



**NATIONAL SOCIETY COLONIAL DAMES
XVII CENTURY**

**Yvonne Yerian Hiteshue
President General**

**2023-2025
Summer Packet**



NATIONAL OFFICERS



National Society Colonial Dames XVII Century President General

Yvonne Yerian Hiteshue
79 Elm St London, OH 43140-1158
614-560-4219 yyhiteshue@gmail.com

Directives 2023-2025

During this administration, we will keep in mind the theme of “Tying It All Together in Service and Friendship.” We have a wonderful Society and together we can work to make a difference in our communities and build strong friendships as we work to support each other. Hopefully, these Directives will assist you in this journey.

The Fall Board of Management will be held October 6-7, 2023, at the Washington Marriott Georgetown. The hotel is a very short walk from headquarters. The Call for the meeting is in this issue of the Review as well as in the announcement section of our website. On Friday, you will have the opportunity to work in the library and seek assistance with new applications, supplemental applications, and COAs. Take advantage of this opportunity to do some research. All meetings during this administration will be held at the hotel.

Please take the time to study these directives to work efficiently and effectively at the chapter and state level. You are provided with many tools to help you be successful. Remember to:

- Check the announcements frequently on the website.
- Report forms are on the website.
- Become familiar with the Bylaws at the national, state, and chapter levels. The Bylaws will be revised next April 2024.
- Study the Handbook. After the revision of the Bylaws, the Handbook will be updated.
- Communicate with your predecessor and your successors to help our work run smoothly.
- Do not hesitate to ask for assistance at any time.

I am honored to be serving as your 47th President General. Please do not hesitate to contact me or any of the National Executive Officers



National Society Colonial Dames XVII Century

FIRST VICE PRESIDENT GENERAL

Rebecca Smythe Eisenman

43166 West Pleasant Ridge Rd Hammond, LA

70403-0608

702-308-3346 beckysueinc@gmail.com

2023-2025 Directives

It is an honor to have been elected to the Office of First Vice President General. This Officer sends good wishes to all the elected Officers, chapter, state and national as we all work together to achieve National goals, maintain our beloved headquarters, and continue to build our Society in membership and goodwill.

According to the National Bylaw, the First Vice President General will assume the duties of the President General in her absence or inability to perform the duties of her office. She is the Conference Chairman and is responsible for the general arrangements for the National Conferences and two National Board of Management meetings at the direction of the President General.

Plans for October 6-7, 2023, Fall National Board of Management and April 10-13, 2024, National Conference in Washington, D.C. are well underway. For the next two years our national meetings will all be held at the Washington Marriott Georgetown Hotel. This hotel is conveniently located within walking distance of our Headquarters.

The Call to the Fall National Board of Management will be found in the summer edition of the Review and will be posted online as well. It is my hope that many of you will attend these National meetings as they will provide you with unique opportunities to hear officer and committee reports, share ideas, and make new friends.

The National Website, www.colonialdames17c.org has many great tools to assist members and officers in creating success for our Society at all levels. Please visit it for the latest updates.

Study our Bylaws - National, State, and Chapter; our National Handbook; and the Directives for each office and committee. These can be found in the Goldenrod section of the Review as well as on our website.

Each of your National Officers undertakes her duties as a labor of love and commitment. They sacrifice their time and attention to accomplish national goals to serve and support you, our members. Please let us know how we can create a better society as we "Tie It All Together in Service and Friendship" in the Hiteshue Administration.



National Society Colonial Dames XVII Century

SECOND VICE PRESIDENT GENERAL

Courtenay McCarthy Turner Stanley
2034 Brownstone Lane
Charlottesville, VA 22901-6209
(434) 242-4720; cstanleyvadar@earthlink.net

Directives 2023-2025

The duties of the Second Vice President General are to assist the President General and the First Vice President General, presiding at designated meetings in the absence of the above. She presides at the Conference session for receiving Gifts and Donations to the National Society and is assisted by the Treasurer General. She encourages contributions to all Society funds and receives all monetary gifts made during the National Conference. She acknowledges contributions made to the Society in a timely manner. She serves as Vice Chairman of the annual National Conference, Vice Chairman of Fall Board of Management, and as a member and Recording Secretary of the Finance Committee.

The Second Vice President General encourages donations to Society funds and acknowledges contributions made to the Society. These funds are:

Colonial Heritage and Research Fund	Computers/Technology Support Fund
Electronic Imaging/Digitization Fund	Endowment Fund
Expansion Fund	Headquarters Decorating/Furnishing Fund
Headquarters Maintenance Fund	Heraldry and Coats of Arms Fund
Historic Documents Fund	Library Fund
Marking of Historic Sites Fund	Museum Fund
Pocahontas Garden & Projects Fund	President General's Project Fund
Scholarships: General, Williamson, Taney, Pocahontas, and Johnston	
State Room Donation (you must choose a Stateroom.)	
Wish List Fund	

Some funds are focused on the expansion, maintenance, and upkeep of our beautiful Headquarters Building. This is located in the DuPont Historical District of Washington, D.C. and is included in the National Historical Register. Other donation funds focus on Scholarships, support of our museum and scholarships and various other goals as named in the Object of the Society.

Please use the Gift Form and follow the directions. Individuals, state societies and chapters may donate honoring an individual or group, or in memory of a deceased person. All Gifts are acknowledged, and the honoree or person memorialized is sent notice of the gift. Some gifts to specified national funds enable the donor to obtain the appropriate pin for their insignia ribbon.

To access the donation form, log into the website, click the Members' tab, click the Online forms tab, then click the Donate now tab.

Your Second Vice President General hopes you will consider donating to preserve our headquarters, achieve our national goals, or honor a member or ancestor. This Officer looks forward to seeing many of you at National Conference or Board of Management and looks forward to working with you during the Hiteshue Administration.



National Society Colonial Dames XVII Century

SECOND VICE PRESIDENT GENERAL

Courtenay McCarthy Turner Stanley
202034 Brownstone Lane, Charlottesville, VA 22901-6209
(434) 242-4720; cstanleyvadar@earthlink.net

2023-2025 Special Gift Form

Name of Preparer _____ Nat'l # _____ Date _____

Address _____
CITY STATE ZIP

In Honor of: _____

Address: _____

In Memory of: _____

Name of Relative: _____

Address of Relative: _____

Name of Donor: _____

Address of Donor: _____

Chapter to be Credited: _____

Amount Donated _____ to the Following Fund:

_____ Colonial Heritage and Research	_____ Museum
_____ Computers/Technology Support	_____ Pocahontas Garden & Projects
_____ Electronic Imaging/Digitization	_____ President General's Project
_____ Endowment	_____ Scholarship: General
_____ Expansion	_____ Scholarship: Johnston
_____ Headquarters Decorating/Furnishing	_____ Scholarship: Pocahontas
_____ Headquarters Maintenance	_____ Scholarship: Taney
_____ Heraldry and Coats of Arms	_____ Scholarship: Williamson
_____ Historic Documents	_____ State Room- <i>Specify</i> _____
	_____ Wish List

Make Copies of the Completed Form and Send to:

Second Vice President General, Treasurer General, and State Treasurer

For the following funds, also send a copy to the National Officer or Chairman

Library (Librarian General)	Museum Fund (Curator General)	
Pocahontas Garden & Projects	General Scholarship	Johnson Scholarship
Pocahontas Scholarship	Taney Scholarship	Williamson Scholarship

Please send your check (payable to NSCDXVIIC) and a copy of this form to:

Edwina Denning, Treasurer General, 2117 Parliament Drive, Thompsons Station, TN 37179-5320

Please mail or email (cstanleyvadar@earthlink.net) this form to the Second Vice President General:

Courtenay Turner Stanley, 2034 Brownstone Lane, Charlottesville, VA 22901-6209

Please use a separate sheet for each donation.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

THIRD VICE PRESIDENT GENERAL

Linda Kay Vandenberg White
460 Bayshore Dr Hot Springs, AR 71901-9244
501-622-3347(H) 501-622-0485(C) coloniallindakay@gmail.com

Directives 2023-2025

The Third Vice President General has been elected for several duties which include being a member of the Finance Committee, the Headquarters Decorating Committee and Chairman of the Room Hostesses for the April Open House and Tea as instructed by the National Bylaws Article, VII Section 5. However, the duty that carries the greatest weight is that of overseeing the maintenance and decorating of the Colonial Dames of the Seventeenth Century Headquarters Building. This building is located at 1300 New Hampshire Avenue NW in Washington, DC.

This historic building was constructed in 1884 by Brig. Gen. George P. Scriven in Colonial Revival Queen Anne Style. The Queen Anne Revival Style features asymmetrical facades, and corner towers instead of flat, symmetrical facades used in Queen Anne Style architecture. In 1957, the CDXVIIC bought the building from the Veterans of Foreign Wars to be used as a meeting place, library, and source of records. In 2013, the headquarters was added to the National Register of Historic Places.

Undergoing changes throughout the years to accommodate the needs of the Colonial Dames, this historic building has been transformed into an amazing showcase of history. Consisting of approximately 6,850 sq. ft. with 23 rooms and 5 bath or powder rooms on 4 levels, each room has been carefully curated with period furniture and decorated with the upmost attention to detail.

The main level is used to host formal events. Here you will find the Entrance Hall, and the reception area. Also, on the main level you will find the Music Room, the Drawing Room, the Dining Room, the Kitchen, and Powder Room and Sitting Area.

The second level is designed to accommodate the President General and her guests. It includes a President General's Bedroom, Study, and Powder Room. A Museum, Sitting Room, Ballroom and Document/Flag Room which displays our state flags, historic documents and hand painted, framed coats of arms on numerous ancestors along the walls complete the second level.

The third level features a Textile Study Room, a Powder Room, a 3rd Vice President General's Bedroom, a Children's Room and the Northeast States Bedroom for the 1st and 2nd Vice President Generals.

To complete this historic home is the Garden Level with is used for an Office, the Genealogist's Office, and a Powder Room. The National Society sponsors the Garden Library, Microfiche Room, Mail Room, Vault, Registrar General's Room, Washroom/Bathroom inside the Mail Room.

It is truly an honor and privilege for this officer to be entrusted with this historic gem and encourage all members of this Society to visit our headquarters. This officer will be working closely with the Executive Board and the President General to maintain the integrity of our headquarters. She will be making regular visits and inspections to the National Headquarters and working with the Headquarters Supervisor on any recommended maintenance issues.

NAMED ROOMS AT HEADQUARTERS

GARDEN LEVEL

Office:

Arizona, Colorado, Nevada

Genealogist's Office:

Powder Room (by Registrar General's Office): Oklahoma

MAIN LEVEL

Entrance Hall:

Missouri

Reception:

South Carolina

Midwest States Music Room:

Indiana, Iowa, Ohio, Kansas, Michigan, Minnesota, Nebraska, Wisconsin Drawing Room:

Florida

Western States Dining Room:

Idaho, Montana, New Mexico, Utah, Washington, Wyoming

Kitchen:

District of Columbia

Powder Room and Sitting Area: Tennessee

Directory & Directives 2023-2025

SECOND LEVEL

President General's Bedroom: Georgia

President General's Study: Texas President General's Powder Room: Arkansas

Museum: Mississippi

Sitting Room: Louisiana

Ballroom: North Carolina, Virginia Documents/Flag Room: California THIRD LEVEL

Textile Study Room: New Hampshire Powder Room: Illinois

Bedroom (3 VPG): Kentucky

Children's Room: Alabama

Northeast States Bedroom (1 and 2 VPG): Connecticut, Delaware, Maryland, Massachusetts, New Jersey, New York, Pennsylvania, West Virginia

Note: The following rooms are sponsored only by the National Society.

Garden Library Microfiche Room, Mail Room, Vault, Registrar General's Room, Wash Room/Bathroom inside Mail Room



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Guideline to Visiting Headquarters Building

Our Headquarters is located at 1300 New Hampshire Avenue NW, Washington, DC. Plan to visit soon to see our Headquarters, our museum collection, and do research in the library. Please follow these guidelines for the preservation of the house, and the general safety of yourself and others.

1. All visits must be scheduled with the Office Manager at 202-293-1700 or admin@colonialdames17.org. The Office is open from 10:00 AM to 3:00 PM Monday – Friday.
2. Library Use: The Library is open from 10:00 AM to 3:00 PM Monday – Friday except during the National Conference and Genie sessions. Be sure to schedule the time with the Staff as space is limited.
3. Meeting Use: Chapter meetings or events must be scheduled for Tuesday – Friday between the hours of 10:00 AM – 3:00 PM.
4. If a tour of the house is desired, contact the Docent Chairman to request a docent. They have wonderful insight and information to share.
5. All persons visiting Headquarters are required to sign the Guestbook located in the Entrance Hall.
6. Individuals should not wander the house alone; please stay together as accidents can happen.
7. Be aware of the locations of fire extinguishers and exits in case of fire. Information is posted on each floor in a brown frame.
8. Preparation of food should be coordinated with the Headquarters Supervisor.
9. Food/drink is permitted only in the Kitchen and Dining Room areas. Please do not take food/drink to other rooms. Care should be taken to protect the Dining Table with a cloth or placemats.
10. No alcoholic beverages are allowed in the house without written permission from the President General.
11. The kitchen shall be left clean and tidy. Do not leave food/drinks in the refrigerator when departing.
12. Be sure to turn off all lights as you depart.
13. The Society is not responsible for personal items brought into the building.
14. No tobacco use is permitted within the house.
15. Parking in the area is very limited. You may wish to consider public transportation such as metro, buses or taxicabs.
16. The staff at the Headquarters is an administrative support for the Society and is not available to perform research or assist researchers during their visits. They may assist if their time permits, but it is best to plan for independent research.
17. Enjoy your visit.



National Society Colonial Dames XVII Century Chaplain General

Faye Walton Sobel
212 Grove Ave Suffolk, VA 23434-6652
757-539-6234 et2faye@verizon.net

2023-2025 Directives

The Chaplain General gives the Invocation, Blessing, and Benediction at all National Society meetings. A birthday greeting card is extended to Dames celebrating their ninetieth birthday. And a current list of deceased members is submitted to the Seventeenth Century Review. The main duty of the Chaplain General is to memorialize the members who have passed and to give comfort to those who have lost loved ones. The Chaplain General sends a condolence card to the families of the deceased along with an invitation to attend the Memorial Service at the National Conference. Each year, the Chaplain General plans and conducts the Memorial Service of the National Society with the President General and Music Chairman. The reporting period for honoring your State's deceased members at the Memorial Service is from January 1 of the previous year through December 31 of that same year (i.e., January 1, 2023 – December 31, 2023) to be included in the 2024 National Memorial Service. The Chaplain General must receive notifications of member deaths no later than February 15, 2024. Attire for Chaplains for all Memorial Services is a White/Off-White dress or suit, shoes, and white gloves. Refrain from wearing your insignia, name tags and hats.

The State Chaplain conducts the Memorial Service at the State conference of her State and forwards the State Chaplain's Yearly Report Form to Headquarters and the Chaplain General by February 15. A permanent record of all deceased member needs to be kept by each state chaplain. To successfully perform the chaplain duties, she needs (1) A copy of current Bylaws and Handbook of the NSCDVHC, (2) Chaplains Yearly Report Forms, (3) A current copy of Reverence, Rituals and Prayers, which can be ordered under supplies on the website. State Chaplains are encouraged to attend the National Memorial Service to represent her State's deceased members.

The State Chaplain conducts the Memorial Service at the State conference of her State and forwards the State Chaplain's Yearly Report Form to Headquarters and the Chaplain General by February 15. A permanent record of all deceased member needs to be kept by each state chaplain. To successfully perform the chaplain duties, she needs (1) A copy of current Bylaws and Handbook of the NSCDVHC, (2) Chaplains Yearly Report Forms, (3) A current copy of Reverence, Rituals and Prayers, which can be ordered under supplies on the website. State Chaplains are encouraged to attend the National Memorial Service to represent her State's deceased members.

The Chapter Chaplain conducts the Memorial Service or Hour of Remembrance for her Chapter. A suggested service is included in The Reverence, Rituals and Prayers booklet. Copies of obituaries and the Death Notification Form should be sent to all persons listed on the form. In January, a Chapter Chaplain Yearly Report Form is sent to the State Chaplain while keeping a permanent file of deceased members. The names of members reaching the age of ninety should be sent to the Chaplain General.

All forms can be found online at www.colonialdames17c.org. Log into the Member website, Members tab, Resource Library, National Officers, and scroll to Chaplain General. All forms are writable.

DEATH NOTIFICATION FORM – For every death, fill out this online form as completely as possible. It is to be filled-out by the Chapter Treasurer. Please remember to include name of next of kin and their address as this is most important.

If possible, please include the obituary. Your State Treasurer will send the Necrology Notification to me.

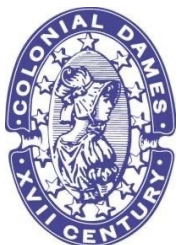
STATE and CHAPTR CHAPLAIN’S EARLY REPORT FORM– This form is only used at the end of the year. The State Chaplain lists alphabetically the chapter name, then under chapter name, alphabetically the last name of all deceased members in her state. She then either emails or mails a copy of her report to the Chaplain General by February 15. The Chapter Chaplain also lists her deceased chapter members alphabetically by last name and either e-mails or mails her report to the State Chaplain before January 31st.

It is an honor to serve as your Chaplain General and look forward to working with State and Chapter Chaplains. We accept the honor and the responsibility of providing dedicated memorial services for our special departed Dames

Chaplain’s Yearly Report Form to Headquarters and the Chaplain General by February 15. A permanent record of all deceased members needs to be kept by each state chaplain. To successfully perform the chaplain duties, she needs (1) A copy of current Bylaws and Handbook of the NSCDXVIIC, (2) Chaplain Yearly Report Forms, (3) A current copy of Reverence, Rituals, and Prayers, which can be ordered under supplies on the website. State Chaplains are encouraged to attend the National Memorial Service to represent her State’s deceased members. The Chapter Chaplain conducts the Memorial Service or Hour of Remembrance for her Chapter. A suggested service is included in The Reverence, Rituals, and Prayer’s booklet. Copies of obituaries and the Death Notification Form should be sent to all persons listed on the Form. In January, a Chapter Chaplain Yearly Report Form is sent to the State Chaplain while keeping a permanent file of deceased members. The names of members reaching the age of ninety should be sent to the Chaplain General.

All forms can be found online at www.colonialdames17c.org. Log into the Member website, Members tab, Resource Library, National Officers and scroll to Chaplain General. All forms are writable/ **Death Notification Form** – For every death, fill out this online form as completely as possible. It is to be filled out by the Chapter Treasure. Please remember to include the names of next of kin and their address as this is most important. If possible, please include the obituary. Your State Treasurer will send the Necrology Notification to me.

State and Chapter Chaplain’s Early Report Form – This form is only used at the end of the year. The State Chaplain lists alphabetically the chapter name, then under Chapter name, alphabetically the last name of all deceased members in her state. She then either emails or mails a copy of her report to the Chaplain General by February 15. The Chapter Chaplain also lists her deceased chapter members alphabetically by last name and either emails or mails her report to the State Chaplain before January 31st. It is an honor to serve as your Chaplain General and look forward to working with State and Chapter Chaplains. We accept the honor and the responsibility of providing dedicated memorial services for our special departed Dames.



National Society Colonial Dames XVII Century Chaplain General

Faye Walton Sobel

212 Grove Ave Suffolk, VA 23434-6652

757-539-6234 et2faye@verizon.net

2023-2025 State Annual Report

Must Be Received by Chaplain General by February 15th Each Year

Chaplain Name: _____ State _____ Nat'l # _____

Address _____
CITY STATE ZIP

Telephone _____ email _____

PLEASE LIST DEATHS ALPHABETICALLY BY CHAPTER

Full Name of Deceased (Last Name First)	Name of Husband	Chapter Name & ID#	National #	Date of Death
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**The National Society Colonial Dames XVII Century
Chaplain General**

**Faye Walton Sobel
212 Grove Ave Suffolk, VA
23434-6652**

90 YEARS OLD OR GREATER BIRTHDAY FORM

Name _____
Address _____
Date of Birth _____
Name of Chapter _____

Name _____
Address _____
Date of Birth _____
Name of Chapter _____

Name _____
Address _____
Date of Birth _____
Name of Chapter _____

Chapter Chaplain: Please send me (address above) any Dames in your chapter whose age is 90 years old or greater. Thank you.



National Society Colonial Dames XVII Century **RECORDING SECRETARY GENERAL**

Janet Denman Langley
1904 Forest Dr Gunterville, AL 35976-1606
256-298-0663 langleyjan@yahoo.com

Directives 2023-2025

It is my honor to serve as Recording Secretary General under the Hiteshue Administration for the 2023-2025 term. Congratulations to all the newly elected State and Chapter Recording Secretaries.

