



## **MISSOURI SOCIETY**

# **Manual of Operations**

**4th Edit – April 20, 2021**

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### **Missouri SAR Committees 2020-2021 / 5-27-2020**

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| 250th Anniversary              | Clifford Olsen       |
| 2021 Convention Coordinator    | George S. Swales     |
| 2021 Membership Meeting        | Robert Grover        |
| Americanism Brochure Contest * | George S. Swales     |
| Americanism Chapter Award      | Donald D. Palmer     |
| Americanism Poster Contest *   | George S. Swales     |
| Budget / Ways & Means          | John Bedell          |
| CAR Liaison                    | James Osbourn        |
| Color Guard commander          | Stephen Perkins      |
| Constitution & By-Laws         | W. Eugene Henry      |
| DAR Liaison                    | J. Michael Robertson |
| Flag Certificate & Retirement  | Ken Lawrence         |
| Fogg Chapter Award             | Dennis J. Hahn       |
| Friends of the Library         | James E. Osbourn     |
| George Washington Endowment    | Steven Newman        |
| Historian, Records & Archive   | Clifford Olsen       |
| Historical Sites               | Dennis J. Hahn       |

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| Eagle Scout Committee *            | Gary Gift            |
| Knight Essay Contest *             | Dale Schmidt         |
| Lawrence American History Teacher  | George S. Swales     |
| Manual of Operations               | David R. Shaul       |
| Medals & Awards Medals & Awards    | Ken Lawrence         |
| ROTC / JROTC                       | Charles McMillan     |
| Member at Large                    | George S. Swales     |
| Membership, Recruiting & Retention | J. Michael Robertson |
| New Chapters                       | David R. Shaul       |
| Operation Ancestor Search          | E. Doug Fitts        |
| Patriotic Education & Lawrence *   | George S. Swales     |
| Patriot Records                    | David R. Shaul       |
| Pershing Fund                      | Ken Lawrence         |
| Public Service & Heroism *         | Dale Schmidt         |
| Publicity                          | James E. Osbourn     |
| Rumbaugh Historical Oration *      | George S. Swales     |
| Veterans Recognition               | Dan McMurray         |
| Yohe Yearbook Award                | Norman Knowlton      |
| Yohe Woman of the Year_            | P. Andrew Kingery    |

## **Missouri Society Secretary -Duties**

The Office of the State Secretary is established in Article Four – Officers and Board of Directors – in the Constitution of The Missouri Society of the Sons of the American Revolution as adopted 28 April 1990 and amended 25 April 2015. The Duties of the State Secretary are delineated in Article Six, Section 4, of the Missouri Society, SAR, By-Laws as amended on 25 April 2015. The following paragraphs expand on the duties and responsibilities of the State Secretary regarding Standard Operating Procedures.

The Secretary is notified of all new members of the Missouri Society, SAR, by a transmittal from the Registrar General, NSSAR. The transmittal gives the name of the member, his address, date of registration and National Number. A record copy of the new members application accompanies the transmittal, as well as the membership certificate and a Record Copy for the new member. The Secretary records the following information in the State Number Database: the members name, address, National Number, date sent to the State President, date sent to the State Registrar and Genealogist, the member's Patriot Ancestor, the member's State Chapter affiliation. In addition, the Secretary assigns the State Number for the new member. The State Number is recorded on the Secretary's copy of the Record Copy and the member's copy of the Record Copy. The Secretary signs the membership certificate and makes arrangements for the State President to sign the membership certificate. The signature of the State President may be obtained mailing the membership certificate and associated documents to the State President or by using a signature stamp provided by the State President. The membership certificate, member's copy of the Record Copy and other associated

documents are sent to the Chapter President of the new member's chapter affiliation. The Secretary sends a copy of the transmittal form of the Registrar General, NSSAR, and the new member's Record Copy to the State Registrar and State Genealogist. Scans of these documents may be made and transmitted to the Registrar and Genealogist by email. The original transmittal form and Record Copy are retained by the Secretary and filed in a manner that allows for retrieval, if necessary. It is convenient for the Secretary to supply the State Genealogist with a signature stamp because all NSSAR membership applications must be signed by the State Secretary.

The Secretary is notified of all Supplementals for members of the Missouri Society, SAR, by a transmittal from the Registrar General, NSSAR. The Supplemental transmittal contains the name of the member, the Patriot Ancestor through whom the supplemental was approved, the date of registration and the National Number. The process outlined above for new members is essentially the same as with Supplementals, except the State Number of the member has been assigned previously. The Supplemental transmittal is accompanied by a Record Copy and Supplemental Certificate. The Certificate requires no signatures of State Officers. The Record Copy is retained by the Secretary and filed in a manner that allows for retrieval, if necessary.

The Secretary receives a transmittal from the Registrar General, NSSAR, for changes in membership status, which might include, but not limited to, Reinstatement and Transfers into or out of the Missouri Society, SAR. Processing these transmittals includes, but is not limited to, sending the transmittal form, and associated documents to the State Registrar and State Genealogist. There is some variation in Standard Operating Procedure depending upon the specifics of the change in membership.

The Secretary records the minutes of the meetings of the Executive Committee, the Board of Directors and other group meetings than may transpire during his tenure. These minutes are prepared in typed format and may be sent to State Officers, Honorary Vice Presidents, Chapter Presidents and Committee Chairperson, depending upon the group from which the minutes were recorded. The Secretary retains a printed copy, or an electronic copy of all minutes and they are filed in a manner that allows retrieval, if necessary.

The Secretary is responsible for sending minutes, notices of meetings and other materials and documents as directed by State Officers, including the President, Executive Vice President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Registrar, Treasurer and Genealogist. The Secretary may receive these materials and documents by mail, email, or text message; hence, the Secretary must have computer skills sufficient to manage these forms of communication. Prior to each Quarterly Meeting the Secretary sends a request to all Officers, Honorary Vice Presidents, Chapter Presidents and Committee Chairpersons to submit a report of their activities and actions for the quarter to be received at least one week in advance of the Quarterly Meeting. The Quarterly Reports are compiled by the Secretary and sent to all Officers, Honorary Vice Presidents, Chapter Presidents and Committee Chairpersons.

The Secretary is responsible for a Roll Call for all meetings and the Roll Call should list all Missouri Society, SAR, Officers, Honorary Vice Presidents, Chapter Presidents and Committee Chairperson. The Standard Operating Procedure for a Roll Call is to name the Officers first and the Chapter Presidents second to secure a quorum. If Officers and Chapter Presidents are not in sufficient number to establish a quorum, the Honorary Vice Presidents are called. The Committee Chairpersons are not members of the Executive Committee or the Board of Directors,

hence, they cannot be used to establish a quorum. The Secretary is a member of the Executive Committee and the Board of Directors.

The Secretary must complete the NSSAR Youth Protection Training Course (YPTC) and receive and maintain a valid Certificate of Completion. The YPTC is accessed through the NSSAR website.

The Secretary must maintain the USPS mailing address of all Chapter Presidents and the email address of all Officers, Honorary Vice Presidents, Chapter Presidents and MOSSAR Committee Chairperson. Email addresses may be provided by other State Officers or Honorary Vice Presidents. The Secretary may be assigned or delegated other duties at the request of the State President.

### **Missouri Society Treasurer - Functions**

Act as the signatory for the society, and as the primary contact for the bank and investment

accounts. Maintain account passwords and checkbooks. Receive all correspondence associated

with such accounts.

Receive and write checks on behalf of the society. It is preferred to use a business account for

banking, with a deposit stamp, rather than a personal account. During COVID-19, mobile

banking has been the preferred method for depositing checks.

Cash should be deposited as quickly as possible.



## Accounting

Maintain a general ledger and a chart of accounts, suitable to generate a standard set of financial

statements on a quarterly basis. It is preferred to close accounts monthly. Accrual accounting is

preferred to cash accounting. Retain support for transactions.

The number of transactions does not require the use of accounting software. Instead, the

general ledger and journals can be maintained in excel.

### · Recordkeeping

All records are currently maintained electronically. Records include correspondence, support

for transactions, and all account statements. They are saved in PDF Format, and cross

referenced with general ledger entries. By keeping all records in electronic format, they can

easily be audited and passed to the next treasurer. Backup copies should be retained.

## Insurance

Act as the primary contact for the insurance broker. Pay insurance premiums, forward copies of insurance certificates and policies to the secretary. Ensure that the insurance provider has an updated list of officers for insurance. The broker should be contacted in mid-Q2, and premiums are usually due in Q3.

## Tax

File Form 990-N with the IRS on behalf of the Society. Contact chapters to ensure that each chapter also files their local 990-N. The e-postcard version of the form may be filed on-line, and

is due every year by May 15th. Maintain all tax records and filing instructions. As described above, these are retained electronically.

## Dues Collection & Reconciliation

In September of every year, the Treasurer receives an updated roster from the Registrar. This

roster is received in excel format. This is used to prepare a separate roster for each chapter treasurer to use for dues collection. The treasurer contacts each chapter treasurer and president to provide instructions and rosters for dues collection. The same information must be provided to the executive vice president, who conducts dues collection for members at large.

Throughout September and Q4, the treasurer will receive dues payments and paid-member lists from chapters. Use this to maintain a master list (in excel format) of payment status for all members. Deposit dues payments, which are in the form of monthly totals from chapters and maintain an accrual for the liability that will be due to NSSAR for national dues.

In January, provide dues payment information to the Registrar and reconcile any discrepancies.

Together with the registrar, then complete NSSAR reconciliation forms and issue national dues payment to NSSAR.

## Membership Cards

Concurrently distributing chapter rosters and instructions for dues collection, the treasurer also sends membership cards to chapter treasurers. Many chapters use these cards when requesting dues payment, so distribution in early September is important.

Dues cards are printed on standard business card stock, although a printing service through a business supply store is a best practice. The membership cards should be formatted through a mail merge with the roster.

## Member Reinstatement

Throughout the year, the treasurer will receive reinstatement payments. The treasurer must coordinate the completion of form 0918 with the Registrar, and then issue payment to NSSAR.

The treasurer should maintain a list of all reinstatement payments that are processed and communicate regularly with the Registrar on the status of the list.

## **Eagle Scout Recognition Program Procedures and Guidelines**

From: Gary D. Gift, Chairman, Missouri Eagle Scout Recognition Committee

To: Missouri chapter presidents, Chapter Eagle Scout Recognition Chairmen.

One of the goals of our organization is to recognize those young men and women who attain the rank of Eagle Scout. This is the highest rank that a youth in Scouting can earn. It is a very demanding and lengthy process to earn the Eagle Scout Rank. Less than 10% of all Scouts ever

earn the rank of Eagle Scout. These youth are worthy of our recognition and respect. In Missouri we have had a long tradition of recognizing those who attain the rank of Eagle Scout. If your chapter is approached by a Troop or individual asking for an Eagle Scout Court of Honor presentation and certificate of recognition my goal is to make it as easy for you to have the appropriate certificate and letter for your presentation. Many chapters do this in revolutionary era uniforms, and many color guards help the Scouts by participating in the presentation of the colors. Gather the information you will need to have the certificate and letter to be completed. i.e., Name, Troop Number, Date of Court of Honor or Date Eagle Scout Board of Review. Once you have gathered this information then forward it to me and I will return to you an Eagle Scout Certificate of Recognition and a congratulatory letter to the Eagle Scout. My contact information is: Gary D Gift, 3725 South Forest Ave, Springfield, MO 65807 (417)860-5886 [gary.gift@hotmail.com](mailto:gary.gift@hotmail.com) Contact the Scoutmaster or the Court of Honor planner and determine your chapters requested level of participation. This is a great opportunity for the Chapter Color Guard to participate in the opening flag ceremony. It is a good idea to show up a little early so that any final changes in the agenda can be worked and to allow photos with the recipients (especially if the presenters are in uniform). I would also recommend that your chapter strongly encourage participation in this program and if asked. This program is a great way to increase the visibility of your chapter's community outreach. Many units are not aware that we offer this recognition. Once your chapter has done a few it will become a popular request.

