

PREPARING OUTSTANDING COMMEMORATIVE EVENTS REPORTS

Information in the reports must include the type of event, date of the event, details of the program, and publicity. Please read through this carefully as some of the rules and dates have been changed.

A theme folder with a clear cover must be used for each entry. A 3-Ring Binder will be disqualified. Limit total number of pages to 25, including any pictures submitted. Pages must be on 8 ½ x 11 inch paper, typed on one side, size 12 type, using Ariel or Times New Roman font. The folder must not exceed ½ inch thickness.

A submission form must be attached to each report. Make sure the form has been fully completed by the chapter and signed by the State Chair. Hard copies only should be submitted. Digital photos of each event are to be emailed in addition to the report folder. A quality copy of the report may be sent if the chapter would like to keep the original.

January 15th: Chapters should send Outstanding Chapter and State Reports plus photos, to the State Chair. The reports will be judged and First Place winners are sent to the National Division Vice Chairs.

February 15th: The Division Vice Chairs are to send one First Place Winner in each targeted area to the respective National Vice Chair. The Division Vice Chairs are to send Miscellaneous and Cumulative Reports directly to the National Chair.

March 15th: The Commemorative Events Vice Chairs will do the final judging for National Awards. Miscellaneous and Cumulative Reports are judged by the National Chair.

All other reports will be returned to the State Chairman if they include a mailing envelope with pre-paid postage.

The awards for Outstanding Reports at the National Level will be 1st, 2nd, and 3rd Place. State Chairs may issue as many awards as they like using their own State Certificates. Division Awards will be sent out ahead of time and only National Awards will be awarded at Continental Congress.

Thanks to all of you for your time and effort in this most important committee.