Some of the responsibilities of this office according to the National Bylaws, Article VII, Section 7 are as follows:

This officer is to record all official meetings of the National Society, Executive Board, and the Board of Management. This officer has six weeks to send the official Minutes to all members of the Board of Management and the Executive Board. The minutes of the April and October Board of Management and the National Conference will be sent to the Editor of The Seventeenth Century Review.

This officer assembles all reports of National Officers, National Chairmen, and State Presidents. This officer shall sign all official documents required by the National Board of Management. She is the keeper of all minutes and official documents.

As State and Chapter Secretaries, you should read your State and Chapter Bylaws for the requirements for your positions.



National Society Colonial Dames XVII Century

CORRESPONDING SECRETARY GENERAL

Kimberly Jo Alexander
215 Covedale Cir Madison, AL 35757-8432
256-508-9987
cd17ccsg@gmail.com
alexander.kimberly@gmail.com

As Corresponding Secretary General, it is my responsibility to ensure the directory section on the Goldenrod is correct and submitted to the National Headquarters in a timely fashion. It is also my responsibility to publish the "White Directory." In order to accomplish these tasks, it is of the utmost importance that our records are maintained and up to date. This applies to the individual members, Chapter Officers, Chapter Committee Members, State Officers, the National Executive Board, National Committees.

All members should have access to the National database where they can update any information on their profile. Individual login information is your National Membership number with a 0 in front. (Example: If your national membership number is 123456 – your login number would be 0123456). The webmistress assigns every member with a unique password combination of letters and numbers. Your login information is very important and should be retained in a safe place. Most questions, regarding the National database can be answered by reading the "Support Page" on the website. should you continue to have problems, your Chapter Treasurer or your State Profile Editor should be able to help. If they cannot resolve your problem, please let me know. Please make all updates by May 1st of each year.

Please use the following steps to update your personal information.

To update your new Officers and chairmen information for 2023 – 2025 term, use the Directory & Directives 2023-2025 following steps:

1. Go to the National Website www.colonialdames17c.org & login.
2. Under the "Officers" tab, click "Manage Officer and Committee Date."
3. Select the 2023 – 2025 listing.
4. Select your state.
5. Click on "Add State Officer Record" to change the information. Click on "Choose an Individual" and scroll down to the name you want.
6. Click on "Position." Scroll down to the selected position. Click Submit.

7. By scrolling down, you can also click on “Add State Committee Record” and following the same steps listed above, change the State Committee Record.
 8. Repeat until your roster is correct.
 9. Chapter Officer ONLY. Select your chapter computer code (Ex. AR03). Follow the same steps as above.
- I look forward to working with you for the next two years.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Organizing Secretary General

Mary E. Tatum
3122 Westbury Drive · Raleigh, NC 27607-3031
919.786.5040 · maryetatum@gmail.com

2023-2025 Directives

ORGANIZING A NEW CHAPTER

A chapter of the National Society may be formed with 10 or more members in any community. The State Organizing Secretary and the State President inform the Organizing Secretary General (OSG) of the selected candidate for Organizing Chapter President and request the appointment. In organized states the OSG shall appoint the Organizing Chapter President with the approval of the President General. Organizing Chapter Presidents are appointed for a one-year term, with an additional one-year extension by the OSG, as needed. In an unorganized state, the OSG shall direct the organization of the chapter and appoint the Organizing Chapter President with the approval of the President General. A Chapter President may be appointed as Organizing Chapter President, provided that in doing so, membership of a chartered chapter will not be depleted below 21 members. A chapter member who becomes an Organizing Chapter President and organizing members may retain their State Offices and State Chair positions provided their new chapter is in the same state.

PROCEDURE FOR ORGANIZING A NEW CHAPTER

- The Organizing Chapter President is appointed by the OSG with the approval of the President General. If appointee prefers, she may remain a Chapter Member, or transfer to the Organizing Chapter. A new member who is joining Colonial Dames to organize a chapter must join a chapter first.
- For a chapter to be Organized, 10 members are obtained by transfer or application. Only 5 members can be transferred out of any one chapter.
- Sometime prior to the Organizational Meeting, a meeting with the membership is held to decide on a name for the chapter. Three selections are made and presented to the State Organizing Secretary who submits to the OSG for approval. The names must be of 17th century or local significance and cannot duplicate the name of another chapter. They shall be sent in order of preference along with a brief history of each choice.
- The Organization Meeting is held and members elect their officers.
- The Organizing Chapter President shall apply for a (federal Employer's Identification Number (EIN) within 3 months of the Organizational Meeting.
- Chapter Bylaws are prepared using the sample bylaws located in NSCDXVIIC Handbook and must comply with state and national bylaws. Once prepared a copy is submitted to the OSG, the National Bylaws Chair, and President General for approval. Chapter bylaws must be approved prior to the granting of a chapter's charter. This is a required step in chartering.
- The Chapter may charter once 21 members are approved/transferred.

ORGANIZING A NEW STATE SOCIETY

1. To organize a new State Society, there must be two chartered chapters with a minimum of 21 members in each chapter.
2. The two chapter presidents shall plan a State Organizational Meeting and send a meeting notice to all members in the state.

3. The Organizing State Nominating Committee shall be composed of three members, two from the first chapter chartered, and one from the second chapter chartered. If there is an organizing chapter, one member shall come from the organizing chapter, and one from each of the two chartered chapters. The Nominating Committee must be elected well in advance of the Organizational Meeting.
4. After the Organizational Meeting is held, a report shall be made to the OSG.
5. The State Treasurer shall apply for a federal Employer's Identification Number (EIN).

MERGING AND DISBANDING CHAPTERS

Before chapters reach this point, please contact your State President, State OSG, and OSG General for constructive ways to help in preventing disbandment.

Procedure For Merging

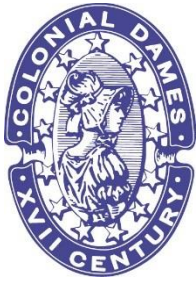
The merging of two chapters is a much better solution than losing two chapters to disbandment.

- Two chapters may merge after an affirmative vote of the majority of the membership of each chapter.
- Permission must be obtained from the OSG and the President General. Merging chapters retain the name and EIN number of one of the chapters. If the merging chapters elect to choose a new name, they must also apply for a new EIN number.
- At the first meeting of the newly merged chapters, new officers shall be elected, and new bylaws shall be written. The OSG and President General must approve the bylaws. Chapter monies shall be merged and all records forwarded to the appropriate chapter officers.

Procedure For Disbanding a Chapter

- When a chapter agrees that disbanding seems necessary, the Chapter President shall notify the State President, State Organizing Secretary, and the OSG. This notification shall occur as soon as possible after the chapter officers decide to consider disbandment. Three months after this notification, disbandment procedures may be taken. A written ballot must be sent to all members; all members must reply, voting for or against disbandment. Should the vote be for disbandment, a list of all members with their choice of transfer, member-at-large (one year only for the purpose of finding a new chapter), or resignation should be sent to the OSG, the State Organizing Secretary, and the State President.
- Upon disbanding, the Chapter President shall return the application papers to the members. When members transfer to other chapters, the application papers shall be sent to the chapters receiving those members.
- A list of the names and national numbers of members transferring to member-at-large shall be sent to the OSG.
- All disbanding chapter assets shall revert to the National Society's General Fund.
- The Chapter President shall send all records, scrapbooks, flags, and other memorabilia to the State President for dispersion.
- The Chapter Charter must be returned to National Headquarters.
- A chapter check in the amount remaining in your account shall be sent to the Treasurer General.
- A final 990N shall be filed.

See the NSCDXVIIC Handbook and National Bylaws, both of which are available online or contact your Organizing Secretary General Mary Tatum who will be happy to assist.



National Society Colonial Dames XVII Century Treasurer General

Edwina G. Denning
2117 Parliament Drive
Thompsons Station, TN 37179-5320
tgcdxviic@gmail.com

Directives 2023-2025

Thank you to all the members who have accepted treasurer positions at the chapter and state level. Please make it a priority to download and view the Treasurer's Guide (Revised 01/21/21). When you login the to National website, under the Officers tab, and select "Treasurers Only", there is a link to the Treasurer's Guide on the opening page. Dues payments, Member Reinstatements, Resignations, and Deaths are all reported through the "Manage Active Members" link. When you are ready to send payments, you will use the "Manage Members Dues Payments" link. I will update and acknowledge receipt of those payments upon receipt.

FORMS – The following forms are available under the Members tab, select "**Resource Library (Directives & Forms +)**", select "**National Officers**", select "**Treasurer General**". Please use the new forms, as many of them have changed.

You will still use a form for **Donations to National Funds**. Please send the completed form via email to tgcdxviic@gmail.com. Send your checks made payable to NSCDXVIIC by mail, and I will acknowledge receipt by email.

The **Purchase Request** form for National Officers and Chairman is also available should they need to make a purchase. This form should be signed and submitted with receipts/invoices to the Office Administrator.

The form for **990 Filing Verification** is completed by the State Treasurer. Please send the completed form via email to tgcdxviic@gmail.com.

Another helpful guide that is available is the **Process Flow Chart**. This is where you will find where monies are sent for dues, donations, scholarships, etc., as well as deadlines for sending payments, and a schedule of fees and dues.

You will still use a form for **Special Gifts** – under the Members tab, select "Resource Library (Directives & Forms +)", select "National Officers", select "2nd Vice President General" – to locate the Special Gift form. Please send the original form to Mrs. Eisenmann, and a copy of the form to me with you check.

DUES – National Dues: \$35 per year for Regular Members, \$17.50 per year for Juniors. National Dues and Donation to National Funds are due to the Treasurer General no later than December 31. Dues and Donations must be remitted on separate checks – payable to NSCDXVIIC.

Supplementals and Coats of Arms – are still \$25.00 each.

Scholarships – Scholarships support the third item listed in the *Object of the Society*, “to aid in the education of the youth of our country”. Granting scholarships helps to ensure the continuance of our tax-exempt status; therefore, the Society appreciates your diligence and assistance in maintaining comprehensive and accurate data.

Please fully complete the State/Chapter Scholarship Form when sending scholarship disbursement requests to the Treasurer General. Complete all pertinent information to ensure that funds are mailed to the correct institution for the benefit of the specific student the scholarship is awarded to. Scholarship monies issued from National Society Funds (State/Chapter, General, Johnston, Taney, Williamson, et al) are made payable to the school that has accepted the scholarship recipient. Please allow up to 30 days to process and mail scholarship checks to the school. Request application forms for National Scholarships from the designated scholarship chairman.

Tax Exempt Status, IRS Form 990 Filing and EIN –

Remember – the National Society is considered a tax-exempt entity by receiving a 501(c)(3) status from the IRS. Each Chapter and State Society is considered a subordinate organization under the National Society umbrella exemption, so it is the responsibility of each chapter and state treasurer to file the appropriate IRS Form 990. The IRS forms and additional information regarding them are available on the web at www.irs.gov.

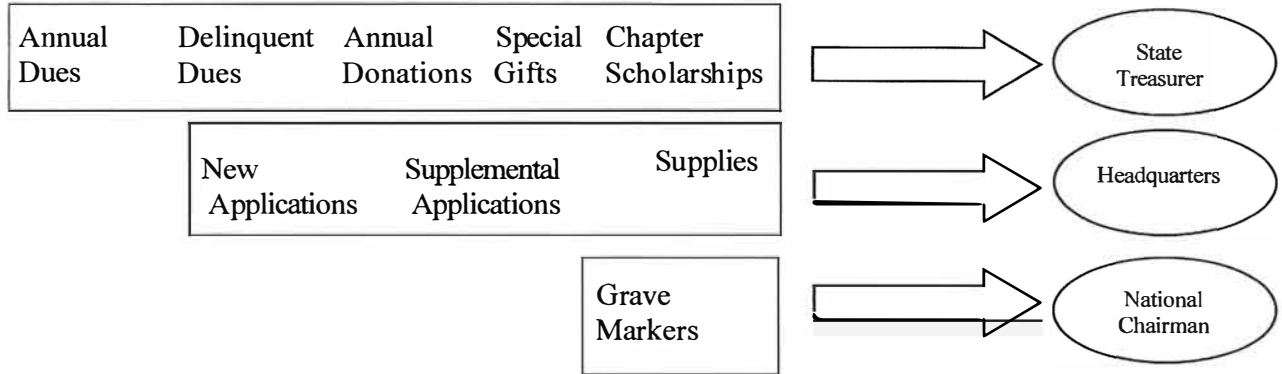
Important – if a chapter or state fails to file the required annual Form 990 with the IRS for three (3) consecutive years, that chapter or state will lose its tax-exempt status. The chapters or states that lose their tax-exempt status must fill out the IRS forms and pay a penalty. Additional information is available on the web at www.irs.gov.

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

TREASURER PROCESS FLOWS 2023-2025

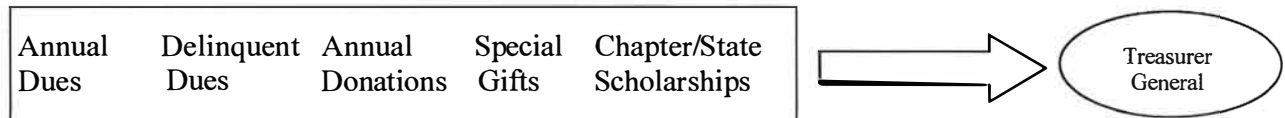
CHAPTER TREASURER

You are responsible for collecting the following items in your chapter and remitting them as follows:



STATE TREASURER

You are responsible for collecting the following items in your state and remitting them as follows:



PLEASE NOTE THE FOLLOWING DEADLINES:

Chapter Dues: Must be remitted by the State Treasurer and received by the Treasurer General no later than **December 31th**

Delinquent Dues: Must be remitted by the State Treasurer and received by the Treasurer General no later than **March 1st**

Annual Donations: Must be remitted by the State Treasurer and received by the Treasurer General no later than **December 31th**

State/Chapter Scholarships: Must be received by the Treasurer General no later than **one month prior** to its due date to the recipient

Treasurer General's Address:
 Edwina G. Denning
 2117 Parliament Drive
 Thompsons Station, TN 37179-5320
 615-405-6917
 tgedxviic@gmail.com

SCHEDULE OF FEES AND DUES	
Annual Membership Dues	\$35/\$17.50 Jr's*
Reinstatement of Resigned Member	\$35/\$17.50 Jr
Reinstatement of Dropped Member	\$70/\$35 Jr
Supplemental Application	\$25
Coats of Arms Application	\$25
Member-at-large Dues	\$35/\$17.50 Jr's
Application Fee - \$23 (\$11.50 Jr.) application fee plus \$35 (\$17.50 Jr.) 1 st years dues	\$58/\$29.00 Jr's
Charter Fee (postage included)	\$50
Record Copy	\$10
Certificate of approved supplemental	\$10
Supplies - See Headquarters order form on the website	



National Society Colonial Dames XVII Century Donations to National Funds 2023-2025

Chapter/State: _____ Date: _____

Treasurer: _____ Email: _____

National Fund	Amount
Colonial Heritage and Research	
Computers/Technology Support	
Electronic Imaging/Digitization	
Endowment	
Expansion	
Headquarters Decorating/Furnishing	
Headquarters Maintenance	
Heraldry and Coats of Arms	
Historic Documents	
Library	
Long Range Capital Improvements	
Marking of Historic Sites	
Museum	
Pocahontas Garden & Projects	
President General's Project	
State Room (Specify Room in space below)	
General Scholarship	
Johnston Scholarship	
Pocahontas Scholarship	
Taney Scholarship	
Williamson Scholarship	
Total Donations to National Funds	

PLEASE DO NOT SEND FUNDS FOR PROJECTS NOT LISTED ABOVE.

Note: This form should be used for donations that are not included on the Special Gift Form.

Revised: May 2023 – For use during the 2023-2025 Administration.



National Society Colonial Dames XVII Century

990 Filing Verification

To be completed by the State Treasurer

Name: _____

State Society (or Chapter in unorganized states): _____

Email address: _____

I verify that all the Chapters in my state have filed the appropriate Form 990 with the IRS and I have received confirmation of that filing, EXCEPT for the chapters listed below.

CHAPTER NAME	CHAPTER CODE	EIN

Signed: _____ Date: _____

State Treasurer

All states/chapters should file.

Submit completed form to the Treasurer General no later than March 1st.

Mail or email completed form to:

Edwina G. Denning

2117 Parliament Drive

Thompsons Station, TN 37179-5320

tgcdxviic@gmail.com

Form for use in 2023-2025 Administration

[e-Postcard Profile](#)

[Select EIN](#)

[Organization Details](#)

[Contact Information](#)

[Confirmation](#)

How to Create A Login.Gov

Account

and

How to File a 990N E-Postcard

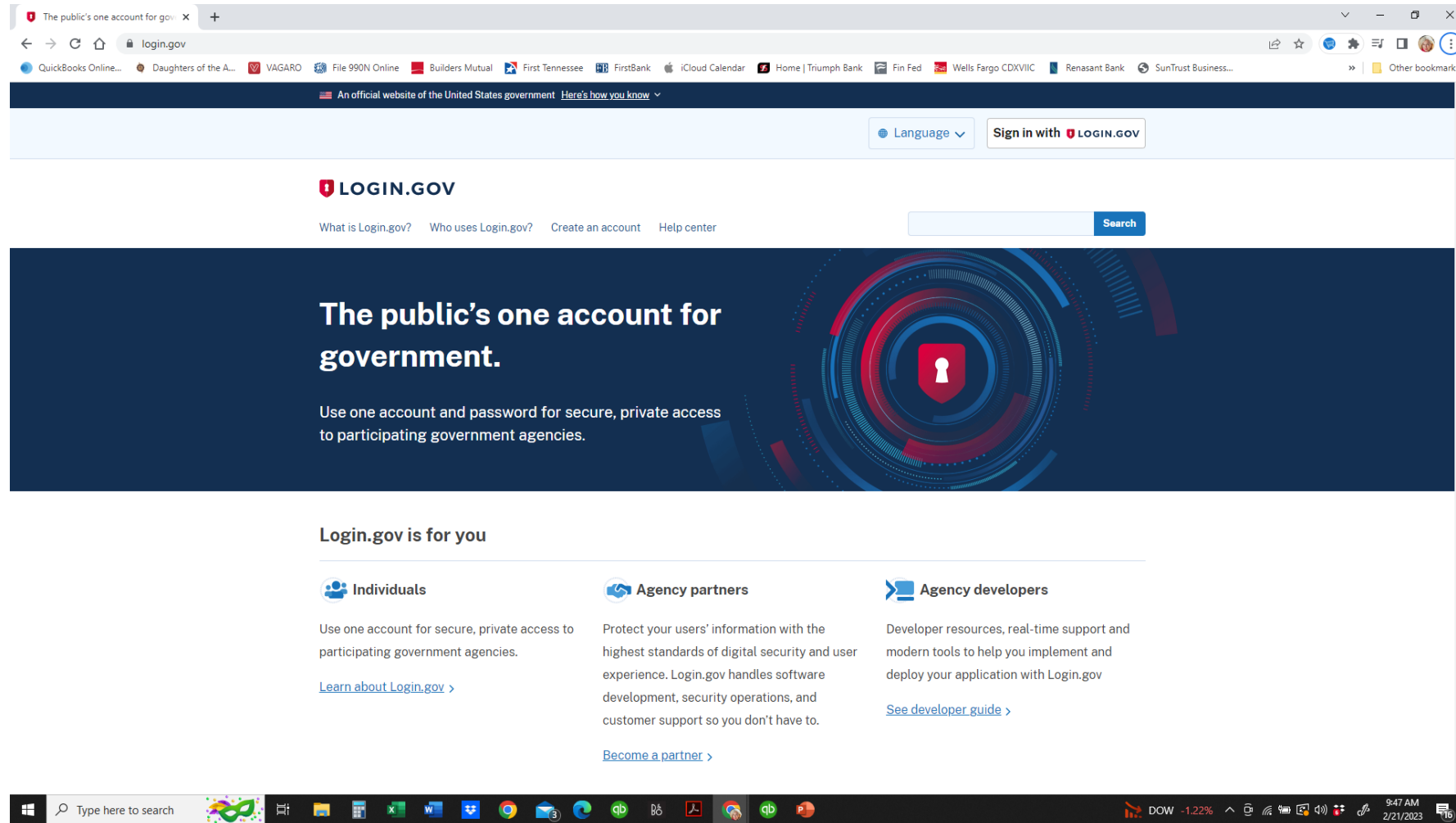
- Organization Name: XXXXXXXXXX
- EIN: XXXXXXXXX
- Tax Year: XXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXX
- Tax Year End Date: XXXXXXXXXX
- Submission ID: XXXXXXXXXX
- Filing Status Date: XXXXXXXXXX
- Filing Status: XXXXXXXXXX