Contact your local Scout Council and Troops to let them know about the Arthur M and Berdina King Eagle Scout Contest and encourage Eagle scouts to participate. Many Councils and Units are not aware of the contest. The deadline for a chapter to complete a competition is

December 31<sup>st</sup>. Chapter winners should be sent to me by the state deadline of January 15<sup>th</sup>. A winner will be selected by a committee of judges from several chapters. The deadline for all State winners to be submitted to National SAR Eagle Scout Committee is February 15<sup>th</sup>. state winner will be announced at the first quarter meeting with presentation to the State Winner at State Annual Meeting in April. National winner will be selected at the Spring Leadership Meeting in Louisville and will be announced and presented at the National Congress in July. All chapter applications will need to be sent to me either by mail to Gary D Gift, 3725 South Forest Ave, Springfield, MO 65807 or emailed to me at garv.gift@hotmail.com The application and four generation ancestor chart and essay topic and examples of previous winning essays can be found on the National SAR website. Or on the State SAR website in a link to the Manual of Operations. The application and four generation ancestor charts are both in a fillable PDF format which should make them easier to complete. Please encourage applicants to attach an additional page to the application if they need more room to accurately document their achievements.

## **Flag Committee**

The MOSSAR Flag Committee is responsible for promoting Chapters to recognize individuals and organizations for properly displaying or retiring the American Flag.

On June 14, 1777, the Second Continental Congress passed a resolution to adopt the United States Flag with 13 Stripes and 13 Stars. While over the years the number of stars has increased with the addition of states into the union, the Flag has remained essentially the same as it did in 1777.

The Sons of the American Revolution recognize the use of the flag to be displayed for patriotic purposes, ceremony and as a symbol of our national unity. The American Flag is to be respected, revered, and honored by its proper use.

Therefore, if an American Flag has been correctly displayed in accordance with the National Flag Code and National Flag Etiquette, a *SAR Flag Certificate* may be presented to individuals or organizations in recognition for their patriotic service to the community.

In addition, if the American Flag is properly retired in accordance with the National Flag Code and National Flag Etiquette, a *SAR Flag Retirement Certificate* may be presented to individuals or organizations in recognition for the proper honor given to the retirement of the American Flag.

Chapters are encouraged to participate in these National SAR program as this participation brings National SAR recognition to the State Society in the form of a streamer for its flag.

The Chairman of the Flag committee will be responsible for the collection of each Chapters participation data. The chairman will then compile and submit the summary on the award form below to National for the MOSSAR streamer recognition.

The National Flag Awards and requirements for SAR National recognition are listed below.

Ken Lawrence, Flag Committee Chairman

### Admiral William R. Furlong Memorial Award

This award is presented annually at the SAR Congress to the state societies that have fulfilled the qualifications during the previous year.

To qualify each state society and at least 50% of its chapters must present at least one NSSAR Flag Certificate to a person or organization who qualifies during the previous calendar year.

State societies are to advise the chairman of the Flag Committee of their qualifications by April 15 each year. Societies that qualify will be selected and their names sent to the President General for awarding.

The first year, a certificate and streamer will be awarded to the state society. The streamer is thirty-six (36) inches in length and one and one-half (1-1/2) inches wide with parallel red, white and blue stripes of equal width with a grommet at the top. Each succeeding year that a society qualifies, it will receive a certificate and a white star one (1) inch in diameter to be placed at the top of the streamer.

### U.S. Flag Retirement Award

This award is presented annually at the SAR Congress to the state societies that have fulfilled the qualifications during the previous year.

To qualify each state society and at least 50% of its chapters must present at least one NSSAR U.S. Flag Retirement Certificate to a person or organization who qualifies during the previous calendar year.

State societies are to advise the chairman of the Flag Committee of their qualifications by April 15 each year. Societies that qualify will be selected and their names sent to the President General for awarding.

The first year, a certificate and streamer will be awarded to the state society. The streamer is thirty-six (36) inches in length and one and one-half (1-1/2) inches wide with parallel red, white and blue stripes of equal width with a grommet at the top. Each succeeding year that a society qualifies, it will receive a certificate and a white star one (1) inch in diameter to be placed at the top of the streamer.

## **250th Anniversary of the American Revolution**

### **Recognition Program National Society Sons of the American Revolution**

Compatriots, it is important for all of Missouri SAR chapters to participate in this program. This program is part of the recommended activities to recognize the 250<sup>th</sup> Anniversary of the American Revolution. Please follow the following guidelines:

Organize a 250<sup>TH</sup> Anniversary Committee.

Designate a Committee Chairman

Organize a program of work supporting the mission of the SAR.

Focus your committee on new commemorative events.

Schedule events as 250<sup>TH</sup> Anniversary events using the commemorative logo.

Plan new historic and educational events that enhance your branding.

Choose sustainable events that you can repeat throughout the 250th anniversary.

Schedule the events using key partners, Scouts, veterans, civic clubs, etc.



Keep complete records of all activities and participants to gain recognition.

The recognition program is designed to encourage and recognize those compatriots, chapters and societies that participate in local, state, national and international events which publicly educate, and recognize, honor, and celebrate the events and heroes of the period surrounding the American Revolution. Participation involves the planning and execution of these events, as well as attendance. The medal covers the celebration of any event's 250th anniversary where said event related directly to acts of resistance to British attempts to coerce the residents in America: from the first Parliamentary Acts protested after the conclusion of the French and Indian Wars, through the armed struggle of the American War for Independence, to the ratification of the Treaty of Paris by the Continental Congress. This therefore will cover any public celebrations in the period from 2014 to 2033. Form may be submitted to cover multiple years and following the first submission be submitted in multiple years, only covering activities since the previous submission. Scorekeeping is the responsibility of each compatriot and awarding authority. You will receive an email authorizing the purchase from merchandising. The guidelines and points are described below.

PLEASE SUBMIT TO: [250AnniversaryRecognition@sar.org](mailto:250AnniversaryRecognition@sar.org).

Awards are based on activity and the awarding of points for each type of activity:

- a. Directing, chairing, or co-chairing an event or sub-committee for the duration of the event. (20 points)
- b. Participation in the planning, financing, promotion or conduct of an event other than directing, chairing, or co-chairing an event. Those that

do direct, chair or co-chair an event and serve as a regular member of a committee or sub-committee in a non-leadership role, may also earn points. (10 points)

c. Attending an Event (3 points) d. Attending an event in Colonial Attire (5 points) >

SAR Members may be awarded the Medals for achieving the following levels.

a. Bronze Medal: 25 promotion points as certified by his chapter, state, district, or national society.

b. Silver Medal: Compatriots who earn 60 promotion points as certified by his chapter, state, district, or national society.

c. Gold Medal: Compatriots who earn 150 promotion points as certified by his chapter, state, district, or national society.

Non-SAR members may also be awarded these medals:

a. The chapter may present bronze awards to its Partners in Patriotism and may recommend its Partners to the state or national society for higher recognition.

b. The state and district may present silver awards to its Partners in Patriotism and may recommend its Partners to the national society for higher recognition.

c. The district or national society may present gold awards to its Partners in Patriotism.

Coin Award. May be awarded to SAR and Non-SAR individuals participating in programs but taking no actual leadership role.

Streamer. Awarded to SAR organizations. The certificate will describe the program for which the award is being made.

Streamers come in three levels based on maximum participation in any one event during the year. Stars will be awarded if re-earned in subsequent years. The Bronze Streamer for an average of 10% participation, the Silver Streamer for an average of 25% participation. or a Gold Streamer for an average of 50% participation.

**PART 1: Submission Information** Please enter the name of the submitter of this form and contact information, as well as date submitted. Please indicate if this submission is for INDIVIDUAL or ORGANIZATION. If for SAR Individual or Organization, please list home chapter and state society. If this is for an SAR member, please list national number. If this is for an SAR unit, please list official size as of 1 January of the submission year (excluding dual memberships). Bronze authorized by Chapter, Silver and Gold by the State Society.

Please include the following information:

Name of Submitter, E-mail phone number, and date submitted.

Submission:

Name of Candidate: National Number, State Society, Chapter, type of submission, and organization size.

### 250th Anniversary Programs

The following programs were initiated by the Compatriots of the Ozark Mountain Chapter SAR to create lasting activities within the region that would have the power to bring knowledge of our America Patriots to the forefront in our communities. The following are brief descriptions of complex programs designed to raise the level of Ozark Mountain Chapter SAR in our community. These programs can be adopted by any chapter in American and modified to serve the SAR mission. People used to be familiar with the initials DAR in Springfield, even if they didn't know anything about the organization and they never heard of

the SAR. Now they still know the DAR initials and nothing else while they know that SAR is the organization that is teaching in school rooms, honoring veterans in cemeteries, honoring our first responders and generally a group of patriotic men who are making a difference.

### History Explorers

Provides a community forum to present various aspects of our American History in a unique form in that most presenters are costumed, and the presentations are in five to seven segments. This allows each presenter, beginning with a topical report on something that happened in that time in Revolutionary War History. Each additional presenter offers information about another person or event related to the overall theme of the evening. When the hour has elapsed, we hope that we have interested attendees enough that want to explore history on their own. We make our presentations at a local library auditorium and they have an array of books on the topic we covered so that they can easily find books to explore. Over the last three years of quarterly presentations, we have introduced Alexander Hamilton, The First Five Presidents, Revolutionary Women, Civil War Medicine & the Battle of Wilson's Creek, World War I and the Men of Missouri, Native Americans in Southern Missouri, Henry Schoolcraft Explorers of the White River and Southern Missouri and Revolutionary Patriot Migration to Missouri. This is an opportunity for SAR branding and outreach.

### Our Patriots

Our Patriots are those who are descendants of Revolutionary War Patriots who are buried in Southwest Missouri. Liberty, freedom, and patriotism is the heart of this program designed to give ownership of America to everyone, our youth. We research the descendants of Revolutionary Patriots buried in our area and link them to local

community leaders and well-known individuals. Students find this interesting, because it gives them direct way to connect with their past and their country. Our Patriots is important because it engages that promote American history and patriotic endeavors. Genealogy, American History and Law are the only merit badges that we will be offering, however we feel that they may be the most important ones in their portfolio of experience.

### Patriot Sons & Patriot Daughters

The Sons of the American Revolution have made a diligent effort to locate and mark the graves of those Patriots who served in the American Revolution. I propose that they are only the beginning of the "American Patriot Story." The story that follows the sons and grandsons along with daughters and granddaughters of those brave Americans across North America as they settle the frontier of the Western Reserve and forged west across the Mississippi into the uncharted Louisiana wilderness to build a new nation. A nation founded on the blood of our Patriot Ancestors; a nation settled and tamed by Patriot sons and daughters. The Ozark Mountain Chapter would like to place grave markers on the graves of those sons, grandsons, daughters, and granddaughters of our founding Patriots. We propose a simple three-inch bronze marker with the SAR, wreath and cross in the center surrounded by the words Sons of the American Revolution and the words Patriot Son or Patriot Daughter at the bottom. We ask that you endorse this project and request that you support the striking of these medallions by the Medals & Awards Committee. We also ask that the 250th Anniversary Committee adopt the concept for SAR National use by all chapters. The responsibility for acquiring these medallions will be the 250th Anniversary Committee.

