration Contest* Committee Chairman will be responsible for coordinating judges (must be members of the SAR), and planning oration contest date and location.

Committee Reporting:

- All *Oration Contest* winners should be documented and submitted to the *Committee Vice President*, *Chapter President*, and *News Letter Chairman* in early June, 2011.
- A copy of the 1st Place Winner’s oration is to be forwarded (e-mail) to the Newsletter Editor. This will be included in the Second Quarter “Colonel’s Dispatch” to be published June 19th, 2011.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee:

Membership

Chairman: [Stephen E. Bush](#)
Committee Vice President: [Steven F. Kerchner](#)

Description and Duties:

The Membership Committee is responsible for the programs to recruit new members and to increase retention of existing members by reducing “drops and resignation”, and publicizing the results for the chapter officers and members.

Duties include:

- Development of an orientation package to be given to new members (available in digital or hardcopy).
- Organizes “buddy” support system for prospective new members to assist with the application process.
- Establishes programs to recruit new members (e.g. genealogical research workshops).

Membership Committee Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Committee Reporting:

- Submit Membership Reports to the CJWII Officers to reflect current membership status.
- In preparation for completing the VASSAR Annual Chapter Report, provide a detail Membership Status Report and summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012**.

Committee: **National History Day**

Chairman: **Vacant**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

Chapters in the Virginia Society are encouraged to support Virginia History Day competitions and competitors. This support is either financial or by providing CJWII Chapter members to support events.

The Virginia Society chapter can support National History Day in one of the following ways:

- **Promotion of History Day** – Virginia Society chapters already have contacts in local schools for the Essay, Oration, and Outstanding Student programs. Chapters are encouraged to use these channels of communication to help promote and encourage participation in National History Day contests.
- **Financial Contributions** – Chapters, or individuals on behalf of a chapter, can offer cash awards to the students who participate in local district and/or Virginia History Day competitions, and whose project deals with American History from 1750 through 1800;
- **Judging** – The National History Day Program provides for history projects in two school grade divisions and seven presentation categories. Local districts are often in need of judges.
- **Attendance** – SAR compatriots are encouraged simply to attend the local history fair, look at the exhibits, and encourage the students.
- Chapters are encouraged to award Bronze Good Citizenship medals or Outstanding Citizenship pins to students who excel in the field of American History (1750 – 1800).

National History Day Committee Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

National History Day, Inc.

Is an education organization that is transforming the way history is taught and learned. National History Day helps teachers meet educational standards; disseminates high quality materials; and sponsors challenging contests that teach students critical skills.

<http://www.nationalhistoryday.org>

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a detail Membership Status Report and summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012**.

Committee:

Newsletter Editor

Chairman: **Vacant**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

The Newsletter Editor is responsible for publishing the CJWII newsletter “The Colonel’s Dispatch”.

Duties include:

- Publish at least four newsletters per year.
- Develop/Design the Newsletter using “content” submitted by each of the CJWII Officers and Program Committee Chairman and Public Relations Chairman.
- Coordinate with the Web Master for posting of newsletters to the CJWII Web Site.

Publication Dates:

- March 20th, 2011
- June 19th, 2011
- September 18th, 2011
- December 18th, 2011

The Colonel’s Dispatch:

<http://www.cjwsar.org/colonelsdispatch.html>

Committee Reporting:

- Notify the CJWII membership when the Newsletter is available for reading.
- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee:

Nominating

Chairman: Ralph E. Pierce
Members: Stephen E. Bush, Alpheus L. White

Description and Duties:

The Nominating Committee is charged with proposing a full slate of candidates for office who meet the requirements set forth in the Bylaws of the organization.

The Immediate Past President (Compatriot Ralph Pierce) chairs this committee. The Committee is comprised of five members. Three of whom must be Past Presidents of the Virginia Society. The Chairman of the Nominating Committee shall select the other members of his committee and so inform the current President.

The candidates proposed should meet the standard of being interested in the organization, willing to serve, and able to carry out the duties of the office for which they are nominated.

At any time during the deliberations of the Nominating Committee should a member of the committee become a potential candidate for an office, he should be excused from further service on the Nomination Committee and a replacement may be designated.

Nominating Committee Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Committee Reporting:

The committee should plan to announce the slate of candidates no later than the first week of December, first to the Board of Managers (BOM) at the annual business meeting, then to the general membership for their approval.

Committee: **Outstanding Student Award**

Chairman: **Vacant**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

The Chapters of the Virginia Society are encouraged to recognize outstanding students. The recognition criterion is diverse and may include; students who academically excel in American History, provide outstanding service to the school or the community, etc.