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

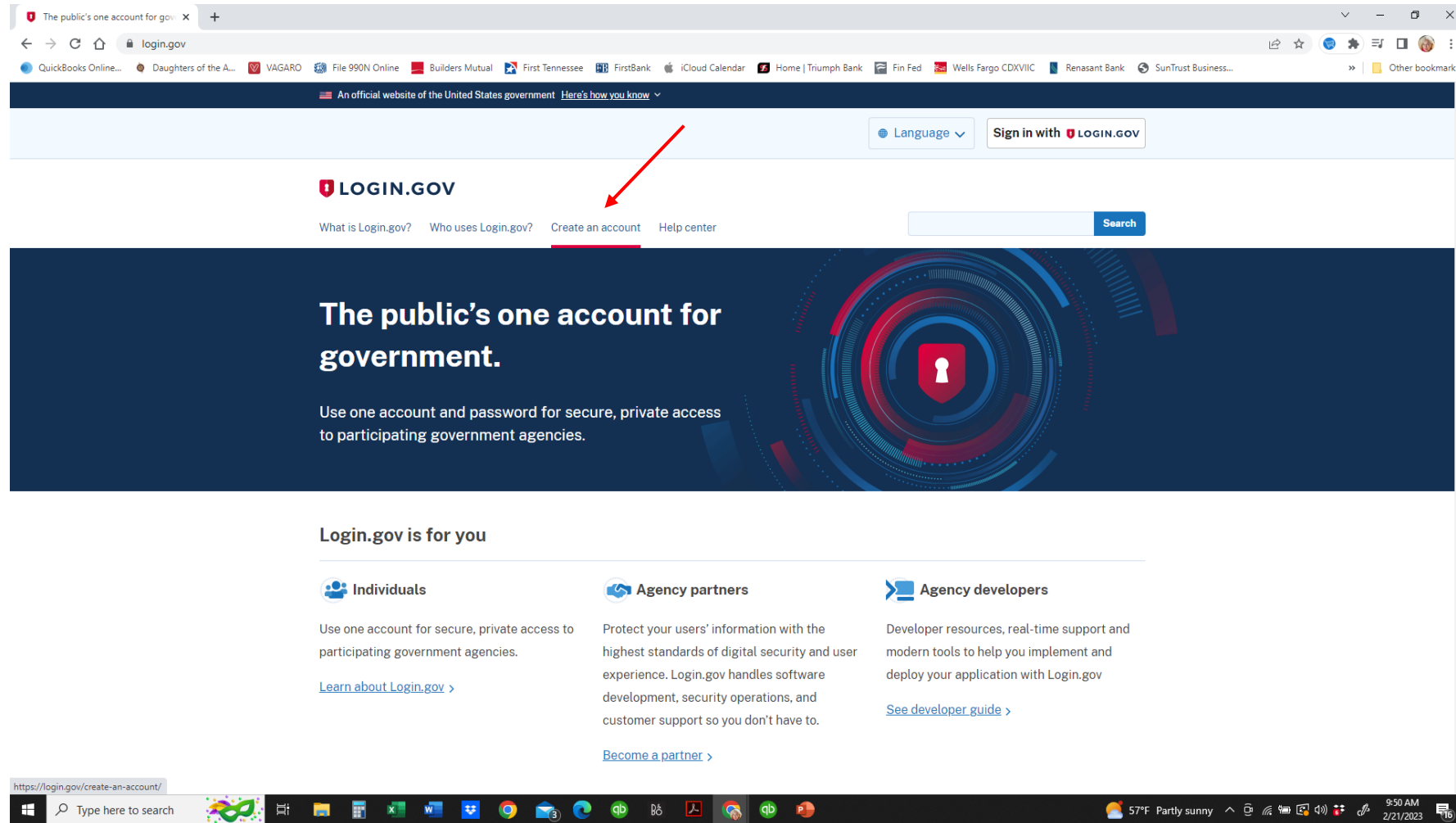


[MANAGE FORM 990 N SUBMISSIONS](#)

Step 1 – Go to login.gov



Step 2 – Click the link to “Create an Account”



Step 2 – Email Address

Create an account | Login.gov

login.gov/create-an-account/

Language Sign in with LOGIN.GOV

LOGIN.GOV

What is Login.gov? Who uses Login.gov? **Create an account** Help center

Create an account

Join the millions of people who trust Login.gov for safe, secure access to government agencies.

When you're ready to create your secure Login.gov account, you'll need to provide a few pieces of information:

1. Email address

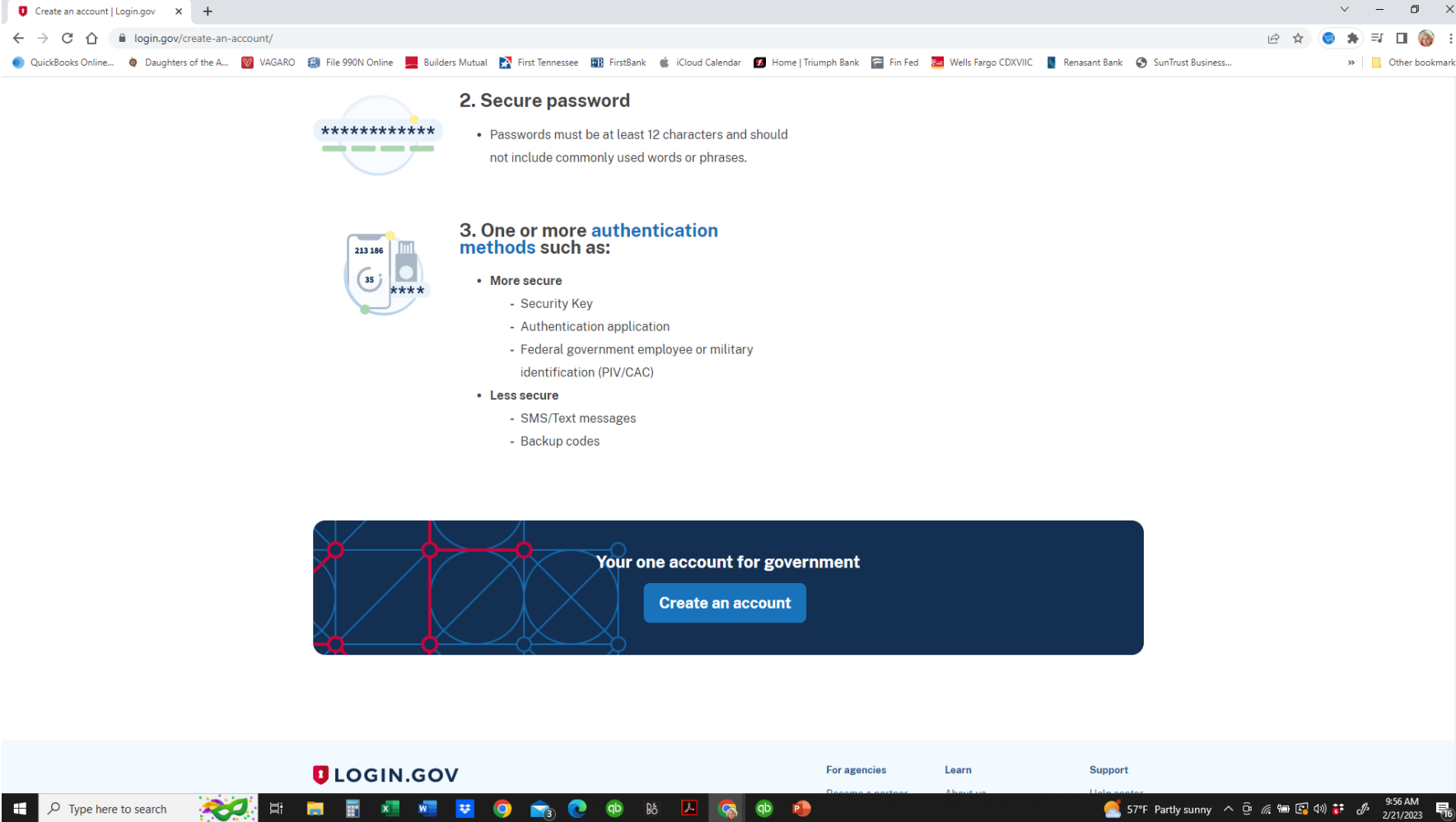
- We recommend a personal email address that you'll always be able to access rather than a work email address.
- If you already have an account with Login.gov with that email address, we'll send you an email to let you know how you can reset your password and access the account.

Depending on the security needs of the agency, you may need to prove your identity using a social security number, address, and/or U.S. based state-issued identification.

Type here to search

57°F Partly sunny 9:52 AM 2/21/2023

Step 2 – Secure Password



The screenshot shows a web browser window with the URL `login.gov/create-an-account/`. The page is titled "Create an account | Login.gov". The browser's address bar and bookmarks are visible at the top. The main content area is divided into two sections: "2. Secure password" and "3. One or more authentication methods such as:". The "2. Secure password" section features a password input field with a strength indicator (a green bar) and a list of requirements: "Passwords must be at least 12 characters and should not include commonly used words or phrases." The "3. One or more authentication methods such as:" section includes a list of options: "More secure" (Security Key, Authentication application, Federal government employee or military identification (PIV/CAC)) and "Less secure" (SMS/Text messages, Backup codes). At the bottom of the page, there is a dark blue banner with the text "Your one account for government" and a "Create an account" button. The footer of the page includes the "LOGIN.GOV" logo and links for "For agencies", "Learn", and "Support". The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and various application icons.

Create an account | Login.gov

login.gov/create-an-account/

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVIIC Renasant Bank SunTrust Business... Other bookmarks

2. Secure password

- Passwords must be at least 12 characters and should not include commonly used words or phrases.

3. One or more authentication methods such as:

- **More secure**
 - Security Key
 - Authentication application
 - Federal government employee or military identification (PIV/CAC)
- **Less secure**
 - SMS/Text messages
 - Backup codes

Your one account for government

Create an account

LOGIN.GOV

For agencies Learn Support

Type here to search 57°F Partly sunny 9:56 AM 2/21/2023

Step 2 – Click “Create an Account”

The screenshot shows the 'Create an account' page on Login.gov. The browser's address bar shows 'login.gov/create-an-account/'. The page has a light blue header with the Login.gov logo and navigation links for 'For agencies', 'Learn', and 'Support'. The main content area is white and contains two steps for account creation. Step 2, 'Secure password', includes a password strength indicator and a list of requirements. Step 3, 'One or more authentication methods such as:', lists more secure and less secure methods. At the bottom, a dark blue banner with a geometric pattern contains the text 'Your one account for government' and a blue 'Create an account' button. A red arrow points to this button. The Windows taskbar is visible at the bottom of the screen.

2. Secure password

- Passwords must be at least 12 characters and should not include commonly used words or phrases.

3. One or more authentication methods such as:

- More secure
 - Security Key
 - Authentication application
 - Federal government employee or military identification (PIV/CAC)
- Less secure
 - SMS/Text messages
 - Backup codes

Your one account for government

Create an account

LOGIN.GOV

For agencies Learn Support

Type here to search 57°F Partly sunny 9:56 AM 2/21/2023

Step 2 – Enter your email address, Language Preference, and check “accept” box, Click Submit

The screenshot shows the 'Create your account' page on Login.gov. The page is titled 'Create your account' and has a sub-header 'Enter your email address'. Below this is a text input field containing 'tnstatetreasurer@gmail.com'. A red arrow points to this field. Below the email field is the 'Select your email language preference' section, which states 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. A red arrow points to the 'English (default)' option. Below the language options is a checkbox labeled 'I read and accept the Login.gov Rules of Use', which is checked. A red arrow points to this checkbox. Below the checkbox is a blue 'Submit' button. A red arrow points to the 'Submit' button. Below the 'Submit' button are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. The browser's address bar shows 'secure.login.gov/sign_up/enter_email'. The Windows taskbar is visible at the bottom of the screen.

Create your account

Enter your email address

tnstatetreasurer@gmail.com

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☒ I read and accept the Login.gov [Rules of Use](#)

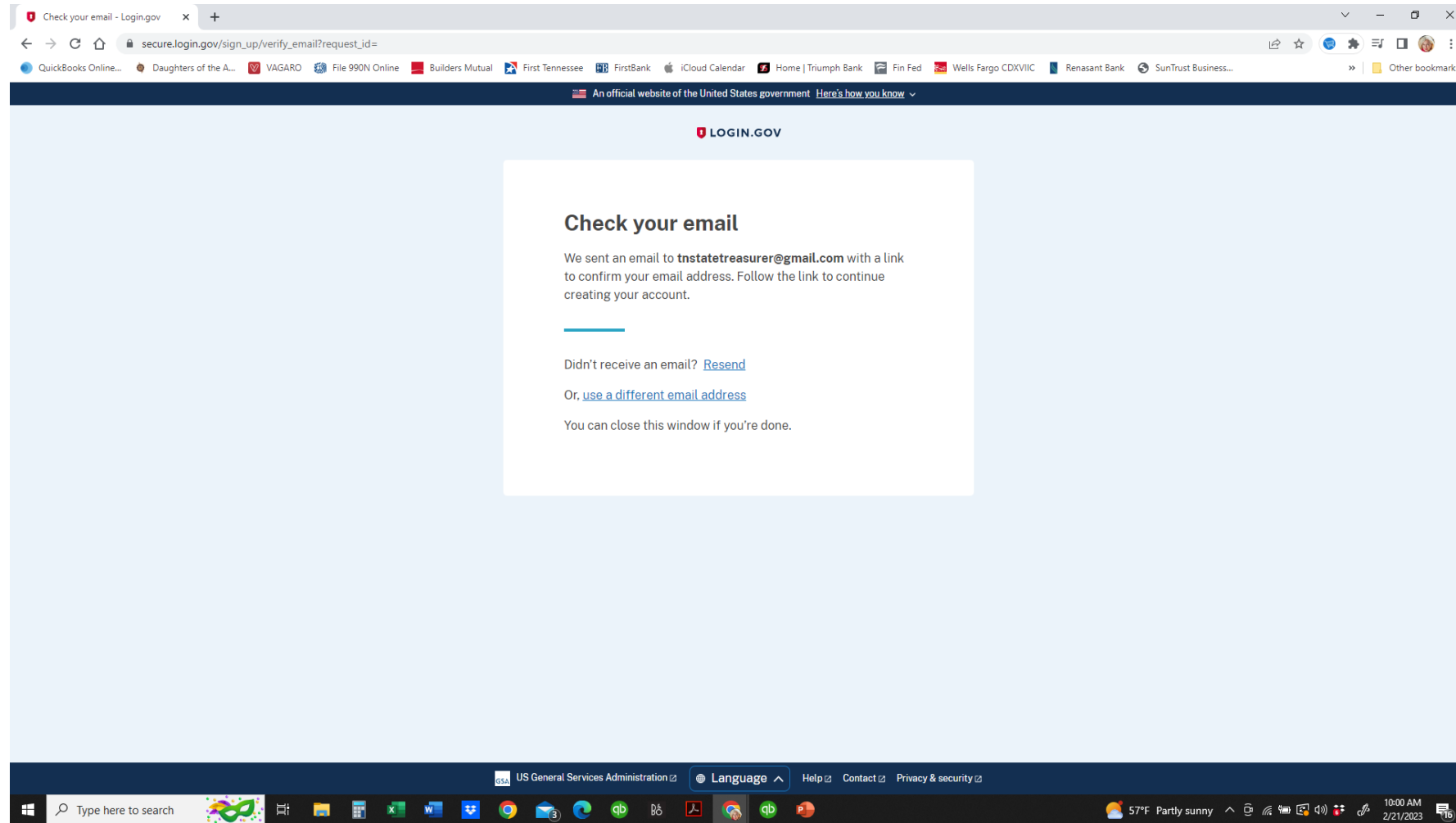
Submit

[Cancel](#)

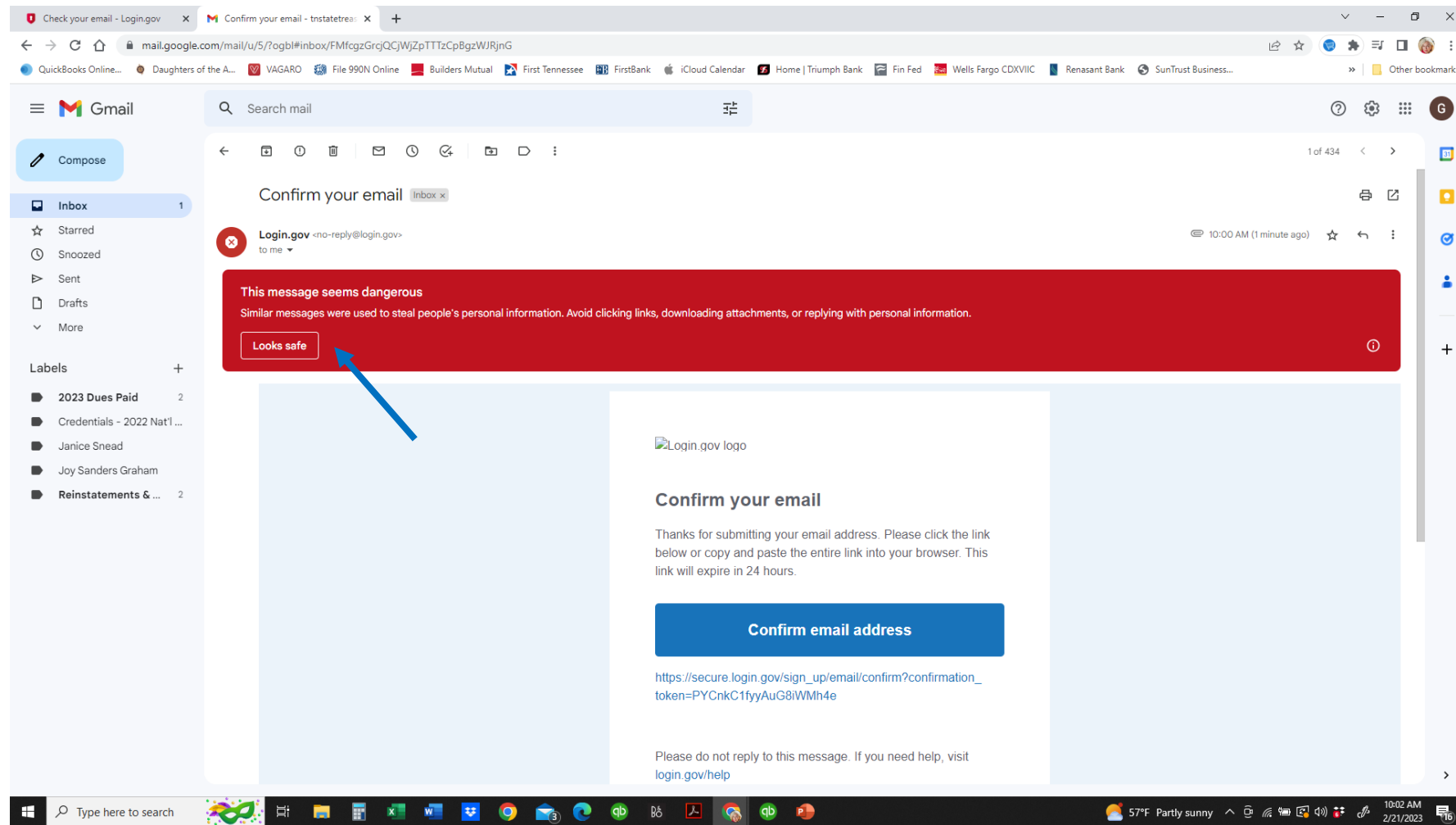
[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Step 2 – Check your email and confirm your email address, follow the link to continue



Step 2 – The email you receive should look like this...on the RED banner select “Looks Safe” and click the blue link to “Confirm email address”



Step 2 – Create a Strong Password – the password shown is an example only...

Check your email - Login.gov x Confirm your email - tnstatetrea... x Choose a password - Login.gov x +

secure.login.gov/sign_up/enter_password?confirmation_token=PYCnkC1fyAuG8iWMh4e&request_id=

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVVIC Renasant Bank SunTrust Business... Other bookmarks

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

17CDamesRock!

☒ Show password

Password strength: Great!