### WOLF School Project

This was chosen as a 250th Anniversary project, because of the degree of work involved and the long-term commitment that we were willing to make. WOLF School is a magnet school program that teaches the brightest 5th graders in our community who have an interest in conservation and the outdoors. We provide classroom training, utilizing costumed individuals who play a variety of historic rolls with a focus on 18th century events. This is a big commitment, because it requires preparation of difficult topics for extremely bright students who you interact with for two hours. The focus of our class time is the connection that all young people have with the founding of our country and those who brought us this free and independent nation. We have discussed the role of First Nations people in the Revolution, Daniel and Nathan Boone, the life of local Patriots in the founding of our city, county, and state, etc. This is an opportunity for SAR branding and outreach.

### National American History & Founders Month

This is a 250th Anniversary project due to the importance of spreading the influence of American History Education throughout our community and the country. This is a big project that we adopted, because we could and thought that others might be inspired to get involved if they made the effort and saw some success. Our initial step was to get our chapter to adopt the NAIIM commitment and following that took the concept to Missouri SAR where it was unanimously adopted. We then come home to our City, County, School System, Library System, Missouri Senate and House of Representatives along

with the Governor of Missouri. We did not stop there in that we asked our Missouri Senators, Roy Blunt, and Claire McCaskill to write a letter of support. All these requests have been met with positive results and we are gathering state and local resolutions supporting National American History Month. Now we must use this tool to reach into the community in new and innovative ways. This is an opportunity for SAR branding and outreach.

### American Patriot Merit Badge Workshop

This 250<sup>th</sup> Anniversary project is intended to offer our Eagle Scouts with the greatest advantage when applying for the Eagle Scout Cash Award. This is a big commitment; however, we feel that it is especially important to local Scouting over the next few years. We will have an opportunity to serve Scouting while at the same time recruit them for the Eagle Scout Award. As we work with them, we will find additional Scouts who have community service projects that may include activities that promote American history and patriotic endeavors. Genealogy, American History and Law are the only merit badges that we will be offering, however we feel that they may be the most important ones in their portfolio of experience.

### 250th Anniversary Medal

Chairman -the chapter member who is the primary planner of an event  
20 points.

Planning - a chapter member who is involved in planning an event 10  
points.

Presenter -a chapter member, who speaks, presents a certificate, etc. 5 points.

Display - a chapter member involved in some form of display for an event 5 points.

Program -a chapter member who supports a program; photographer, donation, etc. 5 points.

Color Guard - a chapter member who attends the program in period dress 5 points.

Attendance - a chapter member who attends the program 3 points.

We keep records for our most active members and for non-members who provide support for our 250th Anniversary Programs on a regular basis.

Bronze Medals are awarded for those earning 25 points.

Silver Medals are awarded for those earning 60 points.

Gold Medals are awarded for those earning 150 points.

Bronze Chapter Streamers are presented for 10% participation at an event.

Silver Chapter Streamers are presented for 25% participation at an event.

Gold Chapter Streamers are presented for 50% participation at an event.

### Authorization to Purchase Medals

SAR National has adopted 250<sup>th</sup> Anniversary Medals to be awarded to Compatriots who have performed service as part of the 250th



Anniversary Committee program of work. Each Missouri Chapter should form a 250th Anniversary Committee and set out activities that can be performed to comply with the national call to perform a program of 250th Anniversary activities.

Members who complete 25 points of service in the 250th Anniversary Program may be approved for the Bronze Medal by having your Chapter President confirm your activity by signing your completed form. You or your chapter may then purchase the Bronze Medal.

Members who complete 60 points in the 250th Anniversary Program must present your application to me for a signature to allow you or your chapter to purchase the Silver Medal.

Members who complete 150 points in the 250th Anniversary Program must present your application to Gary Gift through the [250anniversaryrecognition@sar.org](mailto:250anniversaryrecognition@sar.org) for authorization to purchase the Gold Medal.

Please present your Medal Authorization letter to your chapter for authorization to purchase the 250th Anniversary Medals from SAR Merchandise. Please keep your authorization letter as proof that the medal may be purchased in your name.

### **MOSSAR Pershing Fund**

This Missouri Pershing Fund was established to provide funding from the endowment interest income for non-budgeted expenditures primarily MOSSAR Youth Awards and expenditures needed to sustain the high expectation of Missouri Compatriots.

The General John J. Pershing Fund is solely dependent on voluntary contributions.

To encourage contributions, there are recognition awards designated for each level of contribution. Contributions are not limited to Compatriots of the Sons of the American Revolution. SAR Chapters, Couples, Groups and Corporations are all encouraged to contribute.

The Chairman of the Pershing Fund Committee will be responsible for preparing the award and arranging the time and place for the recognition of contribution.

The levels and types of award are listed below.

#### Individual Contribution Awards

|          |  |
|----------|--|
| \$ 50    | Certificate of Recognition                       |
| \$ 100   | Recognition Pin and Certificate                  |
| \$ 250   | Pin with Pearl and Certificate                   |
| \$ 500   | Pin with Ruby and Certificate                    |
| \$ 1,000 | Pin with Emerald and Certificate                 |
| \$ 5,000 | Pin with Diamond and Certificate                 |
| \$10,000 | Plaque and Pin with Diamond and Special Ceremony |

#### Chapter, Corporate or Group

|          |   |
|----------|---|
| \$ 100   | Certificate of Recognition                      |
| \$ 500   | Certificate and Flag Banner                     |
| \$ 1,000 | Plaque, Flag Banner, and published News article |
| \$10,000 | Special Ceremony                                |

## Color Guard

Color Guard Organizational and Administrative Purpose & Protocol

Consistent with the National Color Guard mission, the Missouri Society's Color Guard promotes education through demonstration and participation at ceremonial events. As a rule, the SAR does not do re-enactment events. The Color Guard is the most recognizable and frequent public-facing element of the SAR. It is a high honor to those who serve in that role. It deserves professionalism, decorum, and instills pride. State Commander -appointed by State President and serves at the pleasure of the State President. At the State President's choosing, at any time, the State Color Guard Commander role can be re-assigned to another member of the Color Guard. Serving under the State Color Guard Commander are District Commanders. The state society currently has four districts: Northwest, Southwest, Central, and Eastern. Uniforms Color Guard members may wear a suitable uniform of the Revolutionary War era, said uniform being as true to design and appearance as possible. Missouri does not have a single "approved" uniform of any military unit of the war. Most members tend to wear a militia or minuteman style of uniform because of greater flexibility of the components and accoutrements, and a more reasonable cost to acquire. SAR medals earned by a guardsman may not be won on the uniform at any state or national color guard event. Color guardsman of the Year Annually. a member of the Missouri Color Guard is chosen as the State Colorguardsman of the Year. Criteria for consideration include but may not be limited to: 1 ) event participation points earned in the calendar year 2) participation at the state and chapter level in other roles and capacity 3) participation with either other State or National society color guard events. The candidate must provide a, event scoring sheet to qualify. It is preferable that no single, dedicated and committed color guard member receive the award in repeated

successive years unless no other state members have demonstrated a level of commitment and dedication commensurate with their available time. One who is still employed should not be discounted out of hand merely on the basis that he was unable to accrue the most points. Color Guard event points must be documentable. A photograph with a summary of the event should be maintained by each member. The member is responsible for tracking points and maintaining documentation of event participation. A Chapter Officer or District Commander may submit the name of the candidate for consideration. Conduct and demeanor should be a level one would ascribe to a person of military rank. When at a public in demonstration or ceremony, present a professional appearance, sharp in dress, and smart in formation and execution of commands. Diminishing physical abilities and health may be grounds for suspending formal drill, firing musket, and marching; but otherwise proudly wear the uniform to chapter and state events.

### Points & National Events

The National Color Guard Manual sets forth event point values. Generally, any chapter event earns 5 points` a state event 10 points, and a national event 20 points. Refer to the SAR manual for details. In January, the National Color Guard issues a list of National Events across the country that earn national points. The list appears in The Colorguardsman magazine. Please refer to the national color guard m

## **Patriotic Education**

INTRODUCTION The information provided below can be found at the National Society Sons of the American Revolution website [www.sar.Qi.g/education/](http://www.sar.Qi.g/education/) and has been slightly modified to specifically

address applicants submitting their materials to the Missouri Society SAR. Poster, Brochure, Oration` Knight Essay and History Teacher Competitions at the Chapter level are held prior to December 31. Competitions at the State level will be held at the quarterly Missouri Society Meeting the third week in January.

### ORATION CONTEST

High school students (9th through 12nd grades) interested in the American Revolution can participate in the Joseph S. Rumbaugh Historical Oration Contest. The contest is open to all students attending public, parochial, private, or home school students in that same grade range. The preliminary rounds of the contest begin at the local level, students may potentially advance to the state or national levels where scholarships and cash prizes are awarded. Each student's five-to-six-minute speech (and accompanying manuscript) will be judged based upon its composition, delivery, significance, and historical accuracy and relevance. Interested applicants should reach out to their local SAR chapter for further details. INTRODUCTION The information provided below can be found at the National Society Sons of the American Revolution website [www.sar.org/education/](http://www.sar.org/education/) and has been slightly modified to specifically address applicants submitting their materials to the Missouri Society SAR. Poster, Brochure, Oration` Knight Essay and History Teacher Competitions at the Chapter level are held prior to December 31. Competitions at the State level will be held at the quarterly Missouri Society Meeting the third week in January. Themes for the Poster and Brochure Contests are determined by the Chairman of each committee and conveyed to Chapter presidents prior to the beginning of the school year, usually in July.

## POSTER CONTEST

The Americanism Elementary School Poster Contest is open to all 3rd, 4th, and 5th grade students interested in the American Revolution. The contest is open to public school, parochial, home schooled, Scouting, or Children of the American Revolution member. students in that same grade range. Young artists with an enthusiasm toward art, a love of American history, or a passion in creative expression can submit their posters to their local SAR chapter for competition. While the Americanism Poster Contest begins at the local level, students' masterpieces may eventually be judged and monetarily awarded at the national level in June at the annual SAR Congress. Participants from other. organizations must be of equivalent age for 3rd, 4th, or 5th grades, whichever year that American History is taught in the specific school district. If American History is taught in lower grades at selected schools an entry may be accepted for the competition at the discretion of the SAR Americanism Committee. All entries will be judged on an equal basis regardless of point of origin. The local application deadline is December 31. The theme for the Poster Contest rotates annually based upon whether the school year ends in an even or odd number. For academic years ending in even numbers` the theme shall be "Revolutionary War Events." For academic years ending in odd numbers, the theme shall be "Revolutionary War Person or Persons.

INTRODUCTION The information provided below can be found at the National Society Sons of the American Revolution website [www.sar.org//ediication/](http://www.sar.org//ediication/) and has been slightly modified to specifically address applicants submitting their materials to the Missouri Society SAR. Poster, Brochure, Oration. Knight Essay and History Teacher Competitions at the Chapter level are held prior to December 31. Competitions at the State level will be held at the quarterly Missouri Society Meeting the third week in January.