Program Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Presentation of Award:

Most chapters award a Bronze Good Citizenship Medal or a Good Citizenship Pin recognizing deserving students for academic excellence, high ideals of character and community service. Some chapters have placed plaques in the schools where the name of each year's winner can be recorded. This helps bring the program, chapter, and winning student to the attention of the school and community.

Committee Reporting:

- The Outstanding Student Award Committee is responsible for selecting the Outstanding Student(s) and coordinating the Award presentation with the CJWII President.
- After the awards presentation, the Outstanding Student Award Chairman sends notification to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted **NLT January 3rd, 2012.**

Committee: **Public Relations & Photography**

Chairman: **Ralph E. Pierce**
Committee Vice President: **Edward L. Craft**

Description and Duties:

Communications have a special importance to the Chapter. It encompasses all aspects of the Chapters operations, including publicity with the Chapter, publicity of the Chapters affairs to the citizens of the country, encouragement to eligible people to become members, and giving the Chapter name recognition across the land.

Duties include:

- Submitting material relating to the Chapter activities to the Newsletter Editor “The Colonel’s Dispatch” and CJWII Web Master.
- Support the Committees with developing news articles for SAR events, programs. and coordinating with local newspaper journalist to cover the Chapters activities.
- Taking pictures of the Chapters events and award presentations for the Newsletter Editor and CJWII Web Site.
- Insure that articles on chapter events are submitted to local media for publication.
- Encourage and assist members in submitting articles to the state and national bulletin and magazine and other publications.

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **Public Services & Heroism**

Chairman: **Ralph E. Pierce**
Committee Vice President: **Edward L. Craft**

Description and Duties:

The Chairman of the Public Service and Heroism Committee is responsible for promoting the recognition of outstanding individuals who serve our communities in a civic capacity. The Committee has specific responsibility to promote and administer three programs and one medal.

- Law Enforcement Program
- Fire-Safety Program
- Emergency Medical Services Program
- Heroism Medal

Subcommittees of Public Services and Heroism Committee:

1. Law Enforcement:
Identifies and recognized exceptional service by police, state troopers, and officers of the courts. The Law Enforcement Commendation Medal may be presented by the National Society, a state society or a chapter to those who have served with distinction and devotion in the field of law enforcement. It may be presented to recognize a variety of service in the field of law enforcement, i.e. not limited to peace officers. It may be presented only to an individual and only once.
2. Fire Safety Commendation:
Identifies and recognizes exceptional service by fire service, emergency response, and fire insurance personnel. The Fire Safely Commendation Medal may be presented to those dedicated individuals who have served with distinction and devotion in the field of fire and chemical safety.
3. Emergency Medical Service:
Identifies and recognizes Emergency Medical Technicians (EMT's) and Paramedics who performed and act or service beyond the normally expected. The people who are to receive this award must have made a contribution in the EMS field which substantially exceeds the requirements and expectations of their job descriptions. Performance above that of EMS peers is expected in awarding this medal. This award is not appropriate to recognize heroism in the line of duty. The Heroism Medal should be used for this. The award is not appropriate for recognizing length of service.
4. Heroism:
Identifies and recognizes outstanding bravery and self-sacrifice in the face of imminent danger, i.e. acts which involve great personal courage and risk to the recipient. It is intended primarily for acts by civilians not in uniform but does not exclude police, firemen, and SAR members.

Program Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Chapter Selection and VASSAR Nominations:

The *Public Services & Heroism* Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), to judge and select the winners. The criteria and selection process schedule for judging are to be determined by the Public Services & Heroism Committee.

Each chapter is encouraged to recognize outstanding civil service to the community by presenting medals for Law Enforcement, Fire Safety, and Emergency Medical Services Medals to professionals in the field for outstanding accomplishment.

Presentation of Award:

The *Public Services and Heroism* Committee Chairman will coordinate with the CJWII President for scheduling the award presentation. Arrangements should be made with the Public Relations Chairman for local publicity.

Committee Reporting:

- After the awards presentation, the Public Services and Heroism Chairman sends notification to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.
- Report awards to the state VASSAR Committee by deadline (sometime in January) for the calendar year ending the previous December 31st. Chapters are encouraged to submit copies of the information used in selecting one award recipient in each category along with copies of any media coverage of the presentation. This information is used to select a Virginia Law Enforcement, Fire Safety, and EMS person of the year. Those selected will receive a framed certificate recognizing their achievement and the sponsoring chapter will receive a streamer.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee:

Resolutions

Chairman: Board of Managers

Description and Duties:

The Chapter Programs Committee is responsible for planning and coordinating programs (i.e. guest speakers) for the Chapter meetings. This is normally the responsibility of the Chapter President.

