ISDAR Chapter Regent's Report

Each Chapter Regent is to present an annual report on the activities and accomplishments of her chapter at State Conference. Chapter Regent Reports are the most accurate method for the State Regent to gather information for her report to Continental Congress on the activities of the Iowa daughters. These reports become part of the permanent record of ISDAR when published in the Proceedings Book printed at the end of a State Regent's administration.

Due to the two (2) minute reporting limit format for Chapter Regents presenting at State Conference, no report should be over one or two paragraphs of complete sentences reflecting the most interesting or outstanding work of the Chapter. The filed report needs to reflect appropriate grammar and report standards. Each report is limited to a maximum of 200 words. A specific form is not necessary. Instructions are given below.

The ISDAR Chapter Contributions & Credit Worksheet should be submitted along with your Chapter Regent's Report. This worksheet will help you calculate your chapter's financial contributions while carrying out DAR activities.

Three (3) copies of the Chapter Regent's Report and ISDAR Chapter Contributions & Credit Worksheet are required: one for the **State Regent** for use in compiling her report for Continental Congress and for future reference during her administration; the second for the **State Recording Secretary** for publication in the Proceedings Book; the third copy for the **Chapter's record**.

********** _DEADLINE: March 15, 2023_ **********

Instructions and Basic Tips for Preparing Report

- ☆ Start by listing your Chapter Name, Chapter City, Chapter Code, and your name (the Chapter Regent's name) at the top of the report. For easy readability, each item should be on a separate line.

- ☆ Prepare a 200-word narrative that shares and celebrates the activities of your Chapter during the prior calendar year. Be creative – inspire others!

- ☆ Reports are to be copy-ready for publication or submitted electronically.

- ☆ Reports should be typed and should not exceed 200 words in length.

- ☆ Do not hand-write the report or type the report using all capital letters, as this makes it very difficult to prepare reports for the Proceedings Book.

- ☆ No corrections should appear on the final submission copy.

- ☆ A specific form is not required. Reports can be generated with word processing software or simply inserted into the body of an email. Attach a copy of your ISDAR Chapter Contributions & Credit Worksheet to the email with the report.

- ☆ Email reports to:

Edee Brunia	and	Jeri Klein
ISDAR Regent		ISDAR Recording Secretary
ebrunia@yahoo.com		jerilynmklein@gmail.com

Please contact the ISDAR Recording Secretary with any questions.