## BROCHURE CONTEST

The purpose of the Brochure Contest is to create a tri-fold brochure out of a typical 8 1/2" x 11 " piece of paper. The brochure must conform to the contest theme which is one the five foundational documents of the United States. The brochure will be judged on: Content, Creativity and Correctness. The judging criteria rates highest personally drawn artwork and text authored by the student as opposed to cut and paste from books, magazines, and the internet. The use of software tools by the student for creating the brochure, and even the artwork, is permissible. The SAR Brochure Contest is open to Middle School students` including private, church based and home-schooled students in the 6th, 7th, 8th, or 9th grades, depending upon which year the American Revolution is taught in their educational system. The contest is also open to members of scouting and the C.A.R. (Children of the American Revolution) who are in the same grades, only when their school system is not participating in the contest. In the case where the local school system, or its equivalent, is participating, the young person needs to enter the contest through the school, and not through a different entity. If the American Revolution period of American History is technically not specifically covered during these middle school grades curriculum, an entity will still be accepted for the competition by SAR. A student can only enter once during these middle school grades. One Brochure per student -Not as a group entry. Applicants are judged on how well they understand, develop. and present the specific foundational document of the brochure's theme. Brochures will be judged at the National level focusing on the following three categories: Content; Creativity & Correctness. Authorship and Use of Technology: The judging criteria rates highest personally drawn art work and authored text by the student as opposed to cut and paste from books, magazines and off the Internet -though use of material from books,

magazines and the Internet does not disqualify an entry, it is just valued less during judging. The use of software tools by the student for creating the brochure, and even the artwork, is permissible. The SAR Brochure Contest theme is the same every year - it does not change from year to year. The five (5) Foundational Documents of the United States that serve as themes for the brochure are: • Articles of Confederation • Declaration of Independence • U.S. Constitution • Bill of Rights.

### AMERICAN HISTORY TEACHER AWARD

All American history teachers, whose approved curriculum teaches students about the American Revolution era from 1750 to 1800, are invited to apply for the Dr. Tom & Betty Lawrence American History Teacher Award. The award is open to all teachers at the elementary, middle school or high school levels at a recognized public, private, or parochial institution. While the preliminary rounds of the award program begin at the local chapter level, teachers may eventually advance to the state and national levels. The American History Teacher Award recognizes educators who distinguish themselves in teaching the history of the American Revolution. Teacher candidates interested in entering the local SAR Chapter contest must complete the required application and submit a written essay of not less than 1000 words discussing the importance of teaching the American Revolution era. The essay may also describe any extraordinary teaching techniques or innovative projects utilized by the teacher to teach the American Revolution. The contest is aimed at identifying a teacher who is still actively teaching, has taught for at least three years, and who is in the early or middle stages of his or her career` therefore having at least 15 years of productive classroom teaching remaining. The program features a contest at each of the three educational levels so there will be a winner for the elementary school level, the middle school level,



and the high school level. An SAR Chapter may submit a contestant to the state from each school level and the state may hold a contest and select a winner from each school level to submit for the national awards. A state may submit a state winner for each level, or from only one or two educational levels. The national winner from each school level will receive potential benefits worth up to \$5,000.00 per winner`. The benefits to each winner are as follows: Attendance at a teacher workshop or seminar on the American Revolution. The winner will receive up to \$3,000.00 to pay for tuition and travel expenses to attend one of the following teacher seminars: The Freedoms Foundation Seminar, the Teacher Graduate Workshop at Valley Forge, Pennsylvania, the Colonial Williamsburg Summer Teacher Workshop in Williamsburg, Virginia, the Jefferson Symposium at the University of Virginia in Charlottesville, Virginia, or the SAR Annual Conference on the American Revolution. Other seminars may be attended provided the SAR provides prior approval in writing. The tuition for the seminar will be considered a scholarship and will be paid directly to the seminar. Reasonable travel expenses related to attendance at a seminar will be incurred by the winner and submitted to the SAR for reimbursement. Winners are encouraged to discuss travel plans with the SAR prior to incurring expenses. Reasonable travel expenses may include airfare or mileage in the case of a winner driving a personal vehicle, and room and board where it is not provided by the seminar. Because the educational benefit is \$3,000.00 it is possible that a winner may attend more than one seminar but the total scholarship for tuition, and reimbursement for expenses may not exceed

## KNIGHT ESSAY CONTEST

High school students (9th through 12th grades) interested in the American Revolution can participate in the George S. & Stella M. Knight Essay Contest. The contest is open to all US Citizen and Legal Resident students attending home schools, public, parochial, or private high schools in that same grade range. The National Association of Secondary School Principals has placed this program on the 2017-18 NASSP List of Approved Contests, Programs, and Activities for Students. To participate, students must submit an original 800-to 1,200-word essay based on an event, person, philosophy or ideal associated with the American Revolution, Declaration of Independence, or the framing of the United States Constitution. Each student's essay will be judged based upon its historical accuracy, clarity, organization, grammar and spelling, and documentation. The contest is conducted in three phases: the local chapter, state-level society, and national phases. The contest must be entered through an SAR chapter near the student's residence. In some cases, the contest may be entered at the state level (if the local society does not have chapters or the chapters are not participating) and a contact-at-large should be used to find out more contest details. Only one entry per student is permitted per contest year.

**INTRODUCTION** The information provided below can be found at the National Society Sons of the American Revolution website [www.sar.org/education/](http://www.sar.org/education/) and has been slightly modified to specifically address applicants submitting their materials to the Missouri Society SAR. Poster, Brochure, Oration, Knight Essay and History Teacher Competitions at the Chapter level are held prior to December 31. Competitions at the State level will be held at the quarterly Missouri Society Meeting the third week in January.

## **Processing Paperwork and Payments for new members, annual membership renewal, transfers, reinstatements, supplementals, and Compatriot deaths**

Chapters should be corresponding with the Missouri Society. SAR rather than NSSAR. Please observe the following. Brief Overview of who does what: MOSSAR Genealogist verifies the member ancestry, MOSSAR Registrar updates national and state member data. MOSSAR Treasurer processes state payments, MOSSAR Secretary assigns state numbers post NSSAR approval, Workflow specifies for processing member paperwork and payments: New Member and Supplemental application: The MOSSAR Genealogist is tasked with submitting these applications to the NSSAR. This submission requires that the check be attached. New Member Completed SAR Application Record Copy and NSSAR dues check should be sent to MOSSAR Genealogist Chris Sizemore. • NSSAR Application fee at \$80 and Annual Dues at \$35 for a total check in the amount of \$115.00 payable to NSSAR sent to MOSSAR Genealogist Chris Sizemore • MOSSAR Dues: A separate check in the amount of \$ 16.00 payable to MOSSAR sent to MOSSAR Treasurer John Bedell. Note: Amounts may differ for Junior Members and family memberships. Supplemental • Completed Supplemental SAR Application should be sent to MOSSAR Generalist Chris Sizemore • NSSAR: Check in the amount of \$ 60.00 payable to NSSAR sent to MOSSAR Generalist Chris Sizemore Note: Amount will differ for Family Plan. Annual Renewal of Membership • MOSSAR Dues: Check in the amount of \$16.00 payable to MOSSAR sent to MOSSAR Treasurer John Bedell. • NSSAR Dues: Check in the amount of \$ 35.00 payable to NSSAR sent to MOSSAR Treasurer John Bedell. Note: Amounts will differ for Junior Members and family memberships. The MOSSAR Registrar is tasked with submitting

Transfer, Reinstatement and Death forms to the NSSAR whereas the MOSSAR Treasurer receives the MOSSAR dues check. (Chapters receive their own dues.)

**Transfer Member -In**

- The member in good standing should submit a Form 0919 Revised 11/18 to his demitting state society. The demitting state society should complete their section and forward to MOSSAR Registrar Steven Biggs.
- The MOSSAR Registrar should complete the receiving society section and forward to NSSAR.
- The member in good standing that is transferring into MOSSAR should submit a check for annual dues in the amount of \$16.00 payable to MOSSAR and sent to MOSSAR Treasurer John Bedell.
- The member in good standing must submit a copy of his SAR Record Copy to MOSSAR Registrar Steven Biggs or remit an additional \$10.00 to cover the cost of MOSSAR obtaining a copy of the Record Copy from NSSAR to MOSSAR Treasurer John Bedell.

**Transfer Member -Out**

- The member in good standing should submit a Form 0919 Revised 11/18 to the Registrar Steven Biggs of MOSSAR (his demitting state society). MOSSAR will complete the demitting section and forward to the receiving state society.

**Transfer Member -Within MOSSAR**

- Evidence must be provided to the MOSSAR Registrar that a member wants to change from one chapter within MOSSAR to another chapter within MOSSAR. (Transfer in writing either paper or email to Registrar)
- The MOSSAR Registrar shall notify the demitting chapter and the receiving chapter when the transfer is completed along with the MOSSAR Secretary.
- The MOSSAR Registrar will ensure the NSSAR Membership Data System is revised to reflect the chapter change along with updating the MOSSAR chapter roster.

**Reinstatement of Member**

- An SAR Member who has let his membership terminate and desired to reinstate his membership must complete an NSSAR Application for Reinstatement - Transfer of Membership, Form 0918, Rev. 9/18, and submit to the MOSSAR Registrar.
- MOSSAR Annual Dues at \$16.00 and

Reinstatement Fee at \$5.00 for a total check in the amount of \$21.00 payable to MOSSAR sent to Treasurer John Bedell. • NSSAR Dues: Check in the amount of \$ 35.00 payable to NSSAR sent to MOSSAR Treasurer John Bedell. • The MOSSAR Registrar will sign the Application form along with updating the data systems and forward to the MOSSAR Treasurer to be sent along with dues to the NSSAR. Note: If the SAR Member is wanting to be reinstated and was a member of another state society, the Application form also serves as a transfer form.

Compatriot Death Report • Compatriot deaths should be reported to MOSSAR Registrar Steven Biggs using a copy of NSSAR Form DR-2019. • MOSSAR will report the compatriot death to NSSAR. Here are the MOSSAR addresses for mailings and phone numbers for any questions:

W. Christian Sizemore, Genealogist Missouri Society SAR 1417  
Woodbury Drive Liberty, MO 64068-1266 816-781-0614 Steven Biggs,  
Registrar Missouri Society SAR 17432 Hilltop Ridge Dr. Eureka, MO  
63025 636-262-0267 John Bedell, Treasurer Missouri Society SAR  
Wildwood, Missouri 63005-6326 636-821 -1346

# New Compatriot Orientation Workbook



Insignia of Missouri Society SAR  
As Depicted on its Challenge Coin

## **Missouri Society Sons of The American Revolution**

Revised December 31, 2020



Insignia of the National Society SAR

Compatriot

(note-New-Member-name)

Welcome to the  
William C. Corum Chapter



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## **WELCOME AND OVERVIEW**

**Acknowledgements:** The Missouri Society of the Sons of the American Revolution is grateful for the materials and assistance that the National Society and Arizona Society has contributed to this Workbook. The Missouri Society approves of the use of this workbook and modification of its contents as needed to implement member orientation.

**Introduction:** This Orientation Workbook acquaints you with the National Society of the Sons of the American Revolution (NSSAR), the Missouri Society of the Sons of the American Revolution (MOSSAR), and your local William C. Corum Chapter.

Each organization allows you to be actively involved in the patriotic, historical, and educational programs that meet the goals and objectives of the entire organization. By joining the NSSAR, you are a dues-paying member of each organization.

The objectives, policies, organizational structures, protocols, and programs all flow downward from the National Society to the State Society and then to the Chapters. This manual presents an orientation on these essential aspects of the Society. It also describes your opportunities to be a more patriotic citizen, respecting and preserving early American history, and helping to educate others on the founding and preservation of this great republic.