Continue

Password safety tips +

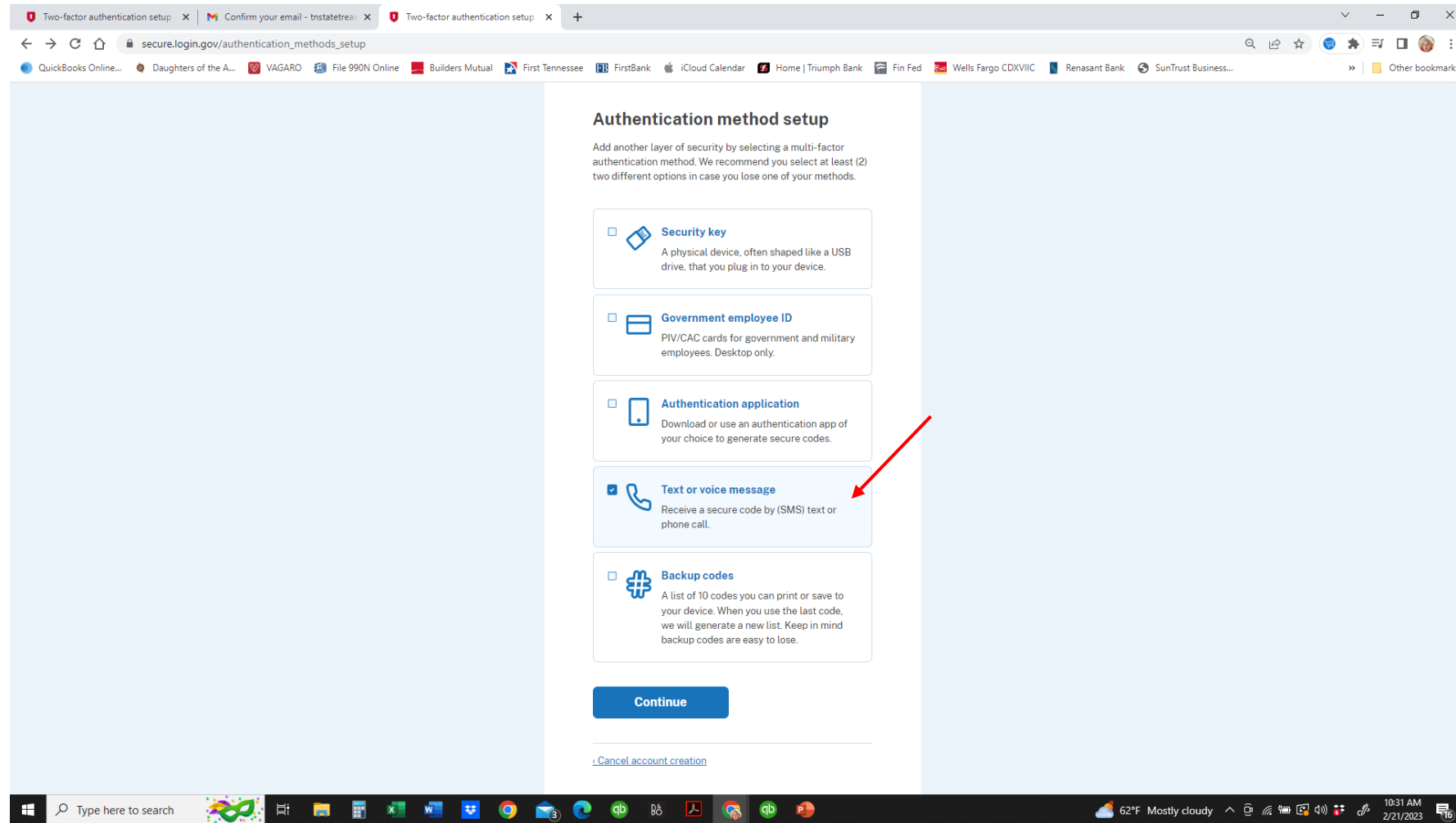
[Cancel account creation](#)

Type here to search

DOW -1.49%

10:10 AM 2/21/2023

Step 3 – Authentication method setup...select Text or Voice Message...click Continue



Step 3 – Type in your phone number to receive a text message – Select Text Message – Click Send Code


Two-factor authentication setup | Confirm your email - trstatarea | Send your one-time code via text

secure.login.gov/phone_setup

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVIC Renasant Bank SunTrust Business... Other bookmarks

An official website of the United States government Here's how you know

LOGIN.GOV



Send your one-time code via text message (SMS) or phone call

We'll send you a one-time code **each time you sign in**.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number
Example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

US General Services Administration | Language | Help | Contact | Privacy & security

Type here to search

62°F Mostly cloudy 10:34 AM 2/21/2023

Step 3 – Type in the code you received by Text Message and click “Submit”

The screenshot shows a web browser window with the URL `secure.login.gov/login/two_factor/sms?otp_make_default_number=&reauthn=false`. The page title is "Enter the secure one-time code". The main heading is "Enter your one-time code". Below the heading, it says "We sent a text (SMS) with a one-time code to +1 615-405-6917. This code will expire in 10 minutes." There is a section for "One-time code" with an example "123456". Below this is an input field containing the code "873766". A red arrow points to this input field. Below the input field is a checkbox labeled "Remember this browser" which is checked. Below that is a blue "Submit" button. Below the "Submit" button is a link "Send another code". At the bottom, there is a section "Having trouble? Here's what you can do:" with three links: "Use another phone number", "I didn't receive my one-time code", and "Learn more about authentication options". There is also a link "Choose another option" at the bottom left of the form area. The browser's address bar shows several tabs: "Two-factor authentication setup", "Confirm your email - trstatarea", and "Enter the secure one-time code". The browser's bookmark bar shows various links like "QuickBooks Online...", "Daughters of the A...", "VAGARO", "File 990N Online", "Builders Mutual", "First Tennessee", "FirstBank", "iCloud Calendar", "Home | Triumph Bank", "Fin Fed", "Wells Fargo CDXVLC", "Renasant Bank", and "SunTrust Business...". The Windows taskbar at the bottom shows the search bar, task view, and several open applications including File Explorer, Microsoft Word, and Google Chrome. The system tray shows the date and time as "10:35 AM 2/21/2023" and the weather as "62°F Mostly cloudy".

Two-factor authentication setup x Confirm your email - trstatarea x Enter the secure one-time code x +

secure.login.gov/login/two_factor/sms?otp_make_default_number=&reauthn=false

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVLC Renasant Bank SunTrust Business... Other bookmarks

An official website of the United States government Here's how you know

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 615-405-6917. This code will expire in 10 minutes.

One-time code
Example: 123456

873766

☒ Remember this browser

Submit

Send another code

Having trouble? Here's what you can do:

- Use another phone number >
- I didn't receive my one-time code >
- Learn more about authentication options >

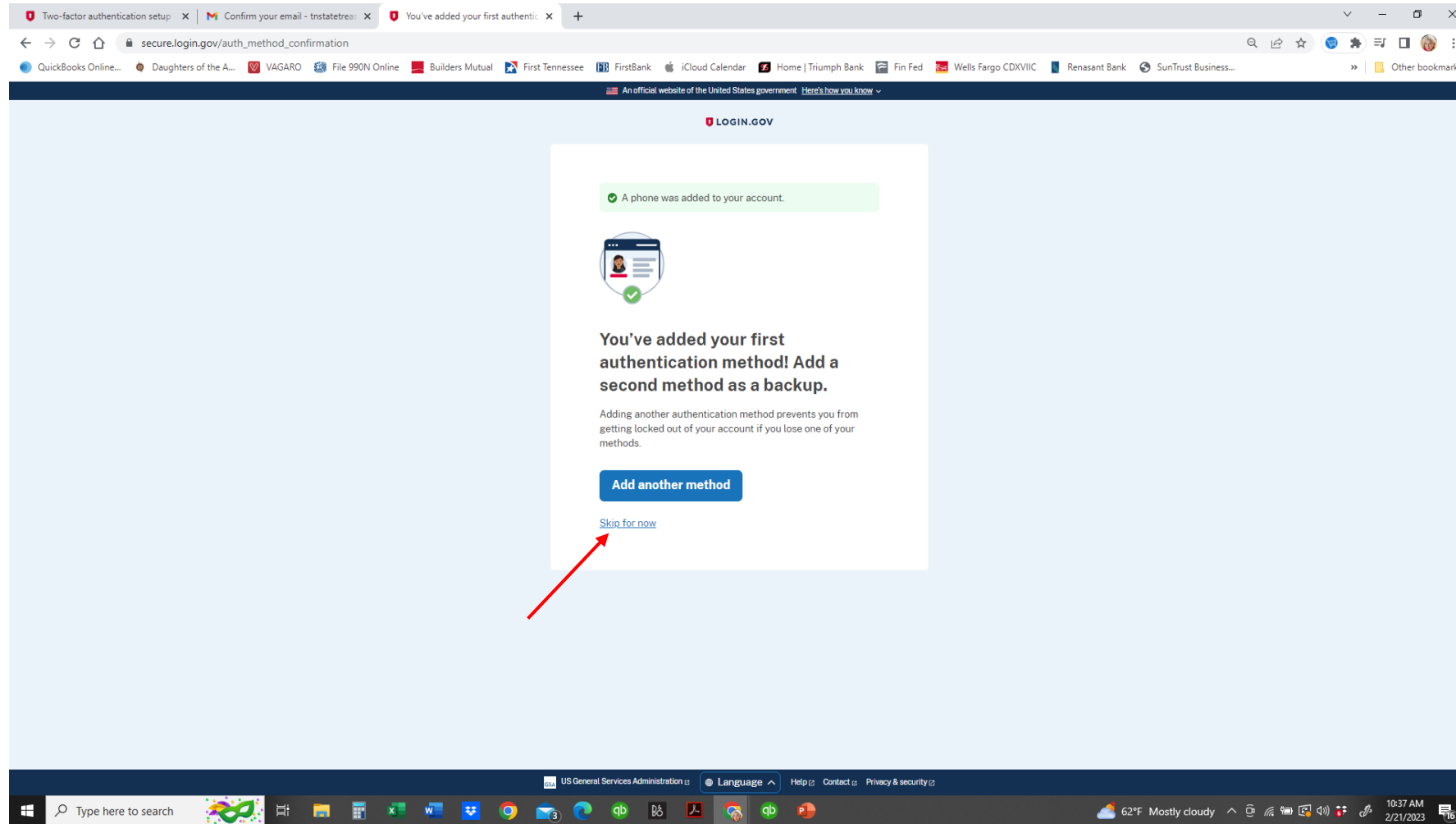
Choose another option

US General Services Administration Language Help Contact Privacy & security

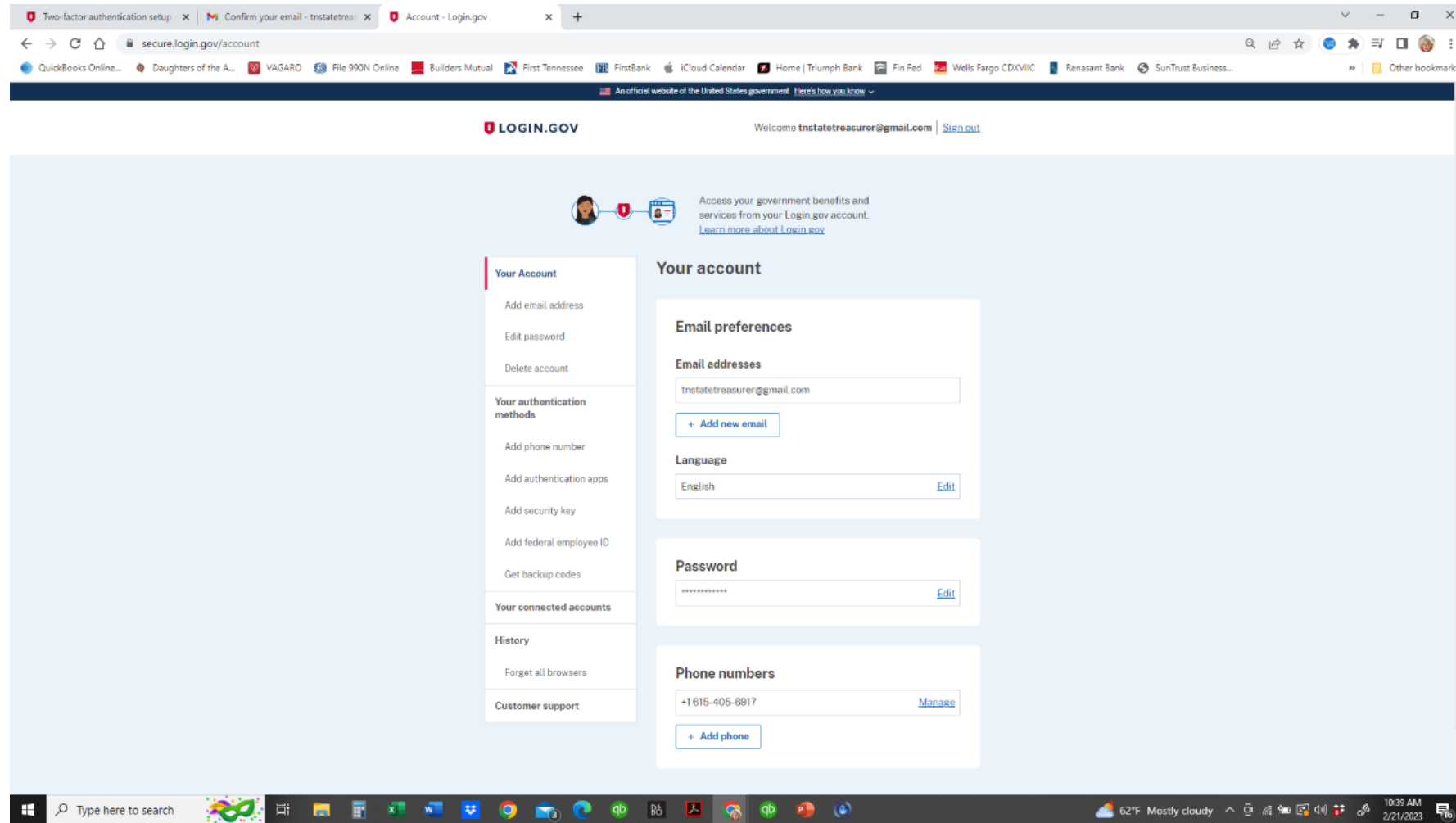
Type here to search

62°F Mostly cloudy 10:35 AM 2/21/2023

Step 3 – You will be directed to set up a second Authentication Method. “Skip for Now”.



Congratulations! You have created your new account. You can enter additional email addresses and phone numbers.



Sign Out...The login screen will pop up. Login with your new email address and password. SAVE your password!

Follow the steps in the next slides to begin filing your 990N E-Postcard.

Copy and Paste this link into your Browser:

<https://www.irs.gov/charities-non-profits/new-form-990-n-submission-website-now-open>

SELECT File>Charities and Nonprofits

The screenshot shows the IRS Charities and Nonprofits website. The browser address bar displays [irs.gov/charities-and-nonprofits](https://www.irs.gov/charities-and-nonprofits). The IRS logo is at the top left, and navigation links for Help, News, English, Charities & Nonprofits, and Tax Pros are at the top right. A dark blue navigation bar contains links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. A red arrow points to the 'File' link. Below this bar, a section titled 'INFORMATION FOR...' lists various categories, with a red arrow pointing to 'Charities and Nonprofits'. To the right, 'FILING FOR INDIVIDUALS' and 'POPULAR' sections are visible. The main content area features a sidebar with links like 'Exempt Organization Types', 'Lifecycle of an Exempt Organization', and 'Annual Filing and Forms'. The main content area has three columns: '(TEOS)' with a 'Search Organizations' button, '990-series forms, requirements and tips to help you complete your annual reporting and filing' with a 'Finding Filing Forms' button, and 'Number (EIN)' with an 'Apply' button. A 'Tax Exemption' section is at the bottom, containing links for 'Apply for Tax-Exempt Status' and 'Reinstate Tax-Exempt Status'. The Windows taskbar at the bottom shows the time as 11:00 AM on 2/21/2023.

SELECT File>Charities and Nonprofits
SELECT “Finding Filing Forms”

The screenshot shows the IRS website's 'Charities and Nonprofits' section. The browser's address bar displays 'irs.gov/charities-and-nonprofits'. The page features a dark blue header with the IRS logo and navigation links. A sidebar on the left lists various categories, with 'Charities and Nonprofits' selected. The main content area includes a sub-header 'Charities and Nonprofits' and a list of links. Three prominent boxes offer 'Tax-Exempt Organization Search (TEOS)', 'Annual Filing & Forms', and 'Employer Identification Number (EIN)'. A red arrow points to the 'Finding Filing Forms' button in the 'Annual Filing & Forms' box. The bottom of the page shows a Windows taskbar with the date 2/21/2023 and time 11:00 AM.

Account - Login.gov x Charities and Nonprofits | Internal x +

irs.gov/charities-and-nonprofits

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVIIC Renasant Bank SunTrust Business... Other bookmarks

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File Pay Refunds Credits & Deductions Forms & Instructions Search

Home / File / Charities and Nonprofits

Charities and Nonprofits

English | Español | 中文(简体) | 中文(繁體) | 한국어 | Русский | Tiếng Việt | Kreyòl ayisyen

Individuals

Businesses and Self-Employed

Charities and Nonprofits

- Exempt Organization Types
- Lifecycle of an Exempt Organization
- Annual Filing and Forms
- Charitable Contributions
- Search for Charities
- Education Sessions

International Taxpayers

Governmental Liaisons

Federal State Local Governments

Indian Tribal Governments

Tax information, tools, and resources for charities and other tax-exempt organizations.

Tax-Exempt Organization Search (TEOS)

Use the TEOS tool to find information on an organization's status and filings

[Search Organizations](#)

Annual Filing & Forms

990-series forms, requirements and tips to help you complete your annual reporting and filing

[Finding Filing Forms](#)

Employer Identification Number (EIN)

Get an EIN to apply for tax-exempt status and file returns. Be sure you are a legally formed organization before applying for an EIN

[Apply](#)

Tax Exemption

[Apply for Tax-Exempt Status](#) [Reinstate Tax-Exempt Status](#)

How to apply for IRS recognition of tax-exempt status What to do if your tax-exempt status is revoked

[Lifecycle of an EO](#)

Information about five stages in an exempt organization's lifecycle

https://www.irs.gov/charities-non-profits/annual-filing-and-forms

Type here to search

63°F Partly sunny 11:00 AM 2/21/2023

Scroll down and select “Annual electronic notice (e-Postcard) for small exempt organizations.

The screenshot shows the IRS website's "Charities and Nonprofits" section, specifically the "Annual Filing and Forms" page. The left sidebar contains a navigation menu with categories like "Charities and Nonprofits", "International Taxpayers", "Governmental Liaisons", "Federal State Local Governments", "Indian Tribal Governments", and "Tax Exempt Bonds". The main content area is titled "Annual Filing and Forms" and includes a search bar and a list of links. A red arrow points to the link "Annual electronic notice (e-Postcard) for small exempt organizations" in the "Review these pages for Form 990, 990-EZ, and 990-PF filing tips:" section. The bottom of the page features a footer with links for "OUR AGENCY", "KNOW YOUR RIGHTS", "RESOLVE AN ISSUE", "LANGUAGES", and "RELATED SITES". The Windows taskbar at the bottom shows the time as 11:01 AM on 2/21/2023.

Account - Login.gov x Annual Filing and Forms | Internal x +

irs.gov/charities-non-profits/annual-filing-and-forms

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVLC Renasant Bank SunTrust Business... Other bookmark

IRS File Pay Refunds Credits & Deductions Forms & Instructions Search

Charities and Nonprofits

- Exempt Organization Types
- Lifecycle of an Exempt Organization
- Annual Filing and Forms**
- Required Filing (Form 990 Series)
- Employment Taxes
- Unrelated Business Income Tax
- Charitable Contributions
- Search for Charities
- Education Sessions

International Taxpayers

Governmental Liaisons

Federal State Local Governments

Indian Tribal Governments

Tax Exempt Bonds

Effective for tax years beginning after July 1, 2019, the Taxpayer First Act, Pub. L. No. 116-25 Section 2301, requires organizations exempt from taxation under section 501(a) to file their annual Form 990 and Form 990-PF returns electronically, unless covered by one of the exceptions listed in the [form instructions](#). Form 990-EZ filers are required to file electronically for tax years ending July 31, 2021, and later. This [IRS News Release](#) contains a summary of e-filing requirements.

The IRS sends back [Form 990 series returns](#) filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the accompanying letter and on [this page](#).

The most [common errors](#) causing the return of a Form 990 series returns are missing or incomplete schedules.