Duties include:

- Presentations should deal with; an event, person, philosophy, or ideal associated with the American Revolution, our Founding Fathers, the Declaration of Independence, or the framing of the United States Constitution.
- An effort should be made to plan and coordinate non-compatriot guest speakers to help build relationships throughout the community and facilitate the propagation of SAR activities and Youth, Educational, American Heritage, and Community programs.
- Coordinate with the Chapter Treasurer to order an SAR gift and Letter of Appreciation to be presented to each guest speaker.

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a Chapter Programs Status Report (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **Revolutionary War Graves**

Chairman: **Vacant**
Committee Vice President: **Edward L. Craft**

Description and Duties:

The Revolutionary War Graves Committee is responsible for registering Revolutionary graves with the National Society (New Submission), to update information about Revolutionary graves already registered (Update) with the National Society, and to place SAR grave markers at Revolutionary grave sites.

Duties include:

- Documenting grave registrations using the VASSAR grave registration form and submitting them the VASSAR Graves Committee Chairman.
- Encourage Chapter members to participate in the Revolutionary War Grave Program.
- Encourage the marking of graves of deceased SAR compatriots by chapters and descendants.
- Cleaning up a Revolutionary patriot's grave.
- Obtaining a Veterans Administrative monument for Revolutionary veteran, and placing flags at the graves of Revolutionary patriots are examples of work that falls within the program.
- Ensure at least one Revolutionary War grave marking service is held each year.
- Ensure at least 10 points are achieved (New Submission = 1 point; Update = ½ point) for grave registrations during the year.

Membership Committee Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Committee Reporting:

- Submit Revolutionary War Grave registrations to the VASSAR Graves Committee Chairman.
- In preparation for completing the VASSAR Annual Chapter Report, provide a detail Grave Registration Report (number of New Submissions, Updates) and committee activities e.g. Grave Markings, (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **ROTC, JROTC Awards**

Chairman: Robert B. Andrews
Committee Vice President: Steven F. Kerchner

Description and Duties:

The SAR awards the ROTC Medal to foster the principle of the “citizen-soldier”, exemplified by the Minutemen of Revolutionary War days. This award is presented by our chapter to ROTC or JROTC cadets who are selected for having a high degree of merit with respect to leadership qualities, military bearing and general excellence. The recipients are selected by the Commanding Officer of the ROTC or JROTC unit, who should be given full latitude in making the selection.

Duties include:

- At the beginning of the school year each Chapter should contact the Senior or District Instructor of the local ROTC/JROTC unit(s).
- The ROTC, JROTC Committee is responsible for distributing information concerning the ROTC/JROTC programs to school authorities and commanding officers of ROTC/JROTC units in Virginia colleges and high schools.
- Throughout the year the chapter should remain in contact with the administrators of the school and the JROTC unit, providing support and discussing plans for this program.

Program and Contest Guidelines:

<http://www.sar.org/Youth/ROTC-JROTC> (Program Guidelines)

<http://www.sar.org/node/260> (ROTC/JROTC Recognition Program Selection Process)

<http://www.sar.org/Youth/ROTC-JROTC-Timetable> (Program Timetable)

Chapter Selection and VASSAR Nominations:

- The CJWII Chapter will receive nominations from the commanding officer of each participating ROTC/JROTC unit.
- For ROTC or JROTC units with fewer than 500 cadets or midshipmen one medal will be awarded each year. For larger units, one medal may be presented for each 500 students enrolled in the unit.
- The chapter should have the school administration, along with the instructors of the ROTC/JROTC unit, evaluate candidates based on the SAR criteria (see ROTC/JROTC selection process link), and select one nominee for each ROTC/JROTC unit.
- If the chapter supports several ROTC/JROTC units, it should run a local contest to select the best cadet, since only one cadet per chapter may advance to the state competition. The chapter contest must have only SAR members as judges.
- Contact the VASSAR ROTC/JROTC Chairman for timeline to have the chapter nomination submitted to the state level ROTC/JROTC contest.
- The ROTC, JROTC Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), review each of the applications, and selecting the winner to be forward to the state level competition.
- The CJWII chapter will select an Outstanding JROTC Cadet and enter that cadet into the Virginia State Society Outstanding JROTC Cadet program. The winner of the State competition will be entered into the National Outstanding JROTC Recognition program. The winner of the national program will receive a special award at the SAR National Congress.