A new member's early education in the NSSAR is in learning what is going on in the chapter and its response to carrying out the Society's objectives. It is the new member's understanding and participation at the chapter level that will lead to interest and involvement at the state and national society levels. Involvement at the chapter, state, and national levels is open to all members in good standing at any time.

**Participation:** Right up front, we are asking you to be involved. Recognition of our families and we as decedents of revolutionary war patriots is probably why 95% of us joined. We are proud of our patriot ancestors and our country. Beyond this, we ask for your active participation and support of the Society objectives of patriotism, education, and history. There are many ways for you to stand out from the crowd as a proud and supportive member. These range

from wearing the member badge or member rosette pin to being involved in the chapter, state, national, and patriotic community activities. You can start now, today, by volunteering to support one of your chapter's activities or committees, by becoming familiar with the National and State Societies and by attending State Society and National Society meetings and participating in their committees and programs. Membership, even as a new member, entitles you to participate at all levels.

**Mentor:** The William C. Corum Chapter has assigned a mentor to you as a new member, and your mentor should be your first contact on questions. Also, fellow chapter compatriots and chapter officers stand ready to help answer your questions. Answers are also readily available from the national, state, and chapter websites. The national magazine, and state and chapter newsletters also provide useful and current information.

Your mentor is: [NOTE - Name]  
You can reach him at [NOTE Phone] or [EMAIL]

**References:** All the details of the three organizations, national, state, and chapter, are available on the websites of each. You are encouraged to sign up and log in to these websites and should become familiar with each website's contents.

The websites are:

|                  |  |
|------------------|--|
| National Society | <b>www.sar.org</b> (follow instructions to establish access) |
| Missouri Society | <b>www.mossar.org</b>  |
| William C. Corum | <b>www.corumsar.org</b>                                      |

[https://www.facebook.com/CorumSAR.org/?view\\_public\\_for=397893256893690](https://www.facebook.com/CorumSAR.org/?view_public_for=397893256893690)

Of particular importance in the websites are the Handbook (National Society), Handbook and Regulations (Missouri Society), and Constitution, By-Laws and Operations Manual (Chapter) that define in detail the objectives, policies, organizational structure, protocols, and programs.

You will also find on the websites: schedules of events and meetings, histories of the organizations, recent developments, important announcements, lists of officers and members, lists of revolutionary war patriots and definitions of youth contests/programs, and submittal deadline dates. The national website also provides the "Store" where you can purchase pins, badges, certificates, stationery, medals, clothing, books, and pamphlets. And where you can contribute to national fundraising programs.

**Terminology -**

**Annual Congress**, sometimes called "Congress," is the annual convention of the National Society hosted by a State Society. State Societies select delegates to attend based on their membership size, but every compatriot is welcome to attend; spouses and family members are also welcome.

**Board of Trustees** manages the business and affairs of the National Society and is the custodian of all National Society property; one Trustee represents each State Society.

**C.A.R.** (always pronounced as letters, C-A-R, never as a one-syllable term) is the acronym for the National Society of the Children of the American Revolution. Compatriot is the official designation of a member of the National Society of the Sons of the American Revolution.

Chapter is the local organization chartered by a State Society to promote growth in membership and interest in the objects of the National Society.

**DAR** (always pronounced as letters, D-A-R, never as a one-syllable term) is the acronym for the National Society of the Daughters of the American Revolution.

**District** is a group of State Societies served by a Vice President General to strengthen the constituent State Societies. Your chapter is in the South-Central District.

**General Officer** is the term given to the National Society officers elected at the Annual Congress to one-year terms. The **President General** is the Chief Executive Officer of the National Society. Serving with him, in descending rank, are the Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General. A Vice President General is nominated by each District (see below) and elected at Congress.

**Ladies' Auxiliary** aids the SAR at Chapter, State, and National levels. Membership is open to ladies who are related by marriage or bloodline to NSSAR Members in good standing.

Leadership Meeting is each fall and spring in Louisville, KY, at which national committees meet to make recommendations, and the Board of Trustees manages the business and affairs of the National Society.

**Membership categories** are **Regular Member** or **Regular Life Member** the age of 18 years and older, **Junior Member** under the age of 18 years, and **Memorial Membership** for a deceased male of the same family as current members.

**SAR** (always pronounced as letters, S-A-R, never as a one-syllable term) is the acronym for the National Society of the Sons of the American Revolution.

**SAR Color Guard** is composed of the compatriots who attend NSSAR meetings and events properly uniformed as either Continental Soldiers or Militiamen or attired as Revolutionary-era clergymen.

**NSSAR Education Center** and Museum are collocated at 809 West Main, Louisville, KY. NSSAR is active in education and raising funds to complete the Museum.

**NSSAR Member Badge** is worn by a compatriot at NSSAR functions and when representing the NSSAR. It is a Maltese cross of four arms and eight points with a

bust of George Washington at its center and available from the NSSAR Store at <https://store.sar.org/product/member-badge>

**NSSAR Rosette** is worn by a compatriot, at his discretion, on the left lapel of his jacket, but is not worn simultaneously with the NSSAR Member Badge. Purchase it from the NSSAR Store at [www.store.sar.org/product/member-rosette](http://www.store.sar.org/product/member-rosette).

**State Society** is chartered by the National Society in any State or Territory, including any foreign country, in which a Society does not exist. You are a member of the Missouri Society Son of the American Revolution, MOSSAR

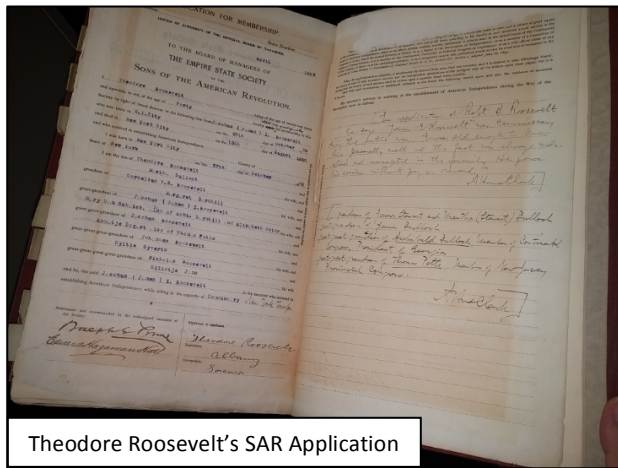
**Trustee** is the member nominated by his State Society to serve a one-year term at the national level. He is elected at the Annual Congress to serve on the Board of Trustees. Also elected to the Board of Trustees are General Officers, Executive Committee Members, and former Presidents General.

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## NSSAR – WHO WE ARE

**History:** The NSSAR grew out of a few patriotic organizations that formed during and shortly following the centennial celebration of the United States in

the 1870s and 1880s. Originally organized on April 30, 1889, in Washington D.C., the founding members chose this date because it was the 100th anniversary of the inauguration of George Washington as the first President. Chartered by an Act of the U.S. Congress on June 9, 1906, and signed into existence by President Theodore Roosevelt, a NSSAR member, this charter authorizes the granting of charters to state societies and through them to local chapters. Another important



Theodore Roosevelt's SAR Application

date is April 30, 1890, when the first National Congress took place in Louisville, Kentucky. Volume VII of the NSSAR Handbook provides a more detailed history of the NSSAR.

**Objectives:** "The objectives of this Society are stated in the Handbook Volume I, Constitution and Article II, Objectives: and declared to be patriotic, historical, and educational, and shall include those intended or designed to:

- perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people.

- unite and promote fellowship among their descendants; to inspire them and the community-at-large with more profound reverence for the principles of the government founded by our forefathers.
- encourage historical research about the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks.
- mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and the Revolutionary period; to foster true patriotism.
- maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people."
- For consistency of purpose, most state societies and chapters restate these objectives in their organizational documents (constitutions, by-laws, regulations, and manuals).

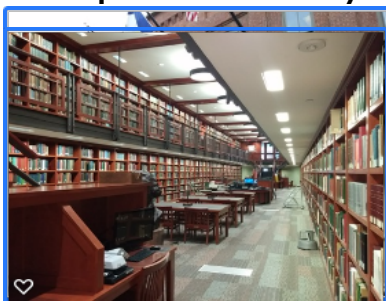
**Handbook:** The eight-volume handbook of the NSSAR contains the official policies, procedures, and protocol for the National Society. It provides official guidance for the National Society's operation, programs, and activities. The policies contained in the Handbook are established by the: (1) Annual Congress, (2) Board of Trustees, (3) Executive Committee, (4) National Headquarters staff, and (5) Standing, Special Advisory and Program Committees. The Volumes are:

- Vol. I: Governing Documents
- Vol. II: Organization
- Vol. III: Membership, Compliance & Other Policies
- Vol. IV: Insignia, Protocol, Ceremonies & Rituals
- Vol. V: Individual Medals & Awards
- Vol. VI: Youth Programs, State Society & Chapter Awards
- Vol. VII: Summary History of the Sons of the American Revolution
- Vol. VIII: Historical Roster of NSSAR General Officers

The complete Handbook can be viewed or downloaded from the NSSAR website [www.sar.org](http://www.sar.org). As a new member, you should review the indexes in each Volume of the NSSAR Manual to acquaint themselves with the manual's contents.

**Headquarters & Library:**

The NSSAR headquarters is located at 809 W. Main Street Louisville, KY 40202. The website address is: [www.sar.org](http://www.sar.org).



The Executive Director of the National Society Headquarters and headquarters staff are paid

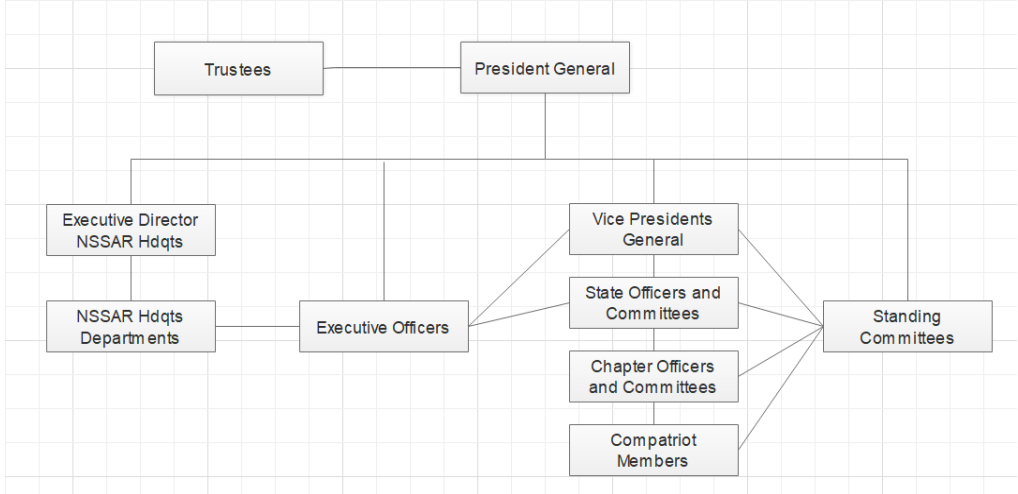
employees. They carry out the day-to-day operation of the Society. The NSSAR Library, NSSAR Compatriot Application Archives, NSSAR Merchandise Store, and NSSAR Museum are in the headquarters building. Headquarters also staffs Finance, Education, and Genealogy activities. Meeting facilities and classrooms are also available for education.

Any compatriot member may visit the headquarters and use the library for research and view the museum at no charge. Be sure to have your national membership number for access.

**Non-Profit:** NSSAR is a tax-exempt non-profit organization per IRS 501 (c)(3). This same status, under the umbrella of the National Society, is provided to each state society and its chapters, and each must file annual exemption notifications to the IRS.

