



New York State
Daughters of the American Revolution
Yearbook Guide

The purpose of this guide is to provide our New York Daughters with the criteria that Chapter Yearbooks are reviewed against for State Conference.

Creativity is strongly encouraged!

We love to see all the finished yearbooks, so remember to submit your yearbooks for State Conference by early September and visit the Program Table at NYS Conference to retrieve your scored yearbook. Chapters that receive 100 points on their yearbook receive a ribbon.

NY State Program Chair:

Marti Santo

NY State Program Vice Chairs:

Evelyn De Simone
Elaine Dean

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Dear New York Daughters,

At the 2022 State Conference, we had the honor to review and judge just over 50 chapter yearbooks. The yearbooks judged last year were all well thought out and wonderful. We would love to see even more of them. During the conference, we received feedback from some chapter representatives that a guide would be useful in creating and/or updating yearbooks.

As we prepare for our next State Conference to be held in Syracuse, September 21-24, 2023, we are pleased to present a guide to share with all our New York Daughters to assist with creating a yearbook that includes the required elements.

We strongly encourage your creativity and appreciate such.

We look forward to judging your chapter yearbooks during the Barrack Administration! We are here to help, so please feel free to email or call us with any questions at our contact information below.

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In DAR Friendship,

Marti Santo

Basic Judging Criteria

COVER

1. *INSIGNIA* (correct placement and slant, nothing above it.)
2. *NSDAR MOTTO* (“God, Home, and Country” below insignia)
3. *CHAPTER NAME* (with NATIONAL CODE NUMBER directly below)
4. *NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION* (2 lines)
5. *CITY & STATE* (same line)
6. *CATEGORY* (Yearbook)
7. *YEARS* (same line – 2022-2023)

INSIDE

8. *NSDAR PRESIDENT GENERAL* (full name, official address, phone, and email)
9. *NYDAR STATE REGENT* (full name, official address, phone, and email)
10. *NYDAR DISTRICT DIRECTOR* (full name, official address, phone, and email)
11. *HONORED DAUGHTERS* (list of State & National Officers and/or Chairs, listed alongside their appointments and/or elected positions)
12. *CHAPTER OFFICERS* with full names (as listed in Chapter Bylaws)
13. *GENERAL PRESENTATION* of the Yearbook
(Placement of the DAR Ritual, creativity, former Regents, Memorials, etc.)
14. *PROGRAMS*
(Yearbook contains the 5 required categories: Historical, Educational, National Defense, Patriotic & Commemorative Events)

Notes:

- The preferred style for yearbook submissions is in a booklet format (size 8 ½ by 5 ½).
- Please use a font that is easy to read and goes along with the general theme of your yearbook. Please make sure the font is large enough (at least 12pt).
- Item 13 above is for your creativity. Did you add pictures of your events and accomplishments? Did you put a memorial page in for members that have passed? Is there a dedication page to an organizing member? Did your chapter have a Real Daughter? This is your chance to sparkle and let us know what your chapter is all about.

Cover Page

The cover page should include the following items. You can use whatever fonts you would like but please be sure it is large enough and in a font that is easy to read. If you choose a font that is very ornate, please be sure to increase the point size.

1. **DAR Insignia:** The insignia should be centered, at the correct slant, not stretched/distorted and have nothing above it.



2. **NSDAR Motto:** God, Home and Country
Note: Should be located directly below insignia

3. **Chapter Name and National Code Number** (on two (2) lines):

ABC Chapter
X-XXX

4. **National Society Daughters of the American Revolution** should appear on two lines, for example

**National Society
Daughters of the American Revolution**

5. **City and State** (on same line)
6. **Category:** Yearbook or Supplement
7. **Years – 20XX-20XX** (same line)

Inside the Yearbook

Let your creativity flow. We suggest using pictures, colors, and headings to draw attention and show us what your chapter is about. You can also include whatever information would be helpful to your chapter members.

Please remember that each chapter yearbook is delivered to the NYS Board of Management so placement of pertinent information for their ease of use should be in mind when creating your yearbook.

Think of the yearbook as a way to share the history of your chapter with your members and the state. It is helpful for new members to have the following information at their fingertips when attending their first few meetings.

- Current chapter officers
- Chapter committee chairs (in line with National and State Committees)
- Charter members of the chapter – highlight any Real Daughters
- Past regents (and if available the years served)
- Pertinent history of your chapter. Is your chapter a Lantern Chapter, were there any mergers with another chapter, include awards your chapter has received from national and state.
- Chapter meetings – when and where they are held, monthly themes that a program or guest speaker may be shared with your members
- Important dates to remember, for example Memorial Day, Flag Day, Constitution Week, Pearl Harbor Remembrance, Earth Day, Armed Forces Day etc.

Some chapters include a dedication page, a memorial page, the aim of our National Society, the DAR Ritual for the opening of meetings, the Pledge of Allegiance, the Preamble to the Constitution, important facts from the Flag Code, The American's Creed, chapter accomplishments with photos, local plaque locations, event photos, chapter bylaws, membership roster, and QR Codes to chapter websites and social media pages. The possibilities are endless.

The following items are required elements to the yearbook:

8. **NSDAR President General:** Include full name, official address, phone, and email – bonus if you include a picture. You should also include the administration’s theme, symbol, scripture and include a link to the National website.
9. **NYDAR State Regent:** Include full name, official address, phone and email - bonus if you include a picture. You should also include the State Regent’s theme, symbol, scripture and include a link to the NYDAR website.
10. **NYDAR District Director:** Include full name, address, phone and email – bonus if you include a picture.
11. **Honored Daughters:** list of your chapter daughters and their role within either the state or national Level. If your chapter does not have any members serving at the state or national level, please include a statement noting that, for example

“XYZ Chapter does not currently have any Daughters serving at the [State] and/or [National] level.”

12. **Chapter Officers:** Include the officers full name next to position they hold as in the chapter bylaws – (Regent, Vice Regent, 2nd Vice Regent, Chaplain, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Historian, and Librarian)
13. **General Presentation:** Use your Creativity to have the best yearbook possible! Include whatever you would like to showcase your chapter with the State Board of Management and your members. Include pictures of our DAR Headquarters, include the dates of events being held in Washington, DC and in NYS that your members may want to attend.

14. Programs: Your yearbook should contain the 5 required categories – Historical, Education, National Defense, Patriotic and Commemorative Events. You can showcase these categories however you would like. Some chapters dedicate a chapter meeting to one of the 5 categories throughout the year. Other chapters organize events for one or more of the categories. Again, the possibilities are endless and of course dependent on the passions and focus of your chapter.

We hope you find this guide helpful. If you have suggestions on how we can make this guide better, please feel free to contact Evelyn De Simone and Elaine Dean, NYS Vice Chairs of the Program Committee.

We look forward to seeing your Yearbooks, Supplements and Programs during the Barrack Administration. We hope to receive 100% of the NYS Chapter yearbooks in 2023 and awarding ribbons to each one that achieves 100 points.