Review these pages for Form 990, 990-EZ, and 990-PF filing tips:

- [990-series forms and schedules](#)
- [Filing thresholds - which 990-series return to file](#)
- [Table of due dates for exempt organizations annual returns](#)
- [Which form should I use?](#)
- [Annual electronic notice \(e-Postcard\) for small exempt organizations](#)
- [Filing tips](#)
- [Annual Reporting Requirements FAQs](#)

Additional information

- [Form 990 Resources and Tools](#)
- [e-File for Charities and Nonprofits](#)
- [Exempt Organizations Modernized e-file Providers](#)
- [Electronically Submit Your Form 8976, Notice of Intent to Operate Under Section 501\(c\)\(4\)](#)

Page Last Reviewed or Updated: 16-Jun-2022

Share Print

OUR AGENCY KNOW YOUR RIGHTS RESOLVE AN ISSUE LANGUAGES RELATED SITES

https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard

Type here to search

DOW -1.63% 11:01 AM 2/21/2023

On the next screen, scroll down and select “Submit Form 990-N (e-Postcard).”

The screenshot shows the IRS website's 'Forms & Instructions' section for Form 990-N. The left sidebar lists categories: Governmental Liaisons, Federal State Local Governments, Indian Tribal Governments, and Tax Exempt Bonds. The main content area includes eligibility criteria, a note about gross receipts, and a section titled 'Submitting Form 990-N (e-Postcard)'. This section provides instructions on how to access the electronic filing system and links to a user guide. A red arrow points to the 'Submit Form 990-N (e-Postcard)' button. Below this is a 'Ready to File?' section with a list of required information.

Account - Login.gov x Annual Electronic Filing Requirement x +

irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard

QuickBooks Online... Daughters of the A... VAGARD File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVLC Renasant Bank SunTrust Business... Other book

IRS File Pay Refunds Credits & Deductions Forms & Instructions Search

Governmental Liaisons

Federal State Local Governments

Indian Tribal Governments

Tax Exempt Bonds

- Has been in existence for 1 year or less and received, or donors have pledged to give, \$75,000 or less during its first tax year;
- Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first two tax years; and
- Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

However, [some organizations aren't eligible to use Form 990-N \(e-Postcard\)](#) even if their gross receipts are normally \$50,000 or less. These organizations must file different forms instead to satisfy their annual reporting requirement.

Note: a subordinate organization in a group exemption that is included in a group return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

1. **Sign in with your active IRS username, or**
2. **Sign in/create an account with Login.gov or ID.me:** Form 990-N filers who have an existing IRS username and register for a new Login.gov or ID.me account must use the email address associated with their IRS account.

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) [PDF](#) for step by step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

Submit Form 990-N (e-Postcard)

Ready to File?

Form 990-N is easy to complete. You'll need only eight items of basic information about your organization.

- [Employer identification number \(EIN\)](#), also known as a Taxpayer Identification Number (TIN)
- [Tax year](#) (calendar or fiscal year)
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Website address if the organization has one
- Confirmation that the organization's annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated or is

https://sa.www4.irs.gov/epostcard/

Type here to search

DOW -1.63% 11:01 AM 2/21/2023

On the next screen, you will have to sign in with the Login.gov account you created. You will first select “Manage E-Postcard Profile” on the page that comes up.

Account - Login.gov x e-Postcard Home x +

sa.www4.irs.gov/epostcard/secure/home/

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVIIC Renasant Bank SunTrust Business... Other bookmarks

IRS

Electronically file your Form 990-N (e-Postcard) [Home](#) [Security Profile](#) [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS

Application Version Number: 1.2.0
Version Build Date: 2023-02-02 23:32

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

Type here to search

DOW -1.63%

11:02 AM 2/21/2023

The first step is to update your “user” type to “Exempt Organization”. Next enter the EIN number you are filing for, then select “Create New Filing”. The screen that appears has a drop down menu for you to select your EIN number from.

The screenshot shows the IRS e-Postcard Profile page. The browser address bar displays `sa.www4.irs.gov/epostcard/secure/profile/ein`. The page title is "e-Postcard Profile". The navigation bar includes links for [Home](#), [Security Profile](#), and [Logout](#). The main content area has a progress bar with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation". The "Select EIN" step is currently active. Below the progress bar, it says "You are logged in as: Exempt Organization | Edit user type". There is an "EIN" input field with a placeholder "ADD EIN" button. Below this, a section titled "Currently Associated EIN(s)" shows a table with columns "EIN", "Organization Name", "Date Added", and "Delete". The table is empty, with a message "No EINs are currently associated with your ID". At the bottom of this section are two buttons: "DELETE EIN" and "CREATE NEW FILING". Red arrows point to the "Exempt Organization" user type, the "ADD EIN" button, and the "CREATE NEW FILING" button. The footer contains links for [Support](#), [Privacy Policy](#), [Links](#), [Requirements and Tips](#), and [FAQ](#). The Windows taskbar at the bottom shows the search bar and various application icons.

Account - Login.gov x e-Postcard Profile x +

sa.www4.irs.gov/epostcard/secure/profile/ein

QuickBooks Online... Daughters of the A... VAGARO File 990N Online Builders Mutual First Tennessee FirstBank iCloud Calendar Home | Triumph Bank Fin Fed Wells Fargo CDXVLC Renasant Bank SunTrust Business... Other bookmarks

IRS

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

You are logged in as: Exempt Organization | Edit user type

EIN ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

DELETE EIN CREATE NEW FILING

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

Type here to search 62°F Mostly cloudy 10:54 AM 2/21/2023



National Society Colonial Dames XVII Century

Registrar General

Sharon Kay McIntire
83 East South St
Bellbrook, OH 45305-1945 937-760-7136
rgcdxviic@gmail.com

2023-2025 Directives

This officer is honored to serve The NSCDXVIIC as Registrar General.
Applications are to be mailed to-

New Applications-
Kay McIntire, Registrar
83 East South St. .
Bellbrook, OH 45305-1945
General Fee: \$58.00
Fee: \$29.00 for Jrs

Supplementals Applications-
NSCDXVIIC Headquarters Fee: \$25.00
1300 New Hampshire Ave., NW
Washington, DC 20036-1502

Coats-of-Arms Applications-
Wanda Samek, Chairman Fee: \$25.00
2701 Norfolk Court
Denton, TX 76210-2920

All forms of payment are made payable to NSCDXVIIC with the Applicant's name on the memo line.

Chapter or cashier's check or money orders are the only form of payment accepted for membership applications.

Chapter, cashier, or personal checks, or money orders, are accepted for supplemental and COA applications.

Please read and follow the Guidelines For Preparing Applications before submitting your application(s). Guidelines and application forms can be found on the website www.colonialdames17c.org-> Members, Resource Library->National Officers->Registrar General. You will find links to all the application forms and the Guidelines.

Application Information-

- Please submit three copies of the application. One copy for the Society, one copy for the chapter, and a work copy for the reviewer. Only one copy of the documentation is needed.
- Approved applications numbered 22,000 and above will be accepted as proof as long as they have not referenced an application number below

22,000.

- There must be a proven child to parent link from one generation to the next.
- CDXVIIC is a lineage society, so therefore, an adopted child can only go through her biological parents.
- If you are having trouble finding the child- parent link, keep a list of where you have searched for proof. Submit the list with your application.
- Membership applications need the signatures of the Applicant, Chapter President, Registrar, and two- chapter member endorsers written in BLACK ink.
- Supplemental applications need the signatures of the member and Chapter Registrar written in BLACK ink.
- On the front of the documents, in the upper right-hand corner of the documents, write the generation number in which the documents go with. Ex. G1.
- Long and short applications, generations 1-3 must be completed with birth, death, or marriage. A State issued “No Record Found” is needed to explain why no records were found or a list where you have searched.
- Short forms must have all four generations filled in with at least one generation matching the application(s) you are attaching too.
- If you need to “explain” the documents you have submitted, please insert a separate piece of paper in front of the generation it goes with.
- All handwritten documents are to be transcribed! If you have trouble reading so will the person reviewing the application.
- Underline in red only the information on the document(s) that is needed.
- Never use a highlighter!
- 1850, 1860, and 1870 US Census records will be accepted.
- Abstracts of wills will be accepted but not for proof of Holder of Dower Rights In Land or Landowner for women. A complete copy of the will is needed for proof. Please transcribe all hand written documents.
- An acceptable proof list is in the Guidelines to Preparing Applications.
- Dates on applications are to be day/month/year. ex. 24 Sep 1650
- DO NOT CHANGE QUAKER DATES, submit as written on proof document.
- Proof of service must be dated before 1 Jan 1700 (new style) or 25 Mar 1701 (old style). Only 17th Century records will be accepted for proof of service.

Special Note-

In the event membership application papers cannot be verified by the Registrar General with information and documentation provided by the applicant or the chapter registrar within three years, one year's dues from the application fee sent to the National Society shall be returned to the chapter registrar with one copy of the application paper.

In the event a supplemental application cannot be verified by the Registrar General, the Assistant Registrar or the Volunteer Genies with the additional information and documentation provided by the applicant or chapter registrar within one year, one copy of the application will be returned to the member. Supplemental papers will be held for one [1] year and will then be destroyed if no requested documentation is received. No fee shall be returned for an unacceptable supplemental application.

Sharon “Kay” McIntire
Liaison

This Chairman assists members and answers questions concerning the Approved Application Project (AAP) and the Coat of Arms Project (COA-P).

Please consult the Registrar General's Guidelines, and the National Heraldry and Coats of Arms Chairman's Guidelines for requirements on using these projects applications.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Registrar General

Sharon Kay McIntire

83 East South St Bellbrook, OH 45305-1945

937-760-7136 rgcdxviic@gmail.com

2023-2025 Chapter Report Form

Send this completed form to the State Registrar by mail or email by January 15th

Date: _____ Chapter #: _____ Chapter Name _____

Chapter Registrar: _____

Address: _____

Email: _____ Telephone _____

Total Membership _____ as of January 1, 2023 ☐ or 2025 ☐ (check one)

New Members _____ # Resignations _____

Transfers In _____ # Transfers Out _____

Reinstatement _____ # Deaths _____

Dropped _____

Total Additions: _____ Total Losses: _____

Total Members _____ December 31, 2023 ☐ or 2024 ☐ (check one)

#Junior Members _____

Supplementals Submitted _____

Supplementals Approved _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Registrar General

Sharon Kay McIntire

83 East South St Bellbrook, OH 45305-1945

937-760-7136 rgcdxviic@gmail.com

2023-2025 State Report Form

Send this completed form to the Registrar General by email or at the address above

Due Date February 15th

Date: _____ State: _____ # of Chapters _____

State Registrar: _____

Address: _____

Email: _____ Telephone _____

Total Membership _____ as of January 1, 2023 ☐ or 2025 ☐ (check one)

New Members _____ # Resignations _____

Transfers In _____ # Transfers Out _____

Reinstatement _____ # Deaths _____

Dropped _____ Total Additions: _____

Total Losses: _____

Total Members _____ December 31, 2023 ☐ or 2024 ☐ (check one)

Junior Members _____

Supplementals Submitted _____

Supplementals Approved _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Historian General

Karen M. Landers

1703 Lord Fairfax Hwy Berryville, VA 22611-2860

540-955-3445 jimsdottor@hotmail.com

2023-2025 Directives

It is an honor to serve our Society as your Historian General. If you are a new State/Chapter Historian, please take a moment to review the National Bylaws and Standing Rules and Handbook as well as your State and Chapter Bylaws for information about your position and duties as Historian. You can find copies of our National Bylaws and Handbook on our National website.

Our Society holds a wonderful Historical Document Collection of original papers and signatures. Donations of original documents and books from the Colonial Period are always welcome as are signatures of Colonial Governors, or the first Governor of your state. Please do not send items until they have been approved by this officer. Please email your submission for Programs or requests to donate Manuscripts to the Historian General for consideration. Financial contributions to the Historic Documents Fund are also appreciated and encouraged. These funds may be used to purchase documents or conserve the ones we already have. These contributions should be sent through your Chapter and State Treasurer using the Annual Donations or Special Gift forms.

Historical programs should be part of each meeting. They can be provided by members or outside speakers and provide a way to preserve our history. There are over 150 programs or manuscripts available for State or Chapters use on the National web site. These include topics on early colonial life, cooking, court systems, education, ethnic groups, gardens, ghosts and witchcraft, heraldry, colonial holidays, landmarks, medicine, music, needlework and crafts, famous men and women, famous trails and more. To review these programs, simply log on to the National website and select the members tab at the top and from the dropdown menu select "Programs".

Chapters or States may wish to encourage students in grades 6 thru 12 to participate in the National History Day contest. More information on this contest can be found on the National History Day website: www.nationalhistoryday.org. Additionally, sponsoring your own essay contest with a chosen theme for the essay and presenting awards for specific grade levels is a great way to establish a connection with your community and aid in the education of the youth of our country.

It is extremely important to keep a history of your chapter. Some chapters prefer a traditional scrapbook. However, with the advent of digital photography, saving photos and newspaper articles on a flash drive is now the preferred method. They are portable and can keep the mementos of your chapter for long periods of time. Photographs fade and newspapers yellow but items on a flash drive do not have a shelf life. They are also easier to pass down to the next Historian and do not take up much room. Suggestions on records to be kept by Chapters and States include members applications, meeting minutes, awards given and received and Markings. Several sates have published books about their markings, including info on the place marked, who marked it and when.

A wonderful booklet available on the Historian General's page is "Services to Commemorate Historical Patriotic Days 2016". It contains a brief ritual of remembrance to use at your meetings on National Patriotic Days.

I would like to request that when the President General visits your State Society, please send photos, newspaper articles etc. to the Historian General, to be included in the scrapbook she is preparing to be presented to the President General at the end of her administration. This will be a digitally compiled scrapbook, which will be printed for her use.

Chapter Historians, please remember to submit the annual Chapter report form to your State Historian by January 15. State Historians , please remember to submit the annual State Historian report for m to the Historian General by February 15. If no activity, please report that, so all are accounted for. You may email your reports or send them USPS.

Please fell free to contact me with any questions or concerns. I look forward to working with you all.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

STATE HISTORIAN ANNUAL REPORT FORM

SUBMIT TO HISTORIAN GENERAL BY FEBRUARY 15

Email to: jimsdottor@hotmail.com OR

Mail to: 1703 Lord Fairfax Hwy
Berryville, VA 22611-2860

DATE: _____ STATE _____, Number of Chapters the state: _____, Number of Members: _____

STATE HISTORIAN _____

EMAIL ADDRESS _____

STREET ADDRESS _____

NATIONAL PATRIOTIC DAYS: Does your STATE own the booklet "*Services to Commemorate Historical Patriotic Days*"? _____

How many CHAPTERS in your state own the booklet "*Services to Commemorate Historic Patriotic Days*"? Total _____
number of times Chapters in the state used the booklet during the past year? _____

COLONIAL DAMES PROGRAM FILES: There are over 150 program and manuscript files on the national website for chapters and states to use. Did chapters in your State report using any of the programs file during the past year? [] ☐ Yes ☐ No If yes, how many were used? _____

COLONIAL HISTORY: How many chapters promoted colonial history in your state? Do you ~~have plans~~ to recognize chapter(s) for outstanding promotion/ activity? If yes, describe the promotion or activity to be recognized: _____

COLONIAL HERITAGE DAY, WEEK OR MONTH:

How many chapters promoted Colonial Heritage Day? , Did any chapters in your state participate in National History Day contest? , If so, how many? Did any chapters in your state connect with schools or established organizations in their area to promote the education of youth in our country? If yes, how many chapters promoted education in their communities? List how this was done: _____

SCRAPBOOK:

Do chapters in your state keep a scrapbook? If yes, how many chapters keep a scrapbook? _____

Does your state keep a scrapbook? If yes, who is the complier? _____

HISTORIC DOCUMENT COLLECTION;

How many chapters in your state contributed to the Historic Document collection?
chapters in your state: _____ List items donated by _____ on back of form _____

Did chapters in your state contribute to the Historic Document Fund? \$ _____

If yes, enter total combined amount _____

Excluding chapters, did your State contribute separately to the Historic Document Fund? _____

, If yes, enter amount \$ _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

CHAPTER HISTORIAN ANNUAL REPORT FORM

SUBMIT TO STATE HISTORIAN BY JANUARY 15

DATE: _____ STATE _____ CHAPTER _____ Number of Members: _____

CHAPTER HISTORIAN

EMAIL

ADDRESS _____

STREET ADDRESS

NATIONAL PATRIOTIC DAYS: Does your CHAPTER own the booklet "Services to Commemorate Historical Patriotic Days"? ____

COLONIAL DAMES PROGRAM FILES: There are over 150 program and manuscript files on the national website for chapters and states to use. Did your chapter use any of these programs during the past year? Yes_No ____ If yes, how many were used? _____

Did your chapter promote colonial history in your state? _____

COLONIAL HERITAGE DAY, WEEK OR MONTH:

Did your chapter promote Colonial Heritage Day? _____, Did your chapter participate in National History Day contest? _____, If so, how many? _____ Did your chapters in your state connect with schools or established organizations in their area to promote the education of youth in our country? _____ If yes, how many? _____. List how this was done.

SCRAPBOOK:

Does your chapter keep a scrapbook? _____ If yes, who is the compiler?

HISTORIC DOCUMENT COLLECTION:

Did your chapter contribute to the Historic Document collection? _____ List items donated by your chapter _____

Did your chapter contribute to the Historic Document Fund? _____. If yes, enter total combined amount \$ _____.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Historian General

Karen M. Landers 1703 Lord Fairfax Hwy
Berryville, VA 22611-2860
540-955-3445

jimsdottor@hotmail.com

2023-2025 Program Approval Form

Members wishing to submit a program for consideration and addition to the National Society Colonial Dames XVII Century program inventory should complete this form and send with your manuscript to the Historian General. Manuscripts should be typed using Word document format, double spaced, 12 pt, Times Roman font with pages numbered in sequential order.

Date: ____ / ____ / ____

Name: _____ National Number _____

Address: _____

Telephone _____ email _____

Name of Chapter: _____ Chapter ID _____

Program Title: _____

Author: _____

Category: Select a category that best matches program subject matter.

- | | | |
|--------------------------------------------------|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Colonial City or Colony | <input type="checkbox"/> Colonial Homes | <input type="checkbox"/> Colonial Life Style |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Court System | <input type="checkbox"/> Education |
| <input type="checkbox"/> Ethnic Groups | <input type="checkbox"/> Gardens | <input type="checkbox"/> Ghosts and Witchcraft |
| <input type="checkbox"/> Music | <input type="checkbox"/> Needlework and Crafts | <input type="checkbox"/> Pocahontas |
| <input type="checkbox"/> Religious | <input type="checkbox"/> The National Society | <input type="checkbox"/> Trails |
| <input type="checkbox"/> Women | <input type="checkbox"/> Heraldry | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> Land and States | <input type="checkbox"/> Landmarks | <input type="checkbox"/> Men |
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Youth |

National Office use only:

Date Received: _____ Date Approved: _____

Program #: _____ Final Category: _____

Added to Inventory on: _____ By: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY LIBRARIAN GENERAL

Vicki Lynn Presley
PO Box 4823 Huntsville, AL 35815-4823
256-808-4923 afcp2@juno.com

2023-2025 Directives

It is a pleasure to work and cooperate with each member for the improvement of our National Library and our Society. Our Library is growing and we are concentrating on books that deal with vital records and research in our states. In order to donate a book to the National Library, please request the most recent "Library Wish List" from the Librarian General. Fill out the "Book Donation Form". After permission is given, order the book and send to Headquarters.

Guidelines for Completion of Chapter and State Librarian Report Forms:

1. Obtain from your Chapter/State Registrar and Treasurer the following information:
 - a. The number of members in your or State society depends upon which form you are completing.
 - b. Monetary donations given by your Chapter/State to the National Library. Include Hour of Giving donations to the National Library and monetary donations to purchase books. The funds reported by the State Librarian should match these reported by the State Treasurer for the National Library.
2. Book donations to local libraries must be of genealogical value and well documented. Our focus is to acquire books of records for states, counties, & municipalities that would serve to document lineages and support our research endeavors. Many of these types of books are produced by local historical genealogical groups and do not receive national publicity and remain unknown to us. Your assistance in making these books known to us is important for our acquisitions program. Especially desired are books of the following types of records: birth, death & marriage registers, probate, estate, deed, tax, court, church registers (not histories) and cemeteries.
3. Unless documentation is attached when called for Credit Cannot Be Given. Chapter librarians are to mail before January 15, their completed Chapter Librarian's Report to their State Librarian who in turn mails the State Report to the Librarian General before February 15th. The State President is asked to mail completed forms to the Librarian General. State Librarians are asked to attach a copy of their State Library activities, which were presented at the State Conference.
4. Documented credit for hours is given to Dames who have worked as volunteers in genealogical and local historical libraries.
5. A donation of \$100 to the National Library will entitle the donor to purchase the library pin from the Hamilton Insignia Collection.
6. There are 5 forms for each chapter: Chapter Librarian's Report National Donations, Chapter Librarian's Report Local Donations, Book Donations Approved Request Form, State Librarian's Report Local Donations, Monetary Donations Report Form

(The Hour of Giving Donations at Conference are to be included on Form 5.)