**Apolitical:** NSSAR is a non-political organization. Chapters and state societies must never endorse or recommend any candidate for public office, nor can meetings include the discussion of the merits or demerits of such candidates. However, the benefit of any general question involving the social, economic, moral, or physical welfare of the people may be fairly and intelligently studied and discussed at a meeting. NSSAR may take a position on any bill or measure which may be submitted to a vote of the elected representatives of the people or a vote of the people.

**Organization** Here is a very simplified organization structure of the Society. It is not a typical business structure.



The horizontal connectors on the right side emphasize the opportunity for individual compatriots to participate and interact with other compatriots, committees, and officers at all levels of the organization. Participation occurs

primarily through attendance by compatriots at two Leadership meetings held in the fall and spring of the year and at the National Congress in the summer.

The President General called the PG is the official head of the organization. He along with the Vice-president Generals, and the Executive Officers: Secretary General, Treasurer General, Chancellor General, Genealogist, General Registrar, General Historian General, Librarian General, Surgeon General, Chaplin General, and National Trustees, are all elected officials of the National Society. The election of the officers occurs at the National Congress held each July. All elected officers serve without compensation.

Following Congress, candidates for the following year declare their candidacy. The candidates seek endorsements from the State Societies and Districts during the year. At Leadership meeting in February, the Nominating Committee selects a slate of officers. Each position has one officer chosen. Nominations can also come from the floor at Congress.

The Standing Committee Chairmen, official members of the committees, and an Inspector General are all appointed by the President General. All these appointed committee members are compatriots from chapters and state societies and serve without compensation.

Appendix A, "National and State SAR Officers" lists the current National and State SAR Officers.

**Societies:** Societies exist in all states (North and South Dakota are combined), France, Spain, and Germany. There are 13 Districts in the U.S., one in Europe and one that covers other International locations. A US District has three or four states. Each District has a President, also called a Vice President General (VPG), in the National Society who reports to the President General (PG).

**Seal, Insignia, & Standard:** Bylaw No. 26 states that the seal of the Society shall be two and three-eighths (2-3/8) inches in diameter, charged with the figure of a Minuteman grasping a musket in his right hand, surrounded by a constellation of thirteen stars who shall be depicted in the habit of a husbandman of the period of the American Revolution, and as in the act of deserting the plough for the service of his country; the whole encircled by a band three-eighths (3/8) of an inch wide, within which shall appear the legend, "The National Society of the Sons of the American Revolution, organized April 30, 1889."





Bylaw No. 27 states that the insignia of the Society shall comprise (1) a cross surmounted by an eagle in gold, (2) a rosette.



Bylaw No. 27, Section 1. The cross shall be gold in color, with four arms covered with white enamel and eight gold points, the same size as a Chevalier's Cross of the Legion of Honor of France, with a gold medallion in the center, bearing on the obverse a bust of Washington in profile, and on the reverse, the figure of a Minuteman, surrounded by a ribbon enameled in blue, with the NSSAR Motto, "Libertas et Patria," (Liberty and Country) on the obverse, and the legend, "Sons of the American Revolution," on the reverse, both in letters of gold. The cross shall be surmounted by an eagle in gold, and the whole decoration suspended from a ring of gold by a ribbon of a blue or deep blue, flanked by buff and white stripes, and may be worn by any member of the Society on ceremonial occasions only, and shall be carried on the left breast or at the collar by active or Past General Officers of the National Society and present or Past National Trustees (the President General shall wear the distinctive badge of his office) or by the President, active or Past, of a State Society and by the President, active or past, of a local Chapter.

Bylaw No 27, Section 2, defines the recognized emblem of the Society is a rosette, seven-sixteenths (7/16) inch in diameter, displaying the colors of the Society, blue, white, and buff. Every member of the Society is privileged to wear the rosette on all occasions when it would be in good form to do so. On a business suit, the emblem is worn on the left lapel. In those areas of the world in which suit jackets are not required for regular business or Society meetings, the emblem may be worn on the left shirt pocket or the collar. Do not wear the emblem on formal clothing.



As a member, you can wear the Member Rosette and the Member Badge (available in the NSSAR Shop).

Bylaw No. 28 defines the Society Official Standard as a flag consisting of three equal vertical bars, blue, white, and buff, the blue bar at the hoist. Upon the center or white bar is the insignia of the Society and the name "The National Society of the Sons of the American Revolution."



The NSSAR provides numerous Badges and Pins to be worn by members. For a complete listing of Badges and Pins and protocols of when and how to wear them consult Volume IV of the Handbook.

**Medals:** The NSSAR provides its members with the opportunity to receive numerous medals and certificates that can be purchased or awarded for various contributions to the NSSAR and its programs at National, State, and Chapter levels. Awards and medals are also available to members and non-members who have completed military, community, or government service outside the NSSAR.

Volume V of the manual provides a complete listing of medals and certificates, the requirements for acquiring or being awarded medals, pins and certificates, and protocol for wearing them.

A summary of medals and certificates that are typically earned by a new member is listed in Appendix B, "Beginning Medals and Certificates".

**Pledge:** The **NSSAR Pledge** should be recited, *without modification*, as follows:

*"We descendants of the heroes of the American Revolution who, by their sacrifices, established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic and solemnly pledge ourselves to defend them against every foe."*

The hands should be at the side for the NSSAR Pledge or left hand at the side and the right hand holding a written copy of the Pledge. The hand over the heart should be reserved for the United States Flag – advancing of the colors, the Pledge of Allegiance, the National Anthem, and the retiring of the colors. Many members, especially new members, read the pledge.

The NSSAR Pledge is not a pledge to the organization, but to liberty and our constitutional republic. Nonmembers who wish to make this pledge should be permitted and even encouraged to do so. Those who do not should stand respectfully with their hands at their sides.

The **NSSAR Recessional** should be recited, *without modification*, as follows:

*"Until we meet again. Let us remember our obligations to our forefathers, who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men."*

The hands should be at the side for the NSSAR Recessional, or left hand at the side and the right hand holding a written copy of the Recessional. Again, do not hold the right hand over the heart.

**Dues:** The chapters collect annual dues from regular and junior members and forward them to the State Registrar or Treasurer during the last four months of each year. This amount may include State and Chapter dues.

As of 2019, the National dues are \$35 for adult members and \$5 for junior members.

New members whose approval date is September 1 or after do not pay dues for the following year.

A *National Life Membership* option is available but does not cover state or chapter dues.

**Fund Raising:** There are several funds within NSSAR that members may contribute to that are tax-exempt. The more prominent ones are:

- **Foundation:** Created in 2000 to build the library and museum. A separate board controls this fund.
- **Center for the Advancement of American History (CAAH):** This fund helps future generations learn the blessings of being an American. It includes areas such as the Genealogical Research Library and outreach programs.
- **George Washington Endowment Fund (GWEF):** This fund uses only 80% of the interest earned to support underfunded programs of NSSAR.
- **Other programs having funds:** The Friends of the Library. The Youth Education programs. Eagle Scout Essay. Rumbaugh Oration. Knight Essay. ROTC/JROTC Essay and other educational programs.

**Communication:** The NSSAR will send you a quarterly copy of the NSSAR Magazine. Your annual dues cover the cost.

The National web site [www.SAR.org](http://www.SAR.org) has a link to all things NSSAR, including the By-Laws, the NSSAR Handbook, and merchandise.

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## **THE SOUTH-CENTRAL DISTRICT**

The National Society is divided into 13 Districts. Each district has a President called the Vice President General or VPG. Each VPG has three to five states in his District and works directly with the State Presidents in promoting the PG's Program.

The Missouri, along with the Kansas, Oklahoma, Arkansas, and Texas Societies, make up the South-Central District.

**Meeting and Events:** The South-Central District holds its annual meeting the 3rd Saturday of August. The meetings are hosted by different states within the district from year-to-year. A highlight of the event is meeting the candidates for election to national offices the following July at the national Congress.

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## THE MISSOURI STATE SOCIETY

**History:** The Missouri Society Sons of the American Revolution was chartered April 23, 1889. Josiah Fogg of St. Louis Missouri served as the first state President of the Missouri Society. Gaius Paddock was the first delegate to the national meeting held in New York. It was at that meeting on April 30, 1889, that the national society was formed.

The first chapter in the state was formed April 1896 in Kansas City. The first St. Louis chapter formed in 1965. Ozarks-Hougendoubler chapter was formed in Springfield in 1966 but some years later suspended operations, as did the first Kansas City and St. Louis chapters.

The Sgt. Ariel Nims Number is now the oldest chapter, it was formed on May 29, 1976. There are 15 chapters in Missouri as of August 2020. The William C. Corum Chapter in Liberty was formed on September 26, 1981.

Missouri's chapters, at present are:

**Alexander Majors Chapter**, KANSAS CITY-established August 28, 1984

**Allen Laws Oliver Chapter**, CAPE GIRARDEAU-established

**Christopher Casey Chapter**, JEFFERSON CITY-established October 24, 1985

**Cpl. Braxton C. Pollard Chapter**, KIRKSVILLE-established June 30, 1984

**Fernando de Leyba Chapter**, ST. CHARLES-established May 4, 1997

**Harry S. Truman Chapter**, INDEPENDENCE-established August 4, 1984

**Independence Patriots Chapter**, INDEPENDENCE-established

**M. Graham Clark Chapter**, COLUMBIA-established April 25, 1981

**Martin Warren Chapter**, WARRENSBURG-established December 3, 1988

**Ozark Mountain Chapter**, SPRINGFIELD-established July 18, 1981

**Ozark Patriots Chapter**, ROLLA-established July 17, 2010

**Sgt. Ariel Nims Chapter**, JOPLIN-established May 29, 1976

**Spirit of 76 Chapter**, HARRISONVILLE-established

**Spirit of St. Louis Chapter**, ST. LOUIS-established September 19, 1981

**William C. Corum Chapter**, LIBERTY-established September 26, 1981

The purpose of our organization is to carry on and conduct educational, patriotic, historical, and civic activities, to perpetuate the memory of the men and women who served and sacrifice during the War of the American Revolution, to encourage educational programs and promote historical research in the American Revolution, and to foster patriotism.

**Non-Profit/Charitable:** The donation is a Non-Profit Organization, Charitable Organization, and Missouri Business. The MOSSAR is an IRS 501 (c) (3) organization under the umbrella of the National Society. It is registered in the state of Missouri with the Secretary of State as a non-profit Missouri business, and it is registered with the Missouri Attorney General's office as a Charitable Organization. It operates under its own Constitution and By-Laws in the Missouri Handbook on the MOSSAR website.

**Officers:** The Missouri Society Officers are elected by members attending the Missouri Society annual meeting held the last Saturday of April each year. The Nominating Committee presents a slate of officers and nominations from the floor may be made. Any Missouri member may attend and vote. Elected officers are: President, Executive Vice President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Genealogist, Registrar, Historian, Chaplain, Chancellor, Trustee and Alternate Trustee. The President chooses all other officers and Chairmen of standing committees. All officers serve without compensation.

Appendix A, "National and State SAR Officers" provides a list of current National and State SAR Officers.

To review the offices and associated responsibilities, see the Missouri Handbook on the MOSSAR website. To review the names and addresses of current officers, go to the "Membership" tab of the Missouri website, and click on Missouri Society Links and click on Society Officers.

**Board of Directors:** The affairs of the Society are managed by the Board of Directors within the meaning of the Missouri Nonprofit Corporation Law.