Award Presentation:

- Whenever possible, presentation will be made by a member of the SAR at the unit's Spring Awards program.
- The Silver ROTC Medal is presented only to students in a college or university ROTC unit. No recipient may receive it more than once.
- The Bronze JROTC Medal is presented only to students in secondary school JROTC. No recipient may receive it more than once.

Committee Reporting:

- After the awards presentation, the ROTC/JROTC Chairman sends the list of awards to the CJWII Newsletter Editor/Chairman for publication in *The Colonel's Dispatch* and to the web master for inclusion on the CJWII Web Page.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted **NLT January 3rd, 2012.**

Committee: **SAR/C.A.R Liaison**

Chairman: **Robert B. Andrews**
Committee Vice President: **Steven F. Kerchner**

Description and Duties:

The National Society of the Children of the American Revolution is an organization of persons through 21 years of age who are lineal descendants of a patriot of the American Revolution. The C.A.R. is an independent organization which looks to the DAR, SAR and SR for its leadership and financial support.

Duties include:

- Acts as liaison between the CJWII Chapter and its sponsored C.A.R. societies (recommend you pick a C.A.R. Society that does not have a SAR sponsorship.
- The CJWII SAR/CAR Chairman or Liaison Officer Committee is responsible for providing support and encouragement to this youth organization.
- Keeps Chapter informed of significant C.A.R. events.
- Award members of the C.A.R. SAR and DAR for their outstanding work given to the C.A.R. with the SAR/C.A.R. medals of appreciation or other appropriate medals for their support/service to the C.A.R.
- Four specific actions are desired:
 1. Get the C.A.R. Societies to participate in one of our programs (e.g. participating in a grave marking).
 2. Participate in C.A.R. Society activities.
 3. Provide Senior Leadership to a C.A.R. Society.
 4. Provide financial support to the C.A.R. Societies.

SAR/C.A.R. Program Guidelines:

<http://www.sar.org/node/211> (SAR Handbook Vol. III)

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **SAR/DAR Liaison**

Chairman: Robert B. Andrews
Committee Vice President: Steven F. Kerchner

Description and Duties:

The SAR/DAR Committee is responsible for establishing contact with the Daughters of the American Revolution (DAR) Chapter(s); Supporting DAR activities as appropriate; and for recommending the presentation of NSSAR/Virginia Society awards, as appropriate.

Duties include:

- Acts as liaison between the CJWII Chapter and other DAR Chapters.
- The CJWII SAR/CAR Chairman or Liaison Officer Committee works with the CJWII Chapter Committees and DAR Chapters on coordinating participation between our respective organizations.
- Keeps Chapter informed of significant DAR events.
- Recommends Awards to members of the DAR for their outstanding work/support given to the SAR Virginia Society.

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

Committee: **Teacher of the Year**
(Youth and Education Committee)

Chairman: Ralph E. Pierce
Committee Vice President: Edward L. Craft

Description and Duties:

Under this program the chapter is encouraged to recognize outstanding teachers (one or more) from elementary, middle and high schools in the chapter's area and nominate candidates for the Virginia Society Teacher of the Year. These outstanding teachers are recognized with Bronze Good Citizenship Medals or Outstanding Citizenship Certificates. Chapters are encouraged to honor those teachers during a school's awards ceremony or a school assembly. The public presentation increases the honor conferred on the teachers and gives the chapter valuable public outreach. However, chapters may choose to honor these teachers at the chapter's award ceremonies.

2011 Goals:

- To work with the School Administration on coordinating Youth and Education activities to include; Teacher of the Year Program, Essay, Oration, and Poster Contest. The *Essay/Oration Committee Chair* will assist you with this goal.
- Select one or more teachers for the *Teacher of the Year* Program.
- Conduct the *Poster Contest* program with the Clarke County Elementary Schools.
- Coordinate a school "classroom" visit with members from the CJWII Color Guard and talk about the SAR, Revolutionary War Uniforms, Weapons or other patriotic themes.

Teacher of the Year Award Criteria:

- Reference (<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>) for the selection criteria for the *Chapter Teacher of the Year Award*; *VASSAR Teacher of the Year Award* and/or the *Tom and Betty Lawrence American History Teacher Award*.

Chapter Selection and VASSAR Nominations:

The *Teacher of the Year* Committee Chairman will be responsible for establishing a Selection/Nomination Board (i.e. recruit chapter members), selecting the winners, and coordinating the presentation with the President of the CJWII Chapter.

