

ISDAR Chapter Achievement Awards (CAA)

Instructions for Completing the 2023 ISDAR CAA Form

1. The 2023 ISDAR CAA Form can be found on the ISDAR Website (www.isdar.org/members) on the ISDAR Committees page under Master Reports.
2. You will need the Members' password to view or download the form.
3. Download the PDF document, then save to your desired location (for example, your computer desktop or a USB drive).
4. The form is designed to be completed electronically.
 - a. In Sections 3-Bonus, when you fill in the blanks on the left of the form, the points will calculate automatically on the right side. Section 9 will add points, not dollar amounts.
 - b. Alternatively, you can print the blank form and fill in the blanks manually.
 - c. Sections 1- State Dues, 2-Membership, and 6 -DAR Magazine will rely on information available in eMembership under Chapter Reports > Membership Chapter Achievement Analysis and Magazine Subscription Chapter Achievement and Contest Analysis.
5. All reporting is from January 1, 2023 through December 31, 2023.
6. When the form is completed, submit to the State Chairman of the ISDAR CAA Committee in one of three ways:
 - a. Type the names of the Chapter Treasurer, Regent, and Chairman in the appropriate blanks and submit via email;
 - b. Print the completed form, sign, scan, and submit via email; or
 - c. Print the completed form, sign, and mail.
7. The report must be submitted no later than **February 1, 2024**.
8. *Please contact the ISDAR CAA State Chairman with any questions:*

Debbie Crawford Dcraw0954@cfu.net 319-404-7380 (cell) 7525 Poplar Lane Cedar Falls, IA 50613
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NSDAR Chapter Achievement Awards (CAA)

1. The NSDAR CAA is (along with the CMR) part of the Master Report. There is not a separate form to complete.
2. The Master Report is available through eMembership and should be available in August for your review.
3. The report must be completed electronically by **February 1, 2024**. *Do not submit to the ISDAR CAA State Chairman.*
4. *Please contact the ISDAR CAA State Chairman with any questions.*