The BOD consists of the following persons, occupying certain positions within the Missouri Society, who constitute the entire membership of the Board of Directors:

- The elected Missouri Society Officers
- The Missouri National Trustee and in his absence the Alternate National Trustee.
- Chapter Presidents

- Past Missouri Society Presidents (Honorary Vice Presidents).
- Past Presidents General of the National Society who are members of the Missouri Society (Honorary Vice Presidents).

The BOD acts on behalf of the membership.

**Standing Committees:** There are several standing committees established to assist in the administration of the Missouri Society; or exist to support national and state programs. A complete list of these committees and their chairmen is provided in the MOSSAR web site.

These committees need your help, and you can volunteer to be part of the state leadership.

**Meetings:** The Missouri Society holds four meetings each year:

- The BOD meetings are held quarterly at 10am on the last Saturday of the following months, January, July, and October.
- Annual State Convention and BOD meeting is the last Saturday in April at a location determined by the host Chapter. All members of a State Chapter may attend and vote on any resolutions coming before the membership and election of officers. All members and their spouses are encouraged to attend the State Convention.

**Dues:** The current annual State dues of the Missouri Society are \$16.00 for regular members. Junior members State dues are \$5.00. Dues are collected beginning in September for the following calendar year by chapters and forwarded to the State Treasurer for recording.

**Programs:** The Missouri Society, with the help of its chapters, supports the National Society Programs. Details of these programs can be found on the National Website and in the Missouri Society Handbook found on the MOSSAR website. Chapters support many of these programs. See the Participation section in the William C. Corum Chapter part of this Workbook following, where several of these programs are presented.

**Color Guard:** The Missouri Society has a very active state color guard. It consists of about 60 members. The State Society and Chapter Color Guards are part of the National Color Guard. Any compatriot that has a militia or continental uniform is considered a volunteer member of the color guard. The Color Guard is one of the ways our SAR and Missouri Society become visible to the public. And it helps to support community programs, by performing at parades, flag postings, school programs, and other events. The color guard acts as true ambassadors for Missouri Society.

**DAR:** The Missouri Society partners with the Daughters of the American Revolution (DAR), by reciprocal attendance at annual state meetings, posting flags, exchanging speakers, and supporting membership recruitment.

**Missouri Auxiliary:** The Missouri Society Auxiliary is open to individuals connected to a member in good standing or a member deceased while in good standing of the Missouri Society. They are always welcome at meetings, and it is a time that they can meet and work on worthwhile projects supporting their programs or Missouri Society programs. Medals and certificates are also available for auxiliary members who participate.

**C.A.R.** The State Society supports the Children of the American Revolution (C.A.R.) Society. We encourage members to work with this organization. Also, we encourage our Junior members to join the C.A.R.

**Insignia & Seal:** The Missouri Society has adopted the outline of State of Missouri with the minute man and thirteen stars. The seal of the Society shall be two and three-eighths (2-3/8) inches in diameter.



**Endowments:** The Missouri Society has two endowments funds that are retained in a separate institution from the current (checking) account and are managed by the Finance Committee and its Investment Subcommittee.

- **Patriots Trust Fund**-Was established on July 26, 1986 to receive and administer all types of gifts and assets donated to the Missouri Society. The purpose of the fund is to further the objectives of the SAR to include Patriotic, Historical and Educational activities. Funds may be expended for, but not limited to, sponsorship candidates for the Joseph S. Rumbaugh Oration Contest and the Eagle Scout and Scholarship Program at the State and Chapter levels. The fund is also used to assisting the Missouri Society in certain events or projects developed at the Chapter and State level approved by the BOD.
- **Yohe Public Safety Award Fund**-Was established on July 30, 1994 to receive and administer all types of gifts and assets donated to this fund in

the name of The Missouri Society of the American Revolution. The purpose of the fund is to further the objectives of the SAR to include Patriotic, Historical and Educational activities. Funds may be expended for, but not limited to, sponsoring awards for Law Enforcement Commendation, Fire Safety Commendation, and Silver Good Citizenship (for service to the State) in a manner consistent to the public good and welfare. The selection criteria shall be that outlined in the Medals and Awards Section of the National Society Official Handbook.

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## WILLIAM C. CORUM CHAPTER

*As the William C. Corum Chapter President, I want to welcome you to our Chapter personally. I hope that you will be an active participant in the many programs that the chapter offers. Don't be shy – Volunteer.*

*Michael Robertson*

**History:** William Cookskin Corum was born in 1760 in Virginia. His father, John was a native of England, his mother was Nancy Cookskin. He went to North Carolina, where he worked as a trader and teamster, and served in the Revolution from that state as a wagoner in the Commander-in-Chief's Guard from April 1, 1778 through June 4, 1783, by which time he had advanced to the rank of sergeant. He met Barsheba Bloyd in Somerset County, Maryland, married her, and migrated to Green County, Kentucky, where several of their children were born. In 1818 the family migrated to Cooper County, Missouri, and later moved to Clay County. By 1842 lands patented in his and his son's names totaled more than 1300 acres. William died August 5, 1853 and Barsheba died February 1853 both are buried in a family cemetery with 20 marked gravestones and many plain field stones, located west of Liberty behind a modern farmhouse.

The William C. Corum Chapter was organized on September 26, 1981, by Past President General Arthur M. King and prospective SAR Compatriots from Clay County. Several Descendants of William Corum have been members of the chapter, including its first President, Brigadier General and Judge, R. Kenneth



Elliot, U.S. Congressman, Ike Skelton and Missouri Society President, Robert J. Corum.

Today, the William C. Corum Chapter is one of the largest chapters in Missouri.

**By-laws:** The William C. Corum Chapter, is organized under a Constitution and set of By-Laws. A copy can be provided upon request made to the chapter Secretary.

**Not for Profit Organization and Charitable Organization:** Under the umbrella of the National Society, The William C. Corum Chapter SAR is an IRS 501 (c) (3) chartered organization. It is registered with the Missouri Attorney General's office as a Charitable Organization. It operates under its own Constitution and By-Laws that can be obtained upon request from the chapter secretary.

**Officers:** The By-Laws establish Chapter Officers. The officers shall be elected by the Chapter members present at a regularly scheduled chapter meeting prior to November of each odd numbered year. The term of all elected officers shall be two years. Number of terms or offices held shall not be limited. Officers will be installed as scheduled by the Executive Committee. Detailed responsibilities of officers can be found in the Chapter By-Laws. A brief description is as follows:

**President** - Responsible for overall chapter programs and meetings

**Vice President** - Act for President and supports President's agenda.

**Secretary** - Records meeting minutes and participation.

**Treasurer** - Maintains financial records and collects dues.

**Chaplain** - Provides spiritual support for the chapter.

**Historian** - Maintains a historical file on all chapter activities and publicity.

**Registrar** - Processes membership applications and reinstatements.

**Genealogist** - Assists with genealogy research on applications.

See Appendix C, "William C. Corum Chapter Officers" for a list of current officers.

**Meetings:** Chapter meetings are held on the 2nd Saturday of the month. No meetings are held in the months of July and August. The February meeting is held with all the other SAR and DAR Chapters in the Kansas City area on the Saturday close to George Washington Birthday.

**Dues and Donations:** Due's notifications are sent out beginning in September of each year. They are payable to the Chapter and sent to the Chapter Treasurer.

Currently, Chapter dues are \$15.00 for Regular, Junior members and Life members.

Donations may be made directly to the Chapter to support the costs of any of its programs. The Chapter has no endowment funds.

**Participation:** Chapter Committees are appointed by the President to support national and Chapter programs. See the list of programs presented below to find out how you can help the Chapter.

**Opportunities to Participate in the Chapter:** The William C. Corum Chapter participates in many of the National Society programs. The programs are in support of the National patriotic, historical, and educational objectives. The listing below will acquaint you with many of the programs that contribute to the Chapter achieving the Americanism Award.

As you read through these programs, decide which of them you might be interested in supporting and record your choice in the questions that follow each description. The last question in each program section should be re-recorded on the summary sheet found on the last page of this workbook. Giving this Summary page to your Mentor will help the Chapter officers get you involved.

## Americanism Award

Each year the William C. Corum Chapter participates in the National Americanism Award. The award is based on chapter and member participation in events or programs established by the National Society and meeting the stated objectives of patriotic, historical, and educational. Members turn in their involvement in these events or programs to the chapter chairman (Secretary) who maintains spreadsheets on the participation in various categories to be recorded. Awards are presented to chapters in four-chapter member sizes at the National Congress each July for the previous calendar year. Each chapter can compare its results against other chapters or their previous scores to determine how they are performing in meeting the Society objectives.

- \* Do you have computer spreadsheet skills? Yes No
- \* Are you interested in helping the chapter by maintaining a spreadsheet or other administrative work? Yes, Not now

Please record the answers on the summary sheet at the end of the Workbook.

## Youth Awards

The William C. Corum Chapter supports the Youth Awards Program. This program solicits children in elementary, middle, and high schools, scouts, and Jr. ROTC to participate in various patriotic, educational, historical contests. Cash and certificate awards are made at the Chapter, State, and National levels.

Contests are as follows:

- o Grades 3-5 Poster Contest
- o Grades 6-8 Brochure Contest
- o Grades 9-12 Oration Contest
- o Grades 9-12 Essay Contest
- o C.A.R. Award Outstanding Support of C.A.R. goals
- o Eagle Scout Award Exemplary participation in Scouting, Genealogy Chart, 500 Word Essay
- o American History Teacher Awards Exceptional teaching on Revolutionary War period subjects

- \* Do you have school-age children, grandchildren, nieces, nephews? Yes No
- \* Were you a teacher, or do you know a secondary education teacher? Yes No
- \* Were you a Boy Scout, or are you interested in the scouting program? Yes No
- \* Are you willing to help with the administration of a Youth Program? Yes, Not now

Please record the answers on the summary sheet at the end of the Workbook.

## Flag Award

The William C. Corum Chapter supports the National Society's annual program to honor individuals and/or local companies/organizations that fly our country's flag for patriotic purposes, not for commercial purposes and/or advertising or if required by law. Participation involves finding appropriate candidates, documenting the recipient, printing a Flag certificate, and presenting the certificate in a brief ceremony.

- \* Do you know individuals or companies who fly the country's flag? Yes No
- \* Are you willing to find an individual, family, or company who does? Yes, Not now
- \* Are you willing to attend the award ceremony at the recipient's location? Yes, Not now
- \* Are you willing to help by reading a flag poem or leading pledge? Yes, Not now
- \* Are you willing to help by participating in the Flag Program? Yes, Not now

Please record the answers on the summary sheet at the end of the Workbook.

## Color Guard

The William C. Corum Chapter has a Color Guard. Perhaps one of the most visible actions the society can do to express its patriotism, and the historical attention to the Revolutionary Period is march in parades with colors held high. The Color Guard does that. The Color Guard also participates in Grave Marking ceremonies; presents and retires the Flags at Community, Historical or DAR events; participates in memorial services; or stands guard during a viewing of a deceased member or at a national historic site. Color Guard duties can be at the chapter, state, or national level. Participation earns medals to acknowledge support for the events.

- \* Are you interested in wearing a period uniform or militia clothing? Yes, Not now
- \* Do you get a sense of pride when marching in a parade? Yes, Not now
- \* Would you like to become a member of your chapter Color Guard? Yes, Not now

## Grave Markings

The William C. Corum Chapter supports the National Societies Patriot Grave Marking program. The grave marking committee seeks out grave sites, restoring or replacing stones and marking the stones. The marking concludes with a ceremony recognizing the patriot and his family, if present. Participation in the program will lead to receiving a medal for every 15 graves marked.