GENERAL GUIDELINES

Genealogy books are the only type of book to be given to local libraries to receive credit. Book donations to the National Library are made in adherence to the objectives of NSCDXVIIC. Volunteer library hours worked must be documented by library staff with name and address included. It is the responsibility of the State President to distribute the forms to Chapter Presidents. Thank you each one for your contributions, volunteer hours and your efforts to the NSCDXVIIC Library.



**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
LIBRARIAN GENERAL**

Vicki Lynn Presley
PO Box 4823 Huntsville, AL 35815-4823
256-808-4923 afcp2@juno.com

2023-2025 National Library Book Donation Approval Request Form

Please mail completed form to the home of the Librarian General.

The donor must receive written acceptance before the book is mailed or Presented to the National Library!

Any books received that are not preapproved will be placed on the "Books for Sale" cart.

PLEASE GIVE COMPLETE NAME AND ADDRESS OF PROSPECTIVE DONOR

Date _____ Phone # _____

Name _____ email _____

Address _____
CITY STATE ZIP

Book Title _____

Author _____

Publisher _____

Publisher's Address _____

Number of Pages _____

Please Check One

Type of Binding Hardback Paper (includes spiral) **Time Period Covered** 1600 or
earlier 1700's Other (Specify) _____

Geographic Location America Europe Other (Specify) _____

Please enclose a copy of each of the following

_____ Title Page _____ Sample Page of Index
_____ Sample Page of Text _____ Book Review if Available
_____ Sample Page of Documentation (End Notes, Foot Notes, etc.)

Mail to State Librarian



**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
LIBRARIAN GENERAL**

Vicki Lynn Presley
PO Box 4823 Huntsville, AL 35815-4823
256-808-4923 afcp2@juno.com

2023-2025 Chapter Report Form

Due to State Librarian by January 15th

Name of Chapter _____ **Chapter ID** _____ **# of Members** _____

Name of Preparer _____ **National Number** _____ **Date** _____

Address _____
CITY STATE ZIP

Telephone _____ **email** _____

Monetary Donations to National

Please include Hour of Giving Donations

Name of Donor: _____ National # _____
Amount of Donation: _____ Hour of Giving Donation _____ Special Gift Donation _____

Name of Donor: _____ National # _____
Amount of Donation: _____ Hour of Giving Donation _____ Special Gift Donation _____

Name of Donor: _____ National # _____
Amount of Donation: _____ Hour of Giving Donation _____ Special Gift Donation _____

Book Donations

Name of Donor: _____ National # _____

Title of Book _____

Author _____

Donation to National Library: _____ Donation to State Library _____

If Local: Name of Library _____

Address of Library _____

Name of Donor: _____ National # _____

Title of Book _____

Author _____

Donation to National Library: _____ Donation to State Library _____

If Local: Name of Library _____

Address of Library _____

Name of Donor: _____ National # _____

Title of Book _____

Author _____

Donation to National Library: _____ Donation to State Library _____

If Local: Name of Library _____

Address of Library _____

Volunteer Hours in Local Genealogical and Historical Society Libraries

Name of Member: _____ National # _____ Total Hours _____

Name of Library _____

Attach a Statement of Verification from the Library for each Member

Name of Chapter _____ Chapter # _____

If Local: Name of Library _____

Address of Library _____

Name of Member: _____ National # _____ Total Hours _____

Name of Library _____

Attach a Statement of Verification from the Library for each Member

Name of Chapter _____ Chapter # _____

If Local: Name of Library _____

Address of Library _____

Name of Chapter _____ Chapter # _____

If Local: Name of Library _____

Address of Library _____

Name of Member: _____ National # _____ Total Hours _____

Name of Library _____

Attach a Statement of Verification from the Library for each Member

Please print the Librarian General's Guidelines for complete instructions on filling out this form. If more space is needed, attach another page Mail to State Librarian



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Curator General

Mary Armstrong

1165 Apt. 2 Village Creek Ln Mount Pleasant, SC 29464-6165

803-459-4222 marmst2673@aol.com

2023-2025 Directives

The duties of the Curator General are to maintain an up-to-date and permanent file at the Headquarters Building of the furnishings, names and addresses of donors; to inform the National Board of Management of new acquisitions, to report to the Board of Management as required; and to serve as Chairman of the Headquarters Decorating Committee. (Bylaws, Article VII, Section 17). This Committee is comprised of the Curator General, the President General, and the Third Vice President General. They shall approve the furnishings and placement. These three people, working with the Heraldry and Coats of Arms Chairman will coordinate the placement of Coats of Arms outside of the Ballroom. (Bylaws, Article VIII, Section 10.)

The "Headquarters Decorating Committee Report Form" (included in the Summer Packet) is used for proposed gifts and/or cash donations for furnishings in the Headquarters Building. The guidelines for acquisitions are listed in the Handbook. Approval must be received in advance from this Committee before any item is sent to Headquarters. All old forms should be destroyed. Remember that Allocated Funds must be spent for a specific purpose, and Unallocated Funds may be spent wherever they are needed. Please contact the National Museum Chairman for items designated for the Museum.

Donations are welcomed and appreciated to help maintain our beautiful and resourceful
Headquarters Building.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Curator General

Mary Armstrong

1165 Apt. 2 Village Creek Ln Mount Pleasant, SC 29464-6165

803-459-4222 marmst2673@aol.com

2023-2025 Headquarters Decorating Gift Form

It is necessary to gain Decorating Committee *advance approval* for proposed gifts and/or cash donations for furnishings to the Headquarters Building. State Societies, Chapters and/or individual Members must use this form. **Use the same form as an Annual Report.** List the total dollar amount contributed and name the gift, if it is a tangible item.

Individual members and chapters should report to their State Chairman by January 15th, who, in turn, should send a compilation to the Curator General by February 15th for the previous year. Please read pages 83-85 of the 2011 National Handbook prior to completing.

If the item is designated for the Museum, please contact the Museum Chairman.

NAME: _____

Indicate one: State Society ☐ Chapter ☐ Individual ☐

Name of Person Making this Report: _____ National # _____

Address _____

City/State/Zip + 4 _____

Telephone _____ Email _____ Date _____

If no Report, please indicate _____

Name and Address of Donor (if different from above) _____

Name of Item: _____

Description: _____

Exact Measurements: _____

Material: _____

Name & Location of Designer: _____

Appraised Value: \$ _____ Indicate One: Antique ☐ Authentic Reprod. ☐ (if known)

Total Amount (if cash) \$ _____

In Honor ☐ or in Memory ☐ of: _____

List any additional pertinent information below or on the back of this form. Please attach photo (color preferred).



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Curator General

Mary Armstrong

1165 Apt. 2 Village Creek Ln Mount Pleasant, SC 29464-6165

803-459-4222 marmst2673@aol.com

2023-2025 Headquarters Deaccession Form

It is necessary to gain Decorating Committee and Executive Board ***advance approval*** for proposed Deaccession Requests for removal, transfer, or sale of furnishings in the Headquarters Building. State Societies, Chapters and/or Members must use this form. Please read "Guidelines" in the National Handbook prior to completing the form. If item is located in the Museum, please contact the Museum Chairman for further instructions.

Name _____

Check One: State Society ☐ Chapter ☐ Individual ☐

Person Making This Request:

Name _____

Address _____

City/State/Zip+4 _____

Telephone _____ email _____ Date _____

Name & Address of Donor (if different from above) _____

Name of Item: _____

Description: _____

Exact Measurements: _____

Material: _____

Name & Location of Designer: _____

Appraised Value: _____ Please check one: Antique ☐ Authentic Repro ☐ (if known)

In Honor ☐ or In Memory ☐ of: _____

ADDITIONAL INFORMATION OR COMMENTS (on back)



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Curator General

Mary Armstrong

1165 Apt. 2 Village Creek Ln Mount Pleasant, SC 29464-6165

803-459-4222 marmst2673@aol.com

2023-2025 Temporary Deaccession Form

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF ITEM: _____

REASON FOR REMOVAL:



National Society Colonial Dames XVII Century

Assistant Registrar

Kimberley Smith Calaway

2028 Tarver Road, Burleson, TX 76028-1714

Phone: (817) 228-2116 Email: AAPColonialDames17C@gmail.com

2023-2025 Directives

This Officer is looking forward to working with Registrar General Sharon “Kay” McIntire, and with our members during the Hiteshue Administration. The Assistant Registrar oversees the Genie Sessions during the time the Genies are present and working on supplemental applications at National Headquarters. Genie Sessions are held in January, June, and August.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Form for ENDORSEMENT of CANDIDATE for National Office

Nomination from the Nominating Committee

NAME: _____ NATIONAL NUMBER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ E-MAIL ADDRESS: _____
STATE (if other than address) _____ CHAPTER: _____ Chapter ID _____

I understand that this form must be received by the Headquarters Office Manager with a USPS postmark of no less than 14 days prior to the national conference.

Article VI Nominations and Election of Officers,

Section 2. Eligibility

- a. To be eligible for an elected National Office a candidate shall have been a member of the National Society for at least five (5) years at the time of election having served a full term as an elected officer of her Chapter and State Society.
- b. To be eligible for the office of President General or First Vice President General a member shall have served a full term as a State President and have served two full terms as a National Officer elected by the delegation of the National Conference and have actively served on the Executive Board and the Board of Management.

Section 3. Endorsements and Nominations

a. Candidates Nominated by Committee:

1. A candidate for National Office shall have been endorsed at her State Conference held in the most recent even numbered calendar year. There shall be no limit as to the number of members endorsed by a State Society.
2. The candidate's name, national number and qualification data shall be recorded on the "Form for Endorsement of Candidate for National Office" and must be received by the Headquarters Office Manager and postmarked no less than fourteen (14) days prior to the National Conference which is held in even numbered calendar years. The Headquarters Office Manager shall forward the endorsements immediately to the newly elected Chairman of the Nominating Committee.

I have read the National Bylaws Article VI and meet the eligibility requirements

I have been a member of the National Society for _____ years.

Highest state office held and dates: _____

Highest chapter office held and dates: _____

Date of last National Board of Management meeting attended: _____

Offices and chairmanships held in CDXVIIC: (attach additional pages if necessary)

NATIONAL _____

STATE _____

CHAPTER _____

I hereby certify that _____ was endorsed by the
State Society at their Annual State Conference and the endorsement appears in
the minutes of said conference dated the _____ day of _____, 20 _____

Signed _____ Signed _____
State President State Recording Secretary



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Form for ENDORSEMENT of CANDIDATE for National Office Nomination from the Floor in an Election Year

NAME: _____ NATIONAL NUMBER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ E-MAIL ADDRESS: _____
STATE (if other than address) _____ CHAPTER: _____ Chapter ID _____

I understand that this form must be received by the Headquarters Office Manager with a USPS postmark of no less than 14 days prior to the national conference.

Article VI Nominations and Election of Officers,

Section 2. Eligibility

- To be eligible for an elected National Office a candidate shall have been a member of the National Society for at least five (5) years at the time of election having served a full term as an elected officer of her Chapter and State Society.
- To be eligible for the office of President General or First Vice President General a member shall have served a full term as a State President and have served two full terms as a National Officer elected by the delegation of the National Conference and have actively served on the Executive Board and the Board of Management.

Section 3. Endorsements and Nominations

a. Candidates Nominated by Committee:

- A candidate for National Office shall have been endorsed at her State Conference held in the most recent even numbered calendar year. There shall be no limit as to the number of members endorsed by a State Society.
- The candidate's name, national number and qualification data shall be recorded on the "Form for Endorsement of Candidate for National Office" and must be received by the Headquarters Office Manager and postmarked no less than fourteen (14) days prior to the National Conference which is held in even numbered calendar years. The Headquarters Office Manager shall forward the endorsements immediately to the newly elected Chairman of the Nominating Committee.

I have read the National Bylaws Article VI and meet the eligibility requirements

I have been a member of the National Society for _____ years.

Highest state office held and dates: _____

Highest chapter office held and dates: _____

Date of last National Board of Management meeting attended: _____

Offices and chairmanships held in CDXVIIC: (attach additional pages if necessary)

NATIONAL _____

STATE _____

CHAPTER _____

I hereby certify that _____ was endorsed by the
State Society at their Annual State Conference and the endorsement appears in
the minutes of said conference dated the _____ day of _____, 20 _____

Signed _____ Signed _____
State President State Recording Secretary



Standing Committees



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Awards, Gifts, & Special Activities Committee

Julia Albright Saldivar, Chairman
2637 Country Side Dr, Fleming Island, FL 32003-4953
Telephone: (904) 278-6755 Email: jes001@bellsouth.net

2023-2025 Directives

The purpose of the Awards, Gifts, & Special Activities Committee is to grant recognition at the National Conference; this is done by presenting awards approved by the Executive Board to State Societies for their outstanding contributions to the National Society. The categories for these Awards can be found in the National Handbook. The period to be covered for Chapter and/or State accomplishments is January 1st to December 31st. In addition to the State Chairmen's reports, National Officers and Committee Chairmen may request the National Chairman of Awards, Gifts, & Special Activities to make presentations on their behalf.

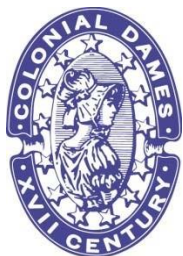
State entries for judging are based on membership and are divided into 5 divisions. They are as follows.

- Division 1: Unorganized to 49 members
- Division 2: States with 50-149 members
- Division 3: States with 150-249 members
- Division 4: States with 250-599 members
- Division 5: States with 600 plus members

IMPORTANT DEADLINES

- JANUARY 15th – Chapter Chairmen's Awards Form to State Chairman, to include the Chapter Treasurer's Remittance Form listing all monetary donations to the National Society.
- FEBRUARY 15th -- State Chairmen's Awards Forms to this National Chairman, to include the State Treasurer's Remittance Form showing all donations made to the National Society throughout the year.

This Chairman looks forward to working with each of you during the next two years. Please do not hesitate to contact me with any questions you might have.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Awards, Gifts, & Special Activities Committee

Julia Albright Saldivar, Chairman
2637 Country Side Dr, Fleming Island, FL 32003-4953
Telephone: (904) 278-6755 Email: jes001@bellsouth.net

2023-2025 Report Form

Name of Person Making this Report _____

Address _____

CITY

STATE

ZIP

Telephone _____ email _____

Chapter _____ State _____ Date _____

Membership: Total membership as of December 31: _____ Membership previous year: _____

Number of NEW Members: _____ Number of NEW Junior Members _____

Total Number of Junior Members: _____

Supplementals: Number approved Jan 1 thru Dec 31: _____

Insignia: Number of items purchased: _____ Dollar value: _____

Veterans Service: Hours Donated: _____ Dollar value of items donated: _____

Grave Markers Placed: For Members: _____ For Ancestors: _____

Historical Markers: Number placed: _____ Number Restored: _____

DONATIONS TO NATIONAL SOCIETY

Donations must be the same as shown on the State Treasurer's Remittance Form-2021-2023. Please attach a copy.

Chapter/State Scholarships Exchanged with Treasurer General:

Books Donated to National Library:

Outstanding Programs Commemorating the Heroic Deeds of our Ancestors & Founders:

**Remember to submit this information to the National Chairman of Colonial Research*

Marking and Preservation of Historic Sites:

**Remember to submit this information to the National Chairman of Marking Committee*

NOTE: Please attach additional information on back of form or on a separate sheet of paper.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY Bylaws Committee

Jan Stevens Lockard
925 Peace Pipe Loop; Reno, NV 89511-5679
(775) 852-4404 nvdame@aol.com

2023-2025 Directives

Proposed amendments to the National Bylaws may be submitted to:
Jan Stevens Lockard (Mrs. Keith), Chairman, 925 Peacepipe Loop, Reno,
NV 89511. Tel/Fax: (775) 852-4404. Email: NVDame@aol.com.

Suggested amendments to the National Bylaws may be sent to the
Chairman 40 days in advance of the Fall Board of Management
meeting in October.

Members are encouraged to be thoughtful in the submission of changes
with regard to their effect on the future of the Society. The Committee
thanks you for your interest.

The Bylaws Committee recommends states, chapters and members have
copies of the following publications to assist them:

1. National Bylaws and Standing Rules, revised 2014
2. National Handbook
3. Roberts Rules of Order Newly Revised 12th edition (RONR)

Copies of the National Bylaws and the Handbook may be ordered from National
Headquarters or printed from the Members Website www.colonialdames17c.org.

Knowledge of the Bylaws/Standing Rules will assist members to better
understand the rules which govern our Society, promote orderly meetings
and answer questions which may arise during state and chapter meetings.

Regarding the Sample Bylaws in Handbook: the reports of the Treasurer
are now done online and members will need to read the Directives in the
Golden Rod Section of the *17th Century Review* for instructions from the
Treasurer General.

This Committee encourages Chapter and State Bylaws Chairmen to be aware of changes made to the National Bylaws. When Bylaws are amended, they become effective at the close of the Conference at which they were adopted. It is important to incorporate changes made on the National level into the chapter and state bylaws.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Certificate Engrossing

Eileen Patricia McNerney Steele
2007 Glenarden Path, The Villages, FL
32163-2830 717-725-2801
esteelenov2007@gmail.com

2023-2025 Directives

This committee prints certificates for New Membership, Approved Ancestor Supplemental or for 25 and 50 year Membership. All certificates require approval by the Registrar General and are 8 1/2" x 11" in size.

New Membership: It is the responsibility of Chapter Registrars to make sure the "Applicant's Name as desired on certificate is correct (page 1, New Member Application). Because of limited space, try to include no more than 4 names on the membership line. These may be the member's given name, middle, maiden and married name. New Membership Certificates are printed and mailed out monthly to new members.

Ancestor Supplemental: A member can request a certificate for an approved supplement ancestor. This form is found on the National website and is mailed to Headquarters. Please make sure all information is correct. The cost is \$10.00.

25 or 50 Year Membership: A chapter may request a certificate for a member with 25 or 50 year membership. This form is found on the National website and is mailed to Headquarters. The cost for a 25 Year Membership Certificate is \$10.00, the 50 Year Membership Certificate is free.

Please report missing, misprinted or postal damaged certificates to this chairman for replacement Using the form found on the National website.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Certificate Engrossing

Eileen Patricia McNerney Sieele
2007 Glenarden Path, The Villages, FL 32163-2830
717-725-2801 esteelenov2007@gmail.com

2023-2025 Request for Certificate Reprint

Chapter Name: _____ State: _____ Date: _____

Name of Preparer: _____ National # _____

Add ress: _____

Telephone: _____ email: _____

Type of Certificate

Membership _____ Supplemental _____ 25 Year Membership _____ 50 Year Membership _____

Reason for Reprint

Not Received _____ Damaged in Mail _____ Incorrect Information _____

Describe damage or how the information should read:

Member's Name _____ National # _____

Address: _____
Street city state zip

Telephone: _____ email: _____

US Mail or email (1) one copy to:

Eileen Steele, Chairman
2007 Glenarden Path
The Villages, PL 32163-2830
esteelenov2007@gmail.com

PLEASE KEEP ONE COPY FOR YOUR RECORDS!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Colonial Heritage, Research and Records

Marilynn Pratt Holmquist, Chairman
211 Park Ave., Keene, NH 03431-1507
603-352-6225 mholmquist@myfairpoint.net

2023-2025 Directives

The Committee for Colonial Heritage, Research and Records speaks to the heart of our beloved Society as we strive, as individuals and collectively, to preserve our heritage. We spend hours in research leading to find records and record-keeping. This, Dear Members, is who we are! While a State Chairman for this Committee, I found that chapters oftentimes would like to have solid ideas of what they can do to forward this important work. Some chapters are small and are unable to undertake a big project. Others are large and welcome a challenge. I encourage you to celebrate Colonial Heritage Day, Week or Month. Here are a few ideas:

Your chapter might be interested in placing their members' family research in a local library under the library's Family Files. This could, of course, be edited to exclude living generations. (Check first with your library to make certain they collect family files.) This can be very helpful to future researchers!

1. Perhaps a member's ancestor was instrumental in settling the community. If so, plan a Heritage Hour at your historical society, library or community center.
2. Host a Genealogy Day at a local library for prospective members.
3. You might choose to set a goal of recording tombstones in an abandoned or old cemetery and give that information to a local library. (Not all tombstones have been recorded. I can testify to that!)
4. Consider obtaining permission from a church to copy their old records and place the copy in a library or house it with a genealogical or historical society. You would be surprised how many churches do not have an extra copy at an offsite location. Old Bible records can likewise be copied.
5. Colonial Heritage Month could be celebrated by setting up a display at your library, historical society or city hall. If your community has a long history, you could create a poster or timeline of its development.
6. Do you live near a historic fort, trail or roadway? If so, give a program about it. Talk it up at meetings of your other organizations. You might also present this to a school class or community group. You live in the Southwest? Perhaps your ancestors traveled by one of those old trails or roads.
7. Host a "Grandmother's Heirloom" Day. Members and prospective members can bring an item to a meeting and tell its family significance. Do you have a very old letter, an item made by an ancestor, or a piece of jewelry? Perhaps a few members can wear a costume from the era of their ancestor.

