

DAR Chapter Property – Where Is It Stored?

Date _____

Chapter Name: _____

Chapter Regent: _____

Please list below the location where chapter files are stored. A copy should be in your Chapter Regent's Handbook & Historian.

Chapter Regent's Materials & ISDAR Handbook:

Recording Secretary's Minute Books:

Treasurer's Records:

Registrar's Records & Application Papers:

Historian's Scrapbooks & Copies of Archives:

Other items owned by the chapter. Such as pins, memorial markers, special publications, gavels etc.: Items labeled with the name of your chapter. Include a contact name w/phone number.

Contact person: _____

Notification of any change should be made and reviewed each year.

In the event of incapacity, illness or death, any member storing chapter property shall tell their heirs to contact the chapter regent to retrieve the stored property. The member shall also inform their heirs that chapter property is the property of the chapter and that the member does not have ownership interest in the chapter property.