- \* Do you appreciate walking through a cemetery searching for a grave? Yes, Not now

- \* Do you enjoy researching biographical information? Yes No
- \* Do you enjoy writing stories and biographies? Yes No
- \* Would you like to support the chapters Grave Marking program? Yes, Not now

## **Veteran Service and Support**

The William C. Corum Chapter supports the National Societies Veteran Service Awards program. This program provides certificates and medals to members who served in our nation's military. There is a Veteran War Service award for those who were in a war zone and Veteran Service Award for those who have served but were not in a war zone.

- \* Were/are you a veteran in the United States Military? Yes No

The William C. Corum Chapter supports the National Societies Veteran Support Awards program. This program recognizes members who have given of their time to support veterans or veteran's programs. The chapter collects various sundries for veterans' hospitals, donates clothing, supports Blue Star Mother programs.

- \* Have you been involved in veteran's organizations and events? Yes No
- \* Would you like to support the chapters Veterans Program? Yes, Not now

## **Speaker Bureau**

The William C. Corum Chapter supports the National Societies' objectives of patriotic, historical, and educational by providing a speaker's bureau. Participants present historical-themed talks and speeches about the Revolutionary War period, patriotism, or people and make presentations to local community organizations and schools.

- \* Do you enjoy researching and putting together talks? Yes, Not now
- \* Do you enjoy presenting but not preparing speeches? Yes, Not now
- \* Would you like to develop and/or present revolutionary period talks? Yes, Not now

## **Patriot Research System Support**

The National Society has undertaken a significant project to combine three previous databases into one database called the Patriot Research System, PRS. Also, databases of information on other websites like the DAR website and the Find-a-Grave website are linked to the PRS, providing the ability to research revolutionary war patriots easily. Also, patriot biographies are being written and entered into the PRS.

- \* Do you like using computer skills and enjoy navigating websites? Yes No
- \* Are you interested in entering data on patriots into a database? Yes, Not now
- \* Are you interested in researching biographical information on patriots? Yes, Not now
- \* Would you be willing to help build the Patriot Research Database? Yes, Not now

## **250th Anniversary of the American Revolution**

The William C. Corum Chapter is supporting the National Society in its 250th Anniversary of the American Revolution. This program intends to present to the public as much information and events as possible in support of the national anniversary. The intent includes partnering with local and state organizations in their participation in the anniversary.

- \* Do you have an interest in the anniversary of our country? Yes, Not now

- \* Are you a member of other organizations that are planning events? Yes, Not now
- \* Would you be willing to help the chapter organize and hold events like the 250th Anniversary of the American Revolution? Yes, Not now

## **Wreaths Across America**

Wreaths Across America is a National Veterans Remembrance Event held on the second Saturday in December. Led by local community organizations, a local cemetery site is selected, and the number of wreaths is determined. The same company that provides wreaths for the graves at Arlington National Cemetery provides them locally. The organizers research and mark the graves before the event, solicit purchases of wreaths from citizens and businesses. Local groups gather on the appointed Saturday and place wreaths on the graves of the veterans. At all locations across the nation at noon EST, a memorial service begins. Both SAR and DAR organizations support this veteran recognition effort.

- \* Do you have an interest in honoring the Nations Veterans this way? Yes, Not now
- \* Are you willing to contact people or businesses and sell wreaths? Yes, Not now
- \* Are you ready to put in a few hours preparing the cemetery and placing wreaths? Yes, Not now
- \* Would you be willing to help the chapter organize and hold this event? Yes, Not now

## **Attendance at State and National Meetings**

Being a part of the State and National Societies provides the opportunity to see how the organization operates and participation in decision-making committees of the SAR.

There are two National Leadership meetings held annually in September and February. All the national committees meet at these two meetings to discuss, plan, and promote the various programs run by committees. There is also a National Trustees meeting where changes to the programs are approved. These actions, combined with a casual and a formal dinner and agenda for the Ladies Auxiliary, make each leadership meeting a worthwhile event. An invitation to attend is extended to all compatriots and family members. Only Trustees or Committee Members may vote on business issues.

There are four State BOD meetings held each year. Any compatriot may attend the meetings and participate by providing opinions on business items. Only BOD members may vote on business issues.

- \* Are you interested in defining or coordinating programs? Yes, Not now
- \* Do you enjoy working with a group? Yes, Not now
- \* Are you interested in meeting new compatriots from other states? Yes, Not now
- \* Would you like to attend a Leadership Conference? Yes, Not now

**CONGRATULATIONS – (note-New-Member-name)**

**YOU ARE ON YOUR WAY!**

Now find others who may want to join. MOSSAR needs your active participation to honor our Patriots, honor our Veterans, and to educate our youth. Talk to your Chapter president about opportunities for you to get involved.

## **Welcome to the SAR and to the William C. Corum Chapter!**

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### **Appendix A - National and State SAR Officers**

#### **National Society - General Officers**

President General

John T. (Jack) Manning, Scituate Ma

Vice President General-Central  
District

William E. Sharp, Ann Arbor, MI

Secretary General

Davis L. Wright, Esq., Wilmington, DE

Treasurer General

C. Bruce Pickette, Montgomery, AL

Chancellor General

Peter M. Davenport, Fairfax, VA

Genealogist General

Jim L.W. Faulkinbury, Sacramento,  
CA

Registrar General

Douglas T. Collins, Prospect, KY

Historian General

William O. Stone, Montgomery, AL

Librarian General

Tony Lee Vets II, Colfax, LA

Surgeon General

Dr. Darryl S. Addington, Telford, TN

Chaplain General  
David James Felts, Rochester, PA

### **Missouri Society - Officers**

President  
J. Howard Fisk

Exec. Vice President  
George S. Swales Jr.

1st Vice President  
J. Michael Robertson

2nd Vice President  
David Roy Shaul

Secretary  
Michael Powers

Treasurer  
John L. Bedell

Chancellor  
Gary Bishop

Genealogist  
W. Christian Sizemore

Registrar  
Steven E. Biggs

Historian  
Richard A. Mathews

Chaplin  
H. Dan Philbrick II

National Trustee  
J. Wayne Merrill

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## Appendix B – Beginning Medals and Certificates

The following medals and certificates are typical awards earned within the first three years of being a compatriot. Once the requirements of the medal are approved, the compatriot, National Society, State Society or Chapter purchases the medals. The details are defined in the National Society Official Handbook Volume V, Precedence Section. The compatriot may also work toward other medals or certificates. Those given here are typical. For the complete list of medals, certificates, and their requirements, see Volume V of the Handbook.

Medals awarded by the National Society for service to the NSSAR.

\* Lafayette Volunteer Service Medal. Awarded for performing 40 hours of volunteer service on assigned NSSAR programs.

\* Patriot Grave Marking Medal. For planning or participation in the marking of 15 patriot graves.

Medals awarded by a State Society to Compatriots for service to the SAR.

\* Bronze Color Guard Medal. For participation in chapter and state color guard events.

Medals awarded by a Chapter to Compatriots for service to the SAR.

\* Chapter Medal of Distinguished Service. Presented by chapter president in recognition of the Compatriot's conspicuous service to the Chapter.

\* Bronze Roger Sherman Medal. Presented by the chapter in recognition of and appreciation of outstanding services rendered to a chapter.

Medals awarded by National or State Society or Chapter for 250th Anniversary of the American Revolution. The recognition program is designed to encourage and recognize those compatriots, chapters and societies that participate in local, state, national and international events which publicly educate, and recognize, honor, and celebrate the events and heroes of the period surrounding the American Revolution.

\* Bronze Medal is presented to a person who has 25 promotion points certified by his chapter, state, district or national society.

\* Silver Medal is presented to a person who has 60 promotion points certified by his chapter, state, district or national society.

\* Gold Medal is presented to a person who has 150 promotion points certified by his chapter, state, district or national society.

Medals awarded by National or State Society or Chapter for Military Service and Service to Veterans

\* War Service Medal. For compatriots who complete an application and provide documentation (DD214) verifying military service in a branch of the US Military in a hazardous or war zone.

\* Military Service Medal. For compatriots who complete an application and provide documentation (DD214) of active-duty service in a branch of the US Military.

\* Service to Veterans Medal. For completion of the application on providing various types of service to veterans or veterans organizations.

Certificate awards Presented for Service to the SAR

\* Distinguished Service Certificate. To recognize outstanding personal service exemplifying the finest of American ideals



\* Certificate of Appreciation. To acknowledge outstanding support given to the Sons of the American Revolution.

\* U.S. Flag Retirement Certificate. Presented for participation in the collection and destruction of worn, soiled, or otherwise unserviceable United States Flags.

Pins awarded for Donations to National Programs

\* A Friends of the Library Membership Lapel Pin can be awarded for a nominal \$25 gift to the Friends of the Library. Annual renewal of membership is appreciated. Four additional levels of contributions are available.

\* George Washington Endowment Fund Fellow Lapel Pin can be obtained for a gift of \$1000 to the George Washington Endowment Fund.

Medals for State Programs

\* 200th Missouri Anniversary medal can be purchase for \$35.00 (includes shipping)

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## Appendix C – William C. Corum Chapter Officers

President: Michael Robertson  
Phone: 573-268-6209      Email: sarmichael2009@gmail.com

Vice President: Drew Kingery  
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Secretary: Kirk Walker  
Phone: 816-510-1792      Email: kdlwalk14@gmail.com

Treasurer: Shaun Symmonds  
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Genealogist: Chris Sizemore  
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Registrar: Chris Sizemore  
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Chaplain: Jay Clinkingbeard  
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Historian: Jim Carlson  
Phone: 816-678-4093      Email: Carlson.jim74@gmail.com

Chancellor: Roger Driskill  
Phone: 816-781-6329      Email: rmdriskill@brnettdriskill.com

Surgeon:  
Phone:                      Email:

Sergeant at Arms: John Bugg  
Phone: 816-741-8359      Email: fishingbug@gmail.com

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## My Part Participation - Summary Sheet

Name \_\_\_\_\_

We ask that you complete this summary sheet and turn it in at the end of the workbook presentation. It will help us involve you in our programs where you have the experience, skills, or interest. If you are not ready to help at this time, that is okay. You may want to take some time to get to know the chapter better. At least we will have a record of your interest and can share opportunities that you might relate to as they present themselves.

Based on the answers entered in the Orientation Workbook, please indicate your willingness to help by checking each area of interest:

- Helping with chapter administrative tasks and programs? (i.e., Americanism Award, newsletter, data entry, leadership, meeting preparation) Yes Not now
- Working with one or more Youth Programs Yes Not now
- **Which one/ones?**
- \* Participating in the chapter Flag Program? Yes, Not now
- \* Participating in the chapter Color Guard? Yes, Not now
- \* Participating in the chapter Grave Marking program? Yes, Not now
- \* Participating in the chapter Veteran's Programs? Yes, Not now
- Are you a veteran of the United State Military? Yes No
- \* Preparing and/or presenting revolutionary-period talks? Yes, Not now
- \* Participating in the National Society's Patriot Research System? Yes, Not now
- \* Participating in the 250th Anniversary Programs? Yes, Not now
- \* Participating in Wreaths Across America? Yes, Not now
- Donate to support the programs of the Chapter, State, or National Society? Yes, Not now
- \* Helping organize and hold chapter events? Yes, Not now

THANK YOU FOR HELPING US GET YOU STARTED IN BEING AN ACTIVE INVOLVED COMPATRIOT.

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## Where I am Willing to Help - Summary Sheet

What special interests, skills, experience, or hobbies do you have that might add to the Chapter's outreach in the community?  
(continued reverse)