REMEMBER:

DO NOT send research material to this committee or headquarters. Chapters wishing for more program ideas are encouraged to look online at the programs available through our headquarters. The order form is in the Summer Packet. Keep a copy or list of all records and material donated to local libraries, historical societies or genealogical societies. Be sure to save a copy of publicity for your events.

If your chapter has a program that was well received, please include information about it on the back of the report form. I'd love to know if your chapter presents a program on an old fort, trail or roadway! I look forward to hearing from you and learning what exciting ideas you may have!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Colonial Heritage, Research and Records

Marilyn Pratt Holmquist, Chairman
211 Park Ave., Keene, NH 03431-1507
603-352-6225 mholmquist@myfairpoint.net

2023-2025 Annual Report Form

Name of Chapter/State: _____ State: _____ Date: _____

Name of Preparer: _____ Nat'l #: _____

Address: _____
ADDRESS CITY STATE ZIP

Telephone: _____ Email: _____

STATE REPORT – Due to National Chairman by February 15th

Number of chapters in State: _____ Number of chapters reporting: _____

Number of programs on Colonial Heritage, Research and Records reported: _____

Number of programs on historic forts, trails or roadways: _____ Number
of programs used from National Headquarters: _____

Number of pages of genealogical records donated to libraries or genealogical societies: _____

How many chapters reported an activity in October with 1) the public? _____ or 2) a school class or
community group to foster interest in Colonial Heritage? _____

How many chapters reported making a monetary donation to Colonial Heritage, Research and Records? _____ Total
donations? _____

Did you recognize any chapters in your state for Outstanding Activity in Colonial Heritage, Research and Records? Yes
_____ No _____ If yes, how many? _____

List Outstanding Activities: (Please list outstanding activities on the back of this report.)

CHAPTER REPORT – Due to State Chairman by January 15th

Number of programs on Colonial Heritage: _____ Name of programs: _____

Did your chapter have a program on an historic fort, trail or roadway? Yes _____ No _____ If yes, please describe: _____

Did you use any of the programs available from the National Headquarters? Yes _____ No _____
If yes, how many? _____ Did you submit any programs to the Historian General? Yes _____ No _____

Total amount donated to Colonial Heritage, Research and Records \$ _____

How many pages of records/material did your chapter donate to a library, historical or genealogical society?
Please explain and use back of form if necessary: _____

Did your chapter observe Colonial Heritage Month in October? Yes _____ No _____ If yes, how? _____

Did your chapter put up a display, timeline, or exhibit, or hold an activity with a school class or a community group to
foster interest in Colonial Heritage? Yes No If yes, please describe - use the back of this form if needed.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Flag Custodian

Dena Green

2471 Mary Ingles Hwy Dover, KY 41034-9679 606-
301-1832 denagreen2015@gmail.com

2023-2025 Directives

Each chapter should have a copy of the current flag code. These may be obtained from local military recruiters or from the Internet.

A few basic rules:

1. Place your hand over your heart ONLY for the National Anthem and the Pledge of Allegiance to the Flag of the United States of America. When saluting the flag of the Colonial Dames XVII Century stand erect with your hands at your sides.
2. When displayed with other flags, the Flag of the United States of America should be to the right of the speaker/presiding officer with all other flags to the left.
3. When using smaller flags, displayed together with other flags in one base, the American Flag should be on the right when displaying 2 flags. If 3 or more flags are used in the table base the American Flag must be in the center.

All States are required to provide the National Flag Custodian the current name and address of their State Custodian

Chapters are expected to display the American Flag, recite the Pledge of Allegiance to the Flag of the United States of America, and sing the National Anthem at all meetings and to donate flags to schools and community groups such as scouts. Chapters are also encouraged to present flag programs.

Members are encouraged to fly the flag on all national and state holidays and when so instructed by the President of the United States or the Governor of your State.

State Presidents or their representatives are asked to check the condition of their state flag at headquarters every year. These flags should be of indoor style, folded sleeve to mount flag, no grommets, (3' x 5') in size made of nylon with gold fringe, a flag pole (8' x 1"), a flag stand that accommodates the 1" pole, and Finial.

Chapter Flag Custodians please send your reports to your State Flag Custodian by 15 January, so she can send her report to the National Flag Custodian by 15 February.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY Flag Custodian

Dena Green
2471 Mary Ingles Hwy Dover, KY 41034-9679 606-
301-1832 denagreen2015@gmail.com

Name of Chapter/State _____ State _____
Name of Preparer _____ Nat # _____ Date _____
Address _____
City _____ Zip _____
Telephone _____
Email _____

STATE REPORT – Due to National Chairman by February 15th

Report of work completed in

The following section is to be completed by the State Custodian or Chapter Custodian in Unorganized States only and sent to the National Custodian by February 15. Email submission is encouraged. Has a representative of this state inspected the state flag at National Headquarters during this administration? Yes _____ No _____ Inspected by _____

Number of Chapters in the State _____ Number of Chapters Reporting _____

Number of Chapters saying the Pledge of Allegiance at each meeting _____

Number of Chapters singing the National Anthem at each meeting _____

Number of Chapters encouraging members to fly their flags _____

Number of Chapters presenting Flag programs _____

Number of Chapters presenting flags to organizations _____ To Individuals _____

Total number of flags presented to organizations _____ To Individuals _____

Please include copies of any press clippings, descriptions of programs or special events presented by the state society, chapters or individual members along with the necessary publication information. Articles in the 17th Century Review should be listed by issue and page.

CHAPTER REPORT – Due to National Chairman by January 15th

Report of Chapter Flag Custodian for Work Completed in

The following section is to be completed by the Chapter Custodian and sent to the State Custodian by January 15. **DO NOT SEND TO THE NATIONAL CUSTODIAN**

Chapter Name & ID # _____

Did the Chapter Recite the Pledge of Allegiance at every meeting? _____

Did the chapter sing the National Anthem at every meeting? _____

Did the chapter present flags to Organization(s)? _____

Did the chapter present flags to individual(s)? _____

Please include copies of any press clippings, descriptions of programs or special events presented by the state society, chapters or individual members along with the necessary publication information. Articles in the 17th Century Review should be listed by issue and page.



National Society Colonial Dames XVII Century

Genealogical Queries

Georgiana Van Syckle, Chairman

35 N. Roosevelt Ave Columbus, OH 43209-1557

614-235-6975 vansyckledar@hotmail.com

2023-2025 Directives

The Genealogical Queries Committee is ready to help your chapter to increase membership. Committee members are available to provide assistance with the lineage research needs of your prospective members as well as members seeking to prove supplementals.

Don't let your prospective members lose interest with long wait times when there are resources available to help you complete the necessary research.

Volunteers are ready to help you in your search for the additional documentation needed to complete an application or supplemental or to make the corrections needed to address a Have Written letter.

Join us to work together to share resources, provide educational opportunities, and offer help with research for prospective members' applications and members' supplementals.

PLEASE CONSIDER THIS PROCESS TO BE A LEARNING EXPERIENCE

- 1) In contacting this Chair, please include "CDXVIIC Genealogical Queries" in the email subject line.
- 2) Please be aware that we may request a copy of the application or supplemental in question so that we may better understand what your requirements are.
- 3) We will not be "doing" your applications or supplementals. We provide learning opportunities, guidance and instruction on where to look for the records required by the Registrar General as noted in her directives.
- 4) If a record is required by the Registrar General, as noted in her directives, and must be sent for from a State or local clerk's office, guidance will be provided as to how to obtain the record.
- 5) We will not send for the record itself, nor will this Committee assume the costs of the records required under the Registrar General's directives.

For further information, or to submit a genealogical query, please contact this Chair by email at
vansyckledar@hotmail.com

**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Classic Bronze Resources LLC Order Form**

4628 Whispering Oak Trail - Cincinnati, OH 45247
Phone: 1-513-600-9048 – Email: classicbronzeresources@fuse.net

Name: _____ Date: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

Ship to Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

CDXVIIC Markers Available

Item	Description	Price
_____	3”h Bronze Grave Marker	\$154.00
_____	6¾”h Bronze Grave Marker	\$192.00
_____	3”h Satin Acrylic Bronze Cremation Urn or Casket Marker	\$12.00
_____	6¾”h Satin Acrylic Bronze Cremation Urn or Casket Marker	\$28.00

Custom sizes are available – call for pricing.

Payment Methods: Check[□] Money Order[□] Credit Card[□] (AmEx/Disc/MC/Visa)

If paying by check or money order, make payable to **Classic Bronze Resources LLC**.

- Mail a copy of this form and check along with a copy of your **Approved Grave Marker Request Form** from the National Chairman to **Classic Bronze Resources** at the address above.
- If using a credit card, call **Classic Bronze** with card number for payment and scan or mail the **Approved Grave Marker Request Form** from the National Chairman to **Classic Bronze Resources**.
- Retain a copy for your records. Please allow up to 30 days for delivery. If paying by credit card, please call **Classic Bronze Resources** at 1-513-600-9048 with card number.



National Society Colonial Dames XVII Century

Heraldry and Coats of Arms

Wanda Samek, Chairman

P. O. Box 52279, Denton, TX 76206-2279
Phone (940) 320-1810 • wanda@sameks.us

Joan Vranesa, Co-Chairman

1508 Victoria Drive, Denton, TX 76209-7600
Phone (940) 382-5353 • jvranesa@aol.com

2023-2025 Directives

The Heraldry program is unique among lineage societies and is important to the Society and its members in multiple ways. Researching Armorial Ancestors opens up a whole new area of learning and clearer understanding of the lives of our ancestors. It instills a sense of history and continuity individual to each member.

The success of your State or Chapter COA program rests largely upon you as Heraldry and Coats of Arms Chairman. The following suggestions are offered with the hope they will provide assistance and guidance as you encourage your members to research their Armorial Ancestors and promote the COA initiative.

The National Chairman and Co-Chairman are available to answer questions and willing to assist in any way possible.

Chapter Heraldry and Coats of Arms Chairmen:

- Needed instructions, forms, and other helpful information about Heraldry and Coats of Arms are posted on the National website. Familiarize yourself with what is available so that you will be able to direct your members to what they need, suggest helpful items, and offer guidance in how to promote the heraldry program.
- Be familiar with the Directives and other guidelines provided on the website so you can assist members in understanding them and can provide answers to questions about the proper completion of a COA application form.
- Be available to assist members with their COA applications as needed.
- Encourage use of helpful items found on the Heraldry page of the National website.
- Offer to lead a COA workshop using the PowerPoint presentation and accompanying script found on the Heraldry page of the website. The combined list of "Tips" is an excellent handout.

- Prepare a program on Heraldry/Coats of Arms that may be presented during the State Conference or at meetings of the Chapter, local historical society, local library, or other Chapters.
- Prepare and encourage the inclusion of a Heraldry Minute during each Chapter meeting that provides tips, guidance, or simply stimulates interest in the program.
- Distribute a short handout at each Chapter meeting about heraldry (i.e., colors, animals, knighthood, nicknames of royalty, terminology, historical notes).
- Prepare an attractive display of heraldic materials, reference items, or informational handouts at every meeting.
- Challenge members to complete COA applications for a specific person, group, or cause (i.e., queens, saints, descendants of a specific well-known ancestor).
- Maintain a record of COAs submitted by your members and keep a continuing record that includes the overall total of approved COAs by all members of the Chapter, the total COAs approved per year, and how many COA applications were approved for first-time applicants.
- Give a report at each State or Chapter meeting that includes the number of new COAs and the total number of COAs earned by members.
- Encourage the Chapter to donate books to the NSCDXVIIC Heraldry Library.
- Encourage the Chapter to donate funds to the Heraldry Library to be used to purchase Heraldry reference books.
- Encourage the Chapter to donate Heraldry/Coats of Arms books such as those listed on the NSCDXVIIC website under “Suggested Sources” to local libraries.
- Set an example by submitting COA applications on your Colonial Ancestor.

Complete the Annual Chapter Heraldry Report and send it to your Chapter President, State Heraldry and Coats of Arms Chairman, or National Chairman (as appropriate) by the specified due date.

Heraldry is an
Object of Our Society!

State Heraldry and Coats of Arms Chairman:

- Reach out to Heraldry and Coats of Arms Chapter Chairmen to offer assistance, ideas, and encouragement.
- Remind Chapter Chairmen of resources available, especially those found on the Heraldry page of the National website.
- Make suggestions for displaying and sharing information and ideas.
- Encourage use of the ideas listed above for Chapter Heraldry and Coats of Arms Chairmen.
- Encourage the use of a Heraldry Minute by providing suggested scripts.
- Offer research encouragement using “Suggestions for Finding Your Armorial Ancestor” found on the Heraldry page of the National website.
- Write short articles about heraldry for printing in Chapter and State newsletters.
- Keep a record of Heraldry/COA programs, workshops, and other presentations offered by the Chapters.
- Offer to conduct an in-person or virtual program or workshop on Coats of Arms for Chapters and the State Society.
- Be available to answer questions and offer advice. Many members would find it especially helpful if you arrange a specific time in conjunction with the State Conference dedicated to consulting with members about their special individual COA issues.

Submit an annual report to the National Chairman by February 15. Report forms are available on the Society’s website (colonialdames17c.org, log in, Members, Resource Libraries, Standing Committees, Heraldry & Coats of Arms).

Always if you encounter a problem as a State Heraldry and Coats of Arms Chairman, have questions, conceive a good idea that can be shared, or just want to talk about COAs, contact the National Chairman or Co-Chairman. You are important to the success of the Heraldry and Coats of Arms program.

Thank you for your support of the COA program.



National Society Colonial Dames XVII Century

Heraldry and Coats of Arms

Wanda Samek, Chairman

P. O. Box 52279, Denton, TX 76206-2279
Phone (940) 320-1810 • wanda@sameks.us

Joan Vranesa, Co-Chairman

1508 Victoria Drive, Denton, TX 76209-7600
Phone (940) 382-5353 • jvranesa@aol.com

2023 Annual Chapter Report

January – December, 2023

Complete and send to State Heraldry and Coats of Arms Chairman by January 15, 2024

Chapter: _____ State: _____

Prepared by: _____ Title: _____

Natl #: _____ Phone: _____ Email: _____

(Please check all items that apply:)

	Number	Attendance	Amount
<input type="checkbox"/> No report			
<input type="checkbox"/> Heraldry programs	_____	_____	
<input type="checkbox"/> Workshops	_____	_____	
<input type="checkbox"/> Heraldry Minute	_____	_____	
<input type="checkbox"/> Donated funds to Heraldry Library	_____		\$ _____
<input type="checkbox"/> Donated books to Heraldry Library	_____		\$ _____
<input type="checkbox"/> Donated books to local library	_____		\$ _____
<input type="checkbox"/> Assisted members with research	_____		
<input type="checkbox"/> Provided handouts	_____	_____	
<input type="checkbox"/> Arranged promotional displays	_____	_____	
<input type="checkbox"/> Members submitted applications	_____		
<input type="checkbox"/> First-time applicants	_____		
<input type="checkbox"/> Used information from website	_____		

Additional resources you would find helpful _____

Your service as Heraldry & COA Chairman is greatly appreciated!



National Society Colonial Dames XVII Century

Heraldry and Coats of Arms

Wanda Samek, Chairman

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2023-2025 GUIDELINES FOR PREPARING COAT OF ARMS APPLICATIONS

The whole area of Heraldry and the submission of a *Registration of Coat of Arms Application* offers a new experience for many members. Not only does coat of arms research meet an Object of NSCDXVIIC, it offers endless entertainment and affords a fascinating insight into the world of our ancestors. The Coat of Arms (COA) registration program encourages members to identify their armorial ancestors and provides a way in which to honor them.

Sources:

A plethora of information can be found on the NSCDXVIIC website (colonialdames17c.org, *log in*, *Members*, *Resource Libraries*, *Standing Committees*, *Heraldry & Coats of Arms*) that will be helpful. Members are encouraged to avail themselves of the detailed guidance and reference material. A PowerPoint presentation and the accompanying script are available to all members. The list of compiled "Tips" is deemed to be especially helpful. The Heraldry and Coats of Arms Chairman and Co-Chairman encourage questions and are happy to answer questions or offer advice regarding the COA application process.

References. While it is impossible to list all sources that might be used to prove Armorial Ancestors, those considered highly reliable and most often used and include:

- Richardson, Douglas, *Plantagenet Ancestry: A Study in Colonial and Medieval Families*, 2nd Edition (3 volumes)
- Richardson, Douglas, *Royal Ancestry: A Study in Colonial and Medieval Families* (5 volumes)
- Richardson, Douglas, *Magna Carta Ancestry: A Study in Colonial and Medieval Families*, 2nd Edition (4 volumes)
- Weis, Frederick Lewis, *Ancestral Roots of Certain American Colonists Who Came to America before 1700*, 8th Edition
- Weis, Frederick Lewis, *Magna Charta Sureties, 1215*, 5th Edition
- Coggeshall, Robert Walden, *Ancestors and Kin*
- Stuart, Roderick W., *Royalty for Commoners: The Complete Known Lineage of John of Gaunt, Son of Edward III, King of England, and Queen Philippa*, 4th Edition

Many other reliable and helpful books are listed on the Society's website under *Heraldry* as well as those that are deemed "not reliable." Sources are also listed that will be helpful in finding those elusive descriptions of coats of arms.

Internet. The internet opened a whole new world for genealogical researchers. Many sites are extremely helpful and provide reliable information, but online sources must be used with caution. Family histories and genealogies found online cannot be used as proof unless they are fully sourced. It is always best to find and use the actual source to support the lineage. *Wikipedia* and many other sites, while providing numerous resourceful articles, can be altered by users, rendering them unreliable as proof sources. They can often provide a possible roadmap or offer beneficial clues. If the article includes references, however, those references can often be found and used as evidence.

Previously Approved COAs. Copies of previously approved Coat of Arms applications are available on the Society's website (colonialdames17c.org, *log in, Members, COA Project*) or may be ordered from the National Office for \$10.00 per application. An order form (Record Copy Request) is available in the Heraldry section of the website. These previously approved COA applications are acceptable as proof of lineage.

Applications:

The form for *Registration of Coats of Arms* with the blue logo may be downloaded from the Society's website (colonialdames17c.org, *log in, Members, Application Forms, Coat of Arms Application Form*). Save the form to your computer. When you are ready to complete the form, open and use the saved form from your computer; otherwise, any information you enter will not be saved.

Page 1:

- Record information about your Colonial Ancestor as it appears on the approved application form for that ancestor.
- The spouse of your Colonial Ancestor has already been approved and may be used as an armorial line. There is no need to re-prove the spouse nor is a supplemental required for COA applications.
- Record a description of the Coat of Arms used by the Armorial Ancestor exactly as given in the documentation submitted with the application. Example:
Argent, a cross crosslet sable between three boars' heads erased azure.
- Add the reference for the Coat of Arms description (i.e, author, title, publisher, publisher's location, year of publication, page number). Example:
Coggeshall, Robert Walden, ANCESTORS AND KIN, The Reprint Company, Publishers (Spartanburg, SC), 1988, page 319

- If the source for the Coat of Arms description is the Colonial Dames' publication on Heraldry and Coats of Arms, you do not need to send a copy of the reference. Just add the reference. Example:

NSCDXVIIC, HERALDRY—COATS OF ARMS, Volume I (Washington, DC), 2003, page 136

Page 2:

- All COA applications begin with the Colonial Ancestor, so that is shown as the first generation on the form. Use the same generation number as shown on your Colonial Ancestor's approved application. Fill in the information precisely as it appears on that approved application including reference sources. The lineage for the Colonial Ancestor has already been approved and is a matter of record. Do not try to re-prove or modify the data.
- Number each succeeding generation consecutively (i.e., if your Colonial Ancestor is #11 on your approved application, start the COA application with #11; the next generation--the parent of generation #11--will be #12, etc.)
- The first line for each succeeding generation will bear the name of the "line carrier" (the generational blood line being followed) from the preceding generation, either maternal or paternal. The ancestor for the next generation will be entered on line 2 (male or female) and will be the mother or father of the person listed immediately above. The parent/child relationship must be proven for each generation.
- The non line-carrier is the spouse and his/her parents are entered on the last line for that generation (just before the Reference section). The names of the spousal parents appear only once and are not carried forward.
- Include as many facts as are available and are documented. Make an effort to find some data for each ancestor (a date or location). If data is not available (and sometimes it won't be for older lines), leave the space blank.
- Dates are entered in the day-month-year format (i.e, 01 Jan 2021). If the date is approximate, use "c" or "ca" (circa) before the date.
- List sources used for all information provided. Multiple sources are not required, but all facts reported must be substantiated.
- Use only the number of pages of the form required to complete the lineage.

