

ISDAR Calendar 2023-2024

August 2023

- Send dues notices to members; prepare budget.
- Contact your area schools about the DAR Good Citizens contest.
- Order materials from the DAR Store for the DAR Good Citizens program.
- Prepare one copy of your chapter yearbook for each **State Officer, Master Reports Chairman and District Director**. (Total 12 copies) These may be distributed electronically or distributed at Fall Forum.
- State Newsletter submissions must be sent to the editor by August 25.

September 2023

- Encourage members to look for committee and newsletter information on the Iowa Members' Website.
- Begin work on American History Essay Contest.
- September 17-23: Constitution Week
- Report Constitution Week activities to **State Chairman** immediately following Constitution Week (no later than October 15).
- Submit registration form by **September 22** for Fall Forum.
- View the Master Report (formerly the CMR) and begin filling out activities already finished.

October 2023

- Bring Yearbooks for **State Officers, Master Reports Chairman and District Director to Fall Forum**.
- DAR Day of Service -- October 11, 2023 (Every Day is a DAR Day of Service to America.)
- Fall Forum – October 13-15, 2023 – Holiday Inn Des Moines Airport
- Application deadline for State Outstanding Junior Member is due on October 31 to State Chair Cynthia Reppert.
- Application deadline for **Vivian's Outreach to Women (VOW)** due by November 1 to Linda Harvan, State Chair Women's Issues.

November 2023

- National dues **MUST** be sent to the **Treasurer General** before December 1 with the NSDAR National Dues Invoice created using the National Dues Invoice Form found on e-Membership. Dues may be paid to NSDAR by direct withdrawal from the chapter bank account, after withdrawal arrangements have been made.
- State dues **MUST** be sent to **State Treasurer** before **November 20**, accompanied by a copy of the National Dues Invoice Form.
- State and National Cash Contributions **MUST** be sent to **State Treasurer** before November 20. Note that National Cash Contributions may be sent to National via electronic payment.
- Chapter deadline for DAR Good Citizens entry forms and materials from students is November 10.
- Nominations for the Outstanding Teacher of American History are due to the **State Historian** by November 15.
- Submit names to the **State Regent** of members 18-40 years of age who are interested in paging at Continental Congress. The State Regent will submit names to the President General for an invitation to page at Continental Congress.
- State Newsletter submissions must be sent to the editor by November 25.

December 2023

- December 1, 2023 -- Junior American Citizens -- Entries due to Chapter Chairmen/Regents
- Historic Preservation Contest entries due to **State Historic Preservation Chairman** -- December 30, 2023.
- December 31, 2023 -- Junior American Citizens -- Winning Chapter entries due to state chairman
- Elect delegates to State Conference.
- Elect delegates to Continental Congress.

January 2024

- Chapter's Official Membership Count date – January 1. Delinquent dues notices are sent to **Chapter Treasurer**.
- Chapters must inform State Treasurer if they are filing Form 990 or 990EZ, or 990-N with the IRS.
- DAR Good Citizen district winners due to State Chair Mary Thunhorst by January 1, 2024.
- Entries for the American History Essay Contest must be received by the **state chairman** by January 15, 2024.
- January 15 -- Outstanding American History Teacher finalist name to Historian General.
- January 15 -- Essay entries for the Women's Issues contest must be in the hands of State Chairman Linda Harvan.
- January 15 -- Junior American Citizens State Winners sent to National Vice Chairman, North Central Division.
- Fill out State Credentials Form **CAREFULLY** and **COMPLETELY** and mail per instructions: One copy, ISDAR Credentials to **State Conference Chairman** (State Vice Regent) and one copy, ISDAR Credentials to **State Regent** (before March 28).
- Send Necrology Report (list of members who have died within past year) to **State Chaplain** to be included in State Conference memorial program. And send memorial gifts to **State Treasurer** by February 1.

- Complete the Master Report (CMR). Invite chapter members to fill out their committee reports on the eMQ part of the CMR. The file must be submitted by February 1.
- Prepare the ISDAR Chapter Achievement Award Form and mail or email to **State Chapter Achievement Chairman**. Download the form to your computer and then fill it in. You may submit the form electronically by either saving it to your computer and attaching it to an email or by printing, scanning and then attaching the file to an email. Email to: Deborah Crawford.
- Applications for the **ISDAR Scholarship** must be postmarked by February 1, 2024.
- All American Heritage entries except Fiber Arts are to be emailed to the respective National Vice Chairman between January 2 and February 15, 2024. Fiber Arts photographs are to be sent to our State American Heritage Chairman by February 1, 2024.

February 2024

- Membership Services Department automatically terminates membership of Daughters whose dues were not received in the office by the last working day of February.
- American History and Patriots of the American Revolution Essay Contests – state winners to division received by February 15.
- State Chairmen report to National Vice Chairmen by February 25.
- February 28 -- last day for election of delegates to State Conference.**
- State Newsletter submissions must be sent to the editor by March 2.

March 2024

- Send State Credentials Form to **State Vice Regent Sarah Steinke**. It must be postmarked by March 1, 2024.
- Submit registration form by March 8 for State Conference.
- March 15 is the deadline for all official reports – Chapter Regents, District Directors, State Committee Chairs, State Officers: email to State Regent and State Recording Secretary.
- Prepare your Regent's Report. This is a comprehensive overview of the chapter's work for the year (Jan-Dec) for inclusion in the State Proceedings Book. The Report will be emailed to **State Regent** and **State Recording Secretary** prior to March 15, 2024, and will be presented at the ISDAR State Conference by the Chapter Regent or in her absence, the Chapter Vice Regent.
- Elect chapter officers according to Chapter and ISDAR Bylaws.
- Notify the Organizing Secretary General's office of changes in Chapter Officers as soon as elections are complete. Do this immediately. Do NOT wait until officers are installed. Changes may be made directly to the national database using e-Membership. The NSDAR Chapter Officer Report Form is available online as a writeable PDF file. Complete form and email to: chapterservices@dar.org (in election years). This information must be received by April 30.
- Continental Congress Credentials are emailed to chapters.
- Elect Continental Congress Delegates before April 1.
- Celebrate March 29, 2024, as National Vietnam Veterans Day.

April 2024

- Continental Congress Credentials Form is due to Membership Services Office, following the instructions for electronic submissions.
- Attend the 125th ISDAR State Conference, April 4-6, 2024, Holiday Inn Des Moines Airport.

May 2024

- Install officers, if election year.
- Report on State Conference at the chapter meeting.
- State Newsletter submissions must be sent to the editor by May 25.

June 2024

- Begin work on yearbook and planning of programs for next year.
- New regents appoint chairmen.
- Attend Continental Congress: June 26 - 30, 2024.

July 2024

- Finish chapter yearbook for printing.
- Distribute National Information Packet information to Chapter Chairmen.

National Board of Management Dates

October 7, 2023, February 10, 2024, June 24, 2024, June 30, 2024