Committee Reporting:

- All *Teacher of the Year* activities should be documented and submitted to the *Committee Vice President, Chapter President, and News Letter Chairman*.
- In preparation for completing the VASSAR Annual Chapter Report, a detail report covering all of your committee activities (January 1st, 2011 – December 31st, 2011) should be submitted NLT **January 3rd, 2012**.

Committee: **Veterans Affairs**

Chairman: **Vacant**
Committee Vice President: **Edward L. Craft**

Description and Duties:

The Veterans Affairs Committee is responsible for encouraging members to support veterans and their families.

Duties include:

- Planning, Coordinating, visits to veterans (hospitals, VA hospitals, nursing homes, or at their homes).
- Providing and outing for a veteran confined for reasons of health.
- Serving as a volunteer at veterans hospitals.
- Providing material support (personal care items, books, magazines, crutch pads, etc.)
- Providing support for families at the time of the death of a veteran by attending or participating in the veteran's funeral.
- Providing recognition to veterans for their service, including the award of the SAR Service or Military Service Medals to members who qualify.
- Keep track of the cumulative contributions of each member in order to recognize those who qualify for the Service to Veterans Medal (5000 points).
- Coordinate with partners (American Legion, VFW, etc.) of "common interest" to foster cooperative support on veterans programs.

The Committee is also responsible for participating in the *Stark Memorial Award Competition*, whereby the CJWII Chapter will receive points for their participation in Veterans programs and activities.

Veterans Affairs Program Guidelines:

<http://www.sar.org/vassar/docs/vassar-hdbk-vol-3-2010.pdf>

Appendix B:

Reference National Society, Sons of the American Revolution USS Stark Memorial Award Scoring Sheet & Service to Veterans Medal Guidelines.

Committee Reporting:

- Submits entries to the Virginia Society for its Annual Stark Memorial Award competition by **January 15th**, for the previous reporting year.
- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012**.

Committee:

Yearbook

Chairman: Gary R. Meeds
Committee Vice President: Edward L. Craft

Description and Duties:

The Yearbook Committee is responsible for developing a *CJWII Chapter Yearbook* that reflects the historical record of the chapter's history, activities, members, patriots, etc. in accordance with the guidance provide by the NSSAR Historian General.

Duties include:

- Contact the NSSAR Historian General for Yearbook guidelines.
- Working with the CJWII Officers, Committees, and Members develop a yearbook that captures the chapter's activities.
- The yearbook should be submitted in the yearbook contests at the VASSAR Annual Meeting.
- He shall submit the yearbook to the CJWII Historian to maintain in the Chapter archives.
- The yearbook should be submitted in the yearbook contests at the VASSAR Annual Meeting.

Committee Reporting:

- In preparation for completing the VASSAR Annual Chapter Report, provide a summary of your committee activities (January 1st, 2011 – December 31st, 2011); should be submitted NLT **January 3rd, 2012.**

APPENDIX – A: Officer Job Descriptions

President: The President provides overall leadership to the Chapter in carrying out programs that fulfill the purpose of the Chapter in accord with the policies and guidelines established by the membership. The President is responsible for the conduct of the administration of the Chapter in accord with the guidelines established by the Virginia Society. The President, or in his absence, the 1st Vice President, or in his absence, the 2nd Vice President, or in his absence, a chairman pro tempore, shall preside at all meetings of the Chapter and the local Board of Manager meetings, and shall have a casting vote. He shall exercise the usual functions of a presiding officer and shall be an ex-officio member of all committees, except of the Nominating Committee. The President may appoint a committee chairman as he sees fit to carry on the business of the chapter.

1st Vice

President: The 1st Vice President shall assist the President in the discharge of his duties and in the absence of the President from any meeting, shall act as the President and perform the normal functions of the President and perform such other duties as the President may prescribe.

2nd Vice

President: The 2nd Vice President shall assist the President in the discharge of his duties and in the absence of the President and First Vice President from any meeting, shall act as the President and perform the normal functions of the President and perform such other duties as the President may prescribe.

Secretary: The Secretary shall record and preserve the minutes of all meetings and special activities of the Chapter and the Local Board of Managers in accordance with the National and State governing documents. He shall distribute copies of the minutes of each meeting of the Chapter and Board of Managers to each member of the Board of Managers who shall review the minutes for accuracy and suggest corrections and additions. He shall then place the corrected minutes in the next chapter newsletter. The membership shall approve the minutes at the next regular meeting. He shall conduct the general correspondence of the Chapter. He together with the President shall certify all acts of the Chapter or the Local Board of Managers. The Secretary shall maintain a current copy of the Chapter Constitution and shall provide a copy of this Constitution to all new members. The copies of the Minutes and the Constitution can be either digital or hardcopy.