Note: Applicants are encouraged to watch the PowerPoint presentation found on the Heraldry page of the National website (using the accompanying script). The compiled list of "Tips" also found on the Heraldry page has also been found to be very helpful.

Documentation:

A copy of the reference source used for the description of the coat of arms should be enclosed.

Each application must show a complete lineage--account for each generation from the Colonial Ancestor to the Armorial Ancestor.

Proof of a clear connection between each generation must be included (i.e., link the ancestor in Generation 11 to the parent in Generation 12).

Previously approved COA applications may be used as proof of lineage unless they are on a line that has been “closed” or found to be deficient.

- Underline pertinent information in red (all items supporting facts entered on the form) on each source document. In the margin, identify the generation to which each fact applies (i.e., G13).
- Do not use highlighter on any documents.
- Use standard abbreviations, such as: bpt (baptised), bur. (buried), chr. (christened), DB (Deed Book), Kt. (knight), MB (Marriage Bond), MCS (Magna Charta Surety), MP (Member of Parliament), WB (Will Book), WD (will dated), WP (will probated), WD (will dated), WW (will written).
- If a document is used as proof for more than one generation, submit only one copy of the document. Underline and identify information used for each generation.
- Make certain that documentation is included that proves the connection between each generation (i.e, Gen. #13 is the son of Gen. #14).
- For a member’s first COA, all generations from the Colonial Ancestor to the Armorial Ancestor must be individually listed. Subsequent COA applications submitted on the ancestry of that Colonial Ancestor may utilize a “short” (or “shortcut”) form.
- When using a previously approved COA application as proof, information identifying the application should be noted in the “Reference” section. Example:
COA #34567, William the Conqueror; NN 22222, Jane Doe
[Note: “NN” is an abbreviation for National Number.]
- A COA application may include many generations and more than one previously approved COA may be used as proof. Include as documentation complete copies of all COAs used as proof of the lineage.
- If a copy of a previously approved COA downloaded from the online *COA Project* is used as proof, note in red at the top of the form: the COA number, date of approval, Armorial Ancestor, and member’s name and National Number. Example:
COA-P #34567, William the Conqueror; NN 22222, Jane Doe
- If additional or supplemental data is entered on an application using a previously approved COA application as proof, add the source for that data after the COA reference. Example:
[New:] Frederick Lewis Weis, The Magna Charta Sureties, 1215, 5th Edition, line 28A-1

- All documents should be submitted on 8.5 x 11 inch paper. They may be printed on both sides. Explanatory notes may be included if explanations are indicated.

Short Form (Shortcut) Applications. After a member's first COA application has been approved, she may find it expedient to utilize a "short" form (a "shortcut") when preparing subsequent COA applications. "Short" refers to the reduced amount of data entered, not to a different form. On a short form submission, generations may be lumped together when using previously lineages rather than re-typing data for every generation. There must be an "opening" generation for the shortcut and a "closing" generation. Specific guidelines:

- 1) Enter generations as explained above beginning with the Colonial Ancestor.
- 2) The parents of the Colonial Ancestor should always be recorded (and may be the "opening generation" for the shortcut).
- 3) When you get to the generation that has already been proven, enter the data from the approved application (in the example given above, this will be Generation #12) and is the shortcut's "opening" generation. Note as your reference the previously approved COA. Example:

Gens. 12-29: COA #34567, William the Conqueror; NN 22222, Jane Doe

- 4) Using the example above, the next entry on the form will be for Generation #29 which will be the "closing" generation for the shortcut. (Information for Generations 13 through 28 is not entered.) Add data from the approved COA. Example:

Gen. 29: COA #34567, William the Conqueror; NN 22222, Jane Doe

- 5) If the Armorial Ancestor you are proving is Generation #29, then you are finished. If not, continue by adding generations as usual until you get to your goal.
- 6) Make sure to account for each generation in the lineage.
- 7) Enclose copies of all approved COA applications being referenced on the form.

One-Generation Applications. If a member is very fortunate, she will find that her Colonial Ancestor was entitled to use a coat of arms and was, therefore, also her Armorial Ancestor. She can submit a quick, simple, one-generation COA application.

Determining that a Colonial Ancestor was of armorial bearing may be as easy as noting a reference in one of the books on early colonists that uses a title after the name (i.e., "Thomas Gerard, Knight"). Such titles indicate the ancestor was likely a member of the peerage. Another excellent indicator would be the use of an armorial seal on an official document.

The description of the coat of arms and the reference will be noted on page 1 of the application form as usual. On page 2, fill in the information for the first generation exactly as it appears on the approved Colonial Ancestor's application form including the references used. Then add the new reference that proves use of the coat of arms (not a description). Example:

General Instructions:

The COA Application and supporting documentation should be prepared and assembled using the following guidelines:

- The application should be printed on 22 lb. (or heavier), 25% cotton, 8.5 x 11 inch, acid-free, plain white paper using the downloadable form with the blue logo from the NSCDXVIIC website.
- The application should be printed on both sides of the paper, front to back.
- Print the application in color so the logo on page 1 is printed in blue.
- Do not mark, draw, modify, or use highlighter on the form, and do not fold it.
- Submit 3 copies of the completed application (original plus 2 copies). One copy of the approved application will be returned to you for your records, one is forwarded to Headquarters for digitization, recording for record, and permanent storage. The other copy is a “working” file copy for use by the Heraldry and Coats of Arms Committee.
- Enclose a check payable to NSCDXVIIC in the amount of \$25.00 for each application submitted.
- Enclose a complete copy of your approved membership (or supplemental) application for your Colonial Ancestor.
- Enclose a copy of the reference used for the coat of arms description (title page, publication page, and page containing the description) except those using *Heraldry—Coats of Arms*, Volume I, published by the NSCDXVIIC as the reference source. Prior approved COAs are not used as proof of the coat of arms description.
- Enclose a copy of all source documents used as proof of facts entered on the application (including the title page, publication page, and the pages containing proof).
- Underline pertinent information on each support document in red and note the generation number in the margin (i.e., G14).
- Do not send originals of supporting documents as they will not be returned.
- Any handwritten proof sources (non-printed documents) should be transcribed. Both the handwritten copies and the transcribed copies should be submitted.
- If a previously approved COA application is being used as a proof source, enclose a complete copy of each application referenced. If it avoids confusion with the numbering sequence, renumber the generations or mark the form up or make notes as indicated. The COA is being used as a “work” copy.
- Up to five applications may be submitted at a time. More may be submitted if the applications are for a direct line of ancestors.

Coat of Arms application formss, fees, and supporting documents should be sent to:

Wanda Samek, Chairman
Heraldry & Coats of Arms Committee, NSCDXVIIC
P. O. Box 52279
Denton, TX 76206-2279

Review of Applications:

Each COA application submitted will be examined carefully to verify that the lineage is correct and the documentation submitted supports that lineage. It is the applicant's responsibility to provide sufficient proof of the lineage and for each fact stated on the application.

If the lineage of a Colonial Ancestor is found to be deficient, that ancestor is placed on a "closed" list. This means that Coat of Arms applications will not be accepted based on the lineage of that Colonial Ancestor until new proof is provided that cures the deficiency. Ancestors on the "closed" list may be found on the *Heraldry* section of the National website. Additional information about the reason for closing the line is available.

There is a compilation of "Suggested Sources" on the website under the *Heraldry* section. If a reference appearing in the category marked "Not Acceptable" is used as proof on an application, that proof will not be accepted, and the data from that source will be disallowed.

Previously approved COA applications are acceptable as documentary proof--unless the line has been categorized as "closed" or it contains discernible errors. In such cases, the application will not be reviewed.

If the application cannot be approved, and if the issue is a minor one, the member will be contacted and suggestions made for resolving the problem. If the application will require substantial additional effort to make it acceptable, the applicant will be notified via email. Neither applications nor fees will be returned/refunded. No credits will be given.

After Approval:

Upon approval, one copy of the COA application will be returned to the member with the date of approval and the number assigned to the COA will be stamped on the form. The packet will include a certificate acknowledging approval of the Armorial Ancestor and a letter verifying approval of the COA registration from the Chairman.

The ancestor's coat of arms will be registered and the COA entered into the Society's database and will be added to the member's personal profile. A digitized copy will appear on the Coat of Arms Project page of the National website.

After a COA application has been approved, please make two copies of page 1 of the approved application. One copy should be given to the Chapter's Heraldry and Coats of Arms Chairman. The other copy should be mailed to the State's Heraldry and Coats of Arms Chairman. The information will be utilized by these Chairmen for annual reporting and recordkeeping and will ensure your state and chapter get credit for the accomplishment.

An approved COA application entitles the member to purchase and wear approved Heraldry Insignia on the official NSCDXVIIC ribbon. Insignia may be ordered by phone (1-800-786-5890) or online from Hamilton Jewelers (<http://www.hamiltoninsignia.com/categories/Colonial-Dames-IXVII-Century>).



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Heraldry and Coats of Arms

Wanda Samek, Chairman

P. O. Box 52279, Denton, TX 76206-2279
Phone (940) 320-1810 • wanda@sameks.us

Joan Vranesa, Co-Chairman

1508 Victoria Drive, Denton, TX 76209-7600
Phone (940) 382-5353 • jvranesa@aol.com

SUGGESTIONS FOR FINDING YOUR ARMORIAL ANCESTOR

If you have one of those “elusive” ancestors, there is no doubt that finding your first Armorial Ancestor is your biggest challenge, but with perseverance, it is highly likely that it can be done using some of the several helpful resources and finding aids that are available.

- Go to the NSCDXVIIC website (colonialdames17c.org), log in, select “Members” from the gray bar menu; from the pull-down menu, select “COA Project,”) and then just explore (try several options). If you find a COA listed, click on the link in the right column to see the application. The approved application will contain a list of sources used in proving the COA and it can even be used as a reference source.
- From the NSCDXVIIC website (colonialdames17c.org); log in, go to “Members,” then from the pull-down menu, select “Directories”, from there, select “Approved Coats of Arms”). Enter the name of your Colonial Ancestor to see if a COA has already been approved for that ancestor. A copy of the approved application may be used as proof for your new COA application and will likely be available for download from the COA Project page of the National website.
- Look in *Heraldry—Coats of Arms*, Volume I, published by the NSCDXVIIC, for COAs previously approved for your ancestor (available on the Heraldry page of the National website).
- A list of COAs approved since the last publication of the NSCDXVIIC newsletter, *The Seventeenth Century Review*, are printed in each new edition.
- If you have found your ancestor in one of these places (and printing the application is not an option), you may want to order a complete “record copy” of the application from National for \$10.00 per application. The order form is available on the website.
- Check for your Colonial Ancestor in the *New England Historic Genealogical Society’s Roll of Arms Index*, NEHGS, at committeeonheraldry.org/roll-of-arms/index-to-the-roll-of-arms/. If the Colonial Ancestor is listed, the lineage has already been proven.

- Look for your *Colonial Ancestor in the Order of Americans of Armorial Ancestry Index*, OAAA, at armorial.us/arms.htm. If your Colonial Ancestor is listed, the lineage has been proven.
- Check for your ancestor in *Matthews' American Armory and Blue Book* by John Matthews and other records of early colonists who had a coat of arms.
- If none of the above sources were productive, it is time to resort to old-fashioned research. Start by using the books listed on the NSCDXVIIC website as "Suggested Sources" to search for your Colonial Ancestor.
- Refer to various online sites such as Ancestry.com, FamilySearch.org, Geni.com, HeritageQuest.com, FindAGrave.com, MyHeritage.com, FindMyPast.com, WikiTree.com, and other similar sites. Several of these sites are free; some are subscription or fee-based. Information found on these sites does not constitute proof, but can oftentimes provide useful clues. Although these sites may not be used as referencers, they sometimes note the sources used and these documents can be located and utilized.

There are numerous sources available on the internet that are very helpful. Books that are beyond the copyright restrictions are available in full on sites such as googlebooks.com, archive.org, hathitrust.org, etc. Also check the online libraries provided by familysearch.org and ancestry.com. You can find books such as *Burke's American Families with British Ancestry* by Sir Bernard Burke and John Burke and many others.

Chapters often have a Heraldry Chairman who will be willing to assist. Chapters and State Societies often offer COA programs or workshops for the purpose of helping members discover their Armorial Ancestors. Ask your Heraldry Chairman if a program is available in your area or if she would be willing to conduct one for your chapter.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Insignia

Marsha Young

2001VZ County Rd 1507 Van, TX 75790-2545

903-963-7561 903-574-1608 (C) mrszorro@hotmail.com

2023-2025 Directives

The Insignia Chairman's responsibility is to answer any questions you may have about the Insignia of the Society and to report annually the number of pieces purchased and the dollar amount of your purchases. The Insignia Chairman does not authorize or place orders.

All members of Colonial Dames Seventeenth Century are entitled to purchase and wear the following three pins: The Chapter Bar, the Ancestor Bar, and the Official Emblem.

FORMS AND ORDERING: Orders may be placed by phoning Hamilton Insignia at 1-800-7865890, on-line: [hamiltoninsignia.com/categories/Colonial-Dames XVII-Century](http://hamiltoninsignia.com/categories/Colonial-Dames-XVII-Century) or by mail (address below) send to Hamilton Insignia and they will obtain approval for you from the Registrar General. Address: Hamilton Jewelers Insignia; 930 Town Center Drive G-50; Langhorn, PA 19047.

Remember to report your purchases to your Chapter Chairman, who will report to your State chairmen on the National Insignia Report Form found on the CDXVIIC members only website. Note: **only sales and engraving costs** are to be reported, do not include shipping costs. All Chapter reports should be sent by 15 January to the State Chairmen, who must send (preferably by email) their reports to the National Chairman by **15 February**.

CORRECT WEARING OF INSIGNIA: The Insignia of the Society shall be worn over the heart, whether a single pin or several, are placed on a Society ribbon. It shall never be worn as an ornament or placed on the right side of a garment. The Insignia ribbon is not to exceed 12 inches in length, and when additional ribbon is required, the order of placement of Insignia is followed beginning with the outside ribbon and continuing on the inside ribbon, ending with the suspended emblem, per the National Handbook. Up to four attached ribbons, of the same length, may be worn. Ribbons may be purchased from Hamilton or Pamela Wright.

Insignia may be worn with appropriate clothing to Colonial Dames functions, members funerals, and markings. It may be worn when representing the society. It is never worn in restaurants, on the street, in cocktail lounges or other public places unless it is the venue of a Colonial Dames function.

Order of placement of Insignia on the Official Ribbon is listed in the National Handbook, which is available on the Members Only website for your convenience. Please contact me with any insignia questions you may have.



National Society Colonial Dames XVII Century

Insignia

Marsha O'Dell Young, National Chairman
2001 VZCR 1507
Van, TX 75790-2545
903-963-7561(h) 903-574-1608(c)
mrszorro@hotmail.com

2023-2025 Annual Report

Name of State _____ Name of Chapter/ID _____
Name of State/Chapter Chairman _____
Address _____ Email _____
City/State/9 digit Zip Code _____

Qty.		Total Cost		Qty.		Total Cost
	Official Insignia				Electronic Imaging	
	Ancestral Bar				25 Supplemental	
	Chapter Bar				50 Supplemental	
	Miniature Insignia				100 Supplemental	
	Recognition Pin				Library	
	Filigree Charm				Endowment	
	Organizing Chap Pres				Docent	
	Chapter President				Nat'l Outstanding Junior	
	Ex Chapter President				State Outstanding Junior	
	Chapter Officer				National Page	
	Chapter Chairman				State Page	
	Charter Chptr Mbr				Microfiche	
	25 Year Pin				National Chorus	
	50 Year Pin				State Chorus	
	Organizing St. Pres.				Scholarship	
	State President				Pocahontas	
	Ex State President				Vol. Genealogist	
	State Officer				History Award	
	Ex State Officer				Outstanding Service	
	State Pres. Club				Military Service	
	National Officer				VAVS	
	Appointed Nat'l Ofcr				Military Volunteer Svc.	
	Ex National Officer				Junior Member	
	National Chairman				Nat'l Vice-Chairman	
	National Officer Club				President General Pin	
	Heraldry Bar				State President Page	
	Heraldry Pin					
	Heraldry Charm				TOTALS	

CHAPTER CHAIRMAN: Please send one copy of this report to the State Chairman **by January 15**. Retain one copy for your files.

STATE CHAIRMAN: Please summarize reports from the Chapters in your State. Send one copy to your State President, send one copy to the National Chairman **by February 15** and retain one copy for your files.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Insignia

Order of Placement of Insignia on Official Ribbon

Insignia of the highest office served is placed on the top. If there is more than one ribbon, start at the top of the outside ribbon working, from the top, down towards the bottom of the inside ribbon (closest to your heart) where the Official Emblem should hang from the bottom of the ribbon. See illustration.

National or Ex National Officer	Docent
Appointed National Officer	State Outstanding Junior
National Chairman	State Chorus
National Vice Chairman	State President's Page
Organizing State President	State Page
State President or Ex State President	Endowment Fund
State Officer or Ex State Officer	Library Patron
State Chaplain or Ex State Chaplain	General Scholarship Fund
State Chairman	Pocahontas Headquarters
Organizing Chapter President	Rewiring/Maintenance <i>(no longer available)</i>
Chapter President or Ex Chapter President	Electronic Imaging
Chapter Officer	100 th Anniversary <i>(no longer available)</i>
Chapter Chairman	Centennial <i>(no longer available)</i>
National Outstanding Service Award <i>(Recipient selected by President General)</i>	Fleur de Lis <i>(not supplied by Hamilton)</i>
National Outstanding Junior <i>(Recipient selected by Committee of 3 HPGs)</i>	250 Celebration <i>(not supplied by Hamilton)</i>
National Officers Club	Fifty Year
State Presidents Club	Twenty-Five Year
Volunteer Genealogist	Junior
Microfiche	Charter Chapter Member
Heraldry and Coats of Arms	Chapter Bar
VAVS	Supplemental Bar
Veterans Service	100 Supplemental
Military Service	50 Supplemental
President General's Page	25 Supplemental
National Page	Ancestor Bar
National Chorus	Official Emblem <i>(oval lady)</i>
National Conference Committee <i>(Two years working on Conf. Committee)</i>	



National Society Colonial Dames XVII Century

Junior Membership

Suzanne Anderson
PO Box 20454
Cheyenne, WY 82003-7032 307-701-5510 suzand2010@yahoo.com

2023-2025 Directives

A goal for every chapter should be to encourage members to recruit and retain their young family members and friends between the ages of eighteen (18) and thirty-six (36) to join and assist with its projects. Juniors are essential for the growth and continuation of the Society. Chapters need to support their Junior members, making it possible for them to actively participate in events and to learn more about Colonial Dames XVII Century at every level.

A Junior Membership application fee is one-half of the regular application fee. Junior membership dues are one-half of regular dues, until, but not including, the year that she turns thirty-six prior to January one. Thus, in the year when her thirty-sixth birthday will occur prior to January one, she is no longer eligible for the reduced rate. All Junior Members are eligible to purchase and wear a Colonial Dames XVII Century Junior Member pin.

To recognize the work of outstanding young Dames, the Committee sponsors an Outstanding Junior Member Contest annually. The contest is designed to reward outstanding achievements in many fields.

Chapters should recognize their hardworking Juniors as their "Chapter Outstanding Junior Member," nominating them for "State Outstanding Junior Member." Each State Society is encouraged to name a winner of their State's Contest and present that young lady with an award at their State Conference. The State winner will then be entered in the National competition. From among the State winners, one National winner shall be selected to receive an award at the National Conference. Make this recognition, even on the chapter level, special for your Juniors.

ANNUAL JUNIOR MEMBERSHIP REPORT:

Chapter Chairman: Submit your completed report to your State Chairman before January 15th. Chapter Chairman should receive the form from their State Chairman.

State Chairman: Submit your State report to the National Chairman by February 15th. The National form can be altered so that you can use it on the State level, but be sure to change the contact information to reflect your own and not that of the National Chairman.

OUTSTANDING JUNIOR MEMBER CONTEST:

Each Chapter and State shall appoint a chairman to assist the National Chairman in building Junior membership in our organization.

Chapters can nominate a Junior member as their Chapter Outstanding Junior. Chapter Outstanding Juniors who have ten points are eligible to be entered in the State Outstanding Junior Contest. For those Chapter Outstanