

Chapter Achievement Awards 2021 Chapter Checklist

Hello Chapter Leaders and Welcome to the 2021 Chapter CAA Checklist:

The purpose of the Chapter Achievement Awards Committee is to provide a measuring tool where chapter leaders can successfully report what a chapter has accomplished over the past calendar year and set plans for future successes. By utilizing the Chapter Achievement Award (CAA) form, chapters can ensure their goals fall within the mission objectives of the National Society – historical preservation, patriotism and education. Within these objectives, the 2021 CAA places an emphasize on volunteerism, public relations outreach, improved communication and recognizing chapters who are sustaining the National Society by assisting other chapters.

This checklist provides a comprehensive outline of how chapter leaders can use the CAA form to maximize their points. First and foremost, download the 2021 Chapter Achievement Awards Planning Guide (a pdf file available on this committee’s website). Use the guide as a planning tool, involve chapter members in setting goals, communicate to the chapter what goals have been set and then follow-through. Refer to the guide throughout the reporting year to track your successes and help point out areas where chapter goals are falling behind. Note: the CAA levels have changed:

Level 1 = 400 + points
Level 2 = 300 + points
Level 3 = 200 + points

Secondly, follow the timeline as outlined below:

Summer Months:

- Use the 2021 CAA Planning Guide to estimate the number of points a chapter could earn based on planned programs and activities through the last day of December. Set goals which emphasize membership retention, acquiring new members, promoting volunteerism and public relations outreach, adding new DAR magazine subscriptions (members and outside organizations) and excelling in committees tied to Service, Genealogy and Training.
- Create, revise and use a chapter annual dues invoice. Consider adding to the invoice an opportunity for members to contribute voluntary donations which support the mission objectives of the National Society, i.e., gifting new members a DAR magazine subscription, contributing to a veteran’s project or donating school supplies to a classroom.
- Ensure a healthy chapter budget. Include chapter contributions as outlined in Section 8 of the CAA form as well as the \$40 contribution for the state’s co-op magazine ad.
- Set an obtainable goal for the replacement of members who transfer, drop or pass away during the year.
- Promote communication efforts by ensuring the President General’s message is shared monthly (e.g, chapter meeting, newsletter, social media, etc.); enhance Facebook, Instagram and/or Twitter posts on chapter private and public sites and send chapter newsletters/emails consistently.
- Incorporate a National Defense report into each chapter meeting (in person or virtually) or share the report in your chapter newsletter and/or social media private pages.
- Make plans to participate in a community service project for the National DAR Day of Service in the month of October.

Fall/Winter Months:

To maximum a chapter's score for **CAA Section 1: NATIONAL DUES (AUTO-FILLED):**

- Collection of dues is paramount during the Fall Months. Chapter Treasurers must collect National dues by the stated deadline and submit members in good standing resignations promptly. Note: all membership changes for deaths, resignations, transfers must be reported to National by December 1st to earn points in Section 1.
- Utilize the e-Membership *Membership Chapter Achievement Analysis* to analyze potential points related to payment of National dues.
- To receive CAA points, 90% of national dues must be postmarked on or before December 1st.
- If the Direct Payment Option is utilized and National dues are received no later than December 1st, additional points will be awarded.

Helpful hints to achieve points in the **CAA Section 2: MEMBERSHIP (AUTO-FILLED)**

- Use membership count as stated in e-Membership *Count Report* for January 1, 2021.
- The e-Membership *Membership Chapter Achievement Analysis* will assist in determining scoring points earned for new members and Juniors by application, a net increase or decrease in membership and the transfer of members to support a struggling chapter or organizing a new chapter.
- The e-Membership *Pending Member Report* confirms pending applications.

Ensure chapter success by scoring in **CAA Section 4: PROGRAMS, SERVICE, ACTIVITIES, TRAINING (NOT AUTO-FILLED – CHAPTER MUST COMPLETE)**

- Plan effective programs and chapter activities which highlight the listed Service and Genealogy Committees as well as promote Member Training.
- Programs/activities may take place in person or virtually.
- Committee reports may be shared via chapter newsletter or private social media pages.
- Note: minimum financial contributions made in Sections 8 and 9 do **NOT** qualify as participation for Section 4.

Insight into maximizing points for **CAA Section 6: DAR MAGAZINE/NEWSLETTER (AUTOFILLED)**

- Use e-Membership *Magazine Subscription Chapter Achievement and Content Analysis* to obtain a chapter's current magazine subscription percentage.
- Strive to have over 30% of the membership count subscribing to the magazine.
- Remember, total chapter magazine subscriptions include chapter members as well as outside organizations, i.e., schools, libraries, professional offices, etc. plus non-DAR members such as family, friends, or neighbors.
- A chapter will also receive points in Section 6 if the chapter contributed \$40 to a DAR advertisement and/or the Daughters Newsletter and the contribution was submitted to the DAR Magazine Office with a postmark of no later than December 31, 2021.
- Make sure the Chapter Regent has an active magazine subscription as of December 31, 2021 to earn additional points.

How to earn points for **CAA Section 8: CHAPTER CONTRIBUTIONS (NOT AUTO-FILLED – CHAPTER MUST COMPLETE)**

- All Chapter Financial Contributions must be sent through the State Treasurer to the Office of the Treasurer General and postmarked **on or before December 15th**.
- Note: minimum contributions to combined funds in mission areas of Historic, Educational, Patriotic and Membership/Administrative programs totaling \$100 or more, 175 points will be awarded.
- There are no set \$ amounts for the four fund categories. The distribution of \$100 minimum contribution is a decision for the chapter leaders. However, the chapter must tell the State Treasurer how funds are being distributed and to which funds.

Ways to earn points for **CAA Section 9: OPTIONAL ADDITIONAL CONTRIBUTIONS (AUTO-FILLED)**

- Have the Chapter Treasurer produce the e-Membership *Voluntary Contributions/Donations Report*.
- Points will be earned for member and chapter donations and contributions made through the Development Office. Examples are Founders Club, Sustaining Supporter Program, Friends of the Library, DAR Project Patriot, etc. See complete listing on the 2021 CAA Planning Guide.

January 2021:

- Chapter officers must complete the Chapter Master Report (CMR) which contains the Chapter Achievement Awards (CAA) form.
- National deadline for CMR completion is February 1, 2022.
- However, verify with your State Regent on her actual due date; it may be earlier than February 1st.

Additional facts:

- e-Membership access is granted to the following chapter officers: Chapter Regent, Chapter Vice Regent, Chapter Registrar and Chapter Treasurer.
- Reporting deadlines:
 - CMR (including CAA) by February 1, 2022 (check with your State Regent for her actual due date)
 - State Chair to National Division Vice Chairs – February 15, 2022
 - National Division Vice Chairs to National Chair – March 15, 2022

The CAA Committee has many dedicated and enthusiastic members who are here to support you in achieving your chapter goals. Please do not hesitate to contact us.

“Rise and Shine for America” and DAR!

Susan Harvey Holt

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