Treasurer: The Treasurer shall collect all fees and dues and shall have custody of all funds of the Chapter. He shall deposit the same in a bank or savings institution to the credit of the “CJWII Chapter, Virginia Society of the Sons of the American Revolution”, and shall draw them thence for the purposes of the Chapter only as may be ordered by the President. He shall keep a true account of his receipts and disbursements, and at each annual meeting shall make a report and submit his accounts for audit. He shall perform such other duties and make such returns as may be prescribed by the Constitution and Bylaws of the State Society.

Registrar: The Registrar shall maintain a copy of all submitted applications and supplemental applications for each member of the Chapter to include any genealogical documentation not forwarded to the VASSAR Registrar. He shall assist all applicants in the proper completion of their applications by providing consultation and advice. He shall investigate the submitted proofs of eligibility of all applicants for members and insure that all applications are properly completed, documented, and signed and endorsed before forwarding to the VASSAR Registrar. He shall report when asked at meeting and at other times as requested by the President or Board of Managers, the status of all applications being prepared or submitted. He shall perform such other duties and make such returns as may be prescribed by the Constitution and Bylaws of the State Society.

Chaplain: The Chaplain shall perform such duties as ordinarily appertain to this office and as described in the Article titled "Decease of Members". The Chaplain shall assist the Secretary as needed in gathering and providing information about a recently deceased member to VASSAR and NASSAR.


Historian: The Historian shall maintain archives. They shall include the past Chapter records, details records of all historical and commemorative celebrations of the Chapter, and other records as deemed appropriate. He shall edit and prepare for publication such historical addresses, essays, papers and other documents of historical character that the Chapter may desire or be required to publish. At each Annual Meeting he shall submit the necrology for the past years with biographies of the deceased members. He shall maintain a current yearbook in accordance with the guidance provided by the NASAR Historian General. The yearbook should be submitted in the yearbook contests at the VASSAR Annual Meeting.

APPENDIX – B: The USS Stark Memorial Awards & Service to Veterans Medal Guidelines

National Society, Sons of the American Revolution

**USS Stark Memorial Award Scoring Sheet
& Service to Veterans Medal Guidelines**

*Deadline for Submission to National Committee Chairman & Executive Director
February 1st*

	Chapter Name	_____
	State Society	_____
	President	_____
	Name of Submitter	_____
	Email or Phone	_____
	Number of Members (as of Jan. 1, 2005 of contest year)	_____
	Date Submitted	_____
	Email or mail this form to: Chairman, NSSAR Veterans Committee* AND a copy to the Executive Director, NSSAR 1000 South Fourth Street, Louisville, Kentucky 40203	

For Explanation and Description of particular items, see text on the next four pages

Chapter member appointed to V.A. Hospital Council or equivalent organization	Points	<input type="text"/>
Each HOUR served in Veteran's Hospital Volunteer Service	Points	<input type="text"/>
Each SAR member visiting a Veteran in a VA Hospital, Nursing home or his home	Points	<input type="text"/>
Each MILE TRAVELED to visit a Veteran in VA Hospital, Nursing home or at home	Points	<input type="text"/>
Each lap robe made & donated to Veteran in VA Hospital or nursing home	Points	<input type="text"/>
Each GIFT donated to Veteran in VA Hospital, nursing home (personal care items)	Points	<input type="text"/>
Each pair of crutch pads, ditty bag , etc. donated to a Veteran in a VA Hospital	Points	<input type="text"/>
Each dollar donated to VAVS projects & coupon books	Points	<input type="text"/>
Each PUBLICATION donated to VA Library (magazines, paper back books, etc...)	Points	<input type="text"/>
Each VETERAN OUTING or Party that includes Veteran patients.	Points	<input type="text"/>
Special OBSERVANCE sponsored by chapter with other veteran organizations.	Points	<input type="text"/>
Special OBSERVANCE attending in cooperation with veterans organizations	Points	<input type="text"/>
Marking Revolutionary Patriot War Veteran's and compatriot graves	Points	<input type="text"/>
Used Clothing – Men's & Women's	Points	<input type="text"/>
All used but working items: such as TV's, Computer's, VCR's, Radio's, etc.	Points	<input type="text"/>
Total Points		<input type="text" value="0"/>

*Direct Entries/Comments to Committee Chairman: **Douglas H. Stansberry**
 150 Allenwood Road, Fayetteville, Georgia 30214-1402 douglass1@peoplepc.com (770) 460-1556

**The USS Stark Memorial Award's
(State Society & Chapter Activities Competition Award)
& Service to Veterans Medal Guidelines**

The NSSAR authorized, in 1988 (revised 2003), THE USS STARK MEMORIAL AWARD to memorialize those brave men and women who continue to stand at the forefront to preserve the freedoms our patriotic ancestors fought so long and hard to achieve. Its purpose is to recognize outstanding chapters and the most outstanding state society within the National Society of the Sons of the American Revolution for their participation with the Veteran community, and supporting activities of the NSSAR Veteran's Committee.

In 2002 the NSSAR authorized the creation of the SERVICE TO VETERANS Medal to be presented to the individual Compatriot that has supported the Veteran's program and is able to document 5000 points of support to our Veterans, using the point scale of the USS Stark Contest.. An individual may count points for the LAST five years, BUT only the points that pertain to the current calendar year may be reported on the USS Stark Memorial Competition for the current year.

The reporting period for the USS Stark Award competition is January 1, through December 31 of the previous year. Total points for a participating chapter or society should be reported to the NSSAR Veterans Committee Chairman and Executive Director not later than 1st February. **This form must be completed for this competition**. Supporting documentation may be asked for, if needed.

Awards will recognize the most active state societies and/or most active chapters. First place awards for Chapter will be offered by membership size: 1 to 49, 50 to 99, 100 to 199, over 200, and one first place award for a State Society (will be judged using weighted equation on a per member basis). An USS Stark Streamer is awarded to the winner of each Chapter and State categories. Award may not be won for two consecutive years. An Honorable Mention Streamer may possibly be awarded at the discretion of the Veteran's Committee.

The USS Stark awards are presented by the National Society at an Annual Congress for the most complete Veterans program. The local chapter or Society presents the Service to Veterans Medal. The Service to Veterans Medal maybe presented at anytime that the local chapter or Society approves the Medal. Activities should conform to the chartered purposes and to the type of activity suggested in the SAR Handbook. Rules and requirements for these awards are as follows:

1. Chapter member(s) appointed to Veterans Adm. Council or equivalent organizations (Count one time per year per member) + 25 points
Ex: Compatriot John was appointed to the Local VA Volunteers Committee.

Member may count either item 2 OR item 3 when reporting service, but may not count BOTH:

2. Each HOUR served in VA Volunteer Service capacity (Verified by local VA Hospital Report) (per hour) + 10 points
Ex: Compatriot John volunteers for 2 hours, twice a month at the local VA Nursing Home. Total 4 hour a month x 10 pts per hour =40 pts month

3. Each SAR member visiting a confined Veteran in a VA Hospital, Nursing home or at his home. (Each Veteran Visited --max 3 visits per hour) + 05 points
Ex: Compatriot Dan visits Jack (disabled veteran) at home twice a month. Total 2 visits per month x 5 pts per visit = 10 pts month

4. Each MILE TRAVELED round trip to visit a Veteran in a VA Hospital, Nursing home or his home. Personal mileage to drive yourself to the VA Hospital or Doctor DOES NOT count if you receive medical services, even if you visit other patients while at the Doctor/Hospital.
 Per Mile (Personal Mileage is excluded, 100 miles max per round trip) + 01 points
Ex: Dan goes to visit Jack's home twice a month equals 40 miles & the trips twice to volunteer at the VA Nursing home equals 30 miles. Total 70 miles per month x 1 pts per mile = 70 pts month.

5. Each patched or crocheted or handmade lap robe donated to Veteran in VA Hospital or nursing home (per item) + 10 points
Ex: Compatriot John's wife makes 2 lap robes a month. Total 2 robes per month x 10 pts per robe = 20 pts month.

6. Each GIFT donated to Veteran in VA Hospital or nursing home. (Personal care items, playing cards, combs, puzzles, etc...) (per item) +.01 points
Ex: Compatriot Mark donates 5 sample bars of soap, shampoo, etc., that he receives from the motel while attending an out of town SAR event. Total 5 items a month x 1 pt per item = 5 pts month

7. Each pair of crutch pads, ditty bag or x-ray chart holder made and donated to a Veteran in a VA Hospital (per item) + 05 points

8. Each dollar donated to VAVS or Veteran Projects (per dollar, max \$1500) + 01 points
Ex: Compatriot John donates 5 dollars per month to the local VAVS Total 5 dollars a month x 1 pt per dollar = 5 pts month

9. Each PUBLICATION donated to a VA Library, reading room. (Magazine, paperback books, etc...) (per item) + 01 points
Ex: Compatriot John donates 5 old magazines or books that he receives per month. Total 5 publications a month x 1 pt per item = 5 pts month

10. Each VETERAN OUTING or Party that includes Veteran patients.

01 – 10 veterans	+ 10 points
11 – 25 veterans	+ 15 points
26 – 50 veterans	+ 20 points
51+ veterans	+ 25 points

Ex: Compatriot John takes Jack and Richard (both veterans) out to lunch and

for a car ride once a month. Totals 10 pts for the outing + number of mile x 1pt
(ex. 10 miles), Total 10 + 10 = 20 pts month

11. (A.) Special Observance (Chapter sponsoring event and in charge of event-
with other veteran's organizations attending - Non SAR Meetings), Only
Chapters can count this event. This doesn't count toward Individual points.
Chapter meetings on Special Observance dates do not constitute a special
observance and may not be counted. (Other organizations or public must be
invited to count as special observance)
- Washington's Birthday + 50 points
 - Patriot's Day + 50 points
 - Memorial Day program + 50 points
 - Flag Day + 50 points
 - Fourth of July + 50 points
 - Constitution Day + 50 points
 - Veteran's Day + 50 points
 - Yorktown Day + 50 points
 - Revolutionary era historic site initially marked + 50 points
 - Other historic or patriotic observances + 50 points
- (Not listed above e.g. Kings Mt., Cowpens, etc)

(B.) Attendance at Special Observance (per member) + 5 points

12. Special Observance (Chapter member attending in cooperation with other
veteran's organizations - Non SAR Meetings) Mileage does not count.
(per Member Attending) + 05 points
*Ex: Compatriot John was able to attend the July 4th. & the Veteran's Day
parades supported by the local American Legion post, but John did not have an
active part. Each worth 5 pts x 2 events = 10 pts year*

13. (A.) Initial Revolutionary Grave Dedication (Per Grave, max 200 pts) + 50 Points
Only Chapters can count this Credit, this doesn't count toward Individual
points. Exception is listed in Ex.2 (marking service consisting minimally of a
SAR emblem/stone marker being placed, appropriate ceremony (as listed in
National Handbook) with Master of Ceremonies, Chaplain, a Compatriot in
uniform, descendant(s) invited and other Compatriots)
*Ex: Compatriot John's local chapter sponsored the Marking of 2
Revolutionary Patriot Veterans Graves. Each worth 50 pts x 2 events = 100
pts year*
*Ex2: Compatriot Robert obtains an NSSAR Grave Marker and places it on
his own Patriot ancestor's grave and the Primary chapter is not involved.
Each worth 50 pts x 1 marking=50 pts yr.*

(B.) Attendance at Revolutionary Grave marking (per member) + 5 points
Ex: Compatriot John was able to attend each of the 2 Grave Dedications

sponsored by a SAR/DAR/C.A.R. Chapter. Each worth 5 pts x 2markings = 10 pts year Mileage does not count.

(C.) Flag placement on a Veterans Grave (per grave, max. 200 pts) + 01 points

(D.) Patriot Grave Registry donation to NSSAR (per grave, max 40 pts) + 5 points
(Location and documentation of new Patriot Grave Information donated to the National Graves Registry Committee)

Ex: Compatriot John was able to locate two Patriot graves in a local cemetery. He sent the location of the graves and documentation of Revolutionary service to the Chairman of the Patriot Graves Registry Committee

(E.) Participation in a Veteran's Funeral

Reading, or Dedication + 20 points

Pallbearer + 20 points

Attendance + 05 points

Mileage (max. 50 Miles per funeral) + 50 points

(Visit to the Funeral home counts if you cannot attend the Funeral, but you cannot count both.)

14. Used Clothing – Men's & Women's + ref list

15. All used big-ticket items such as TV's, Computer's, VCR's, Radio's etc. points are to equal 1/3 of the original purchase price (Points =1/3 Original Item Cost) +1/3 cost

Ex: Compatriot John donates an old color TV to the local Veteran's Hospital. The cost of the TV when new was \$300. Mark can count 1/3 of the cost, which equals 100 pts.

Notice:

Each submitter (Chapter or Society) may be requested to substantiate some categories. If you need to provide additional information use blank sheets of paper and attach to form. If you do something with the Veterans that is not listed above, please let chairman know so that it may be considered as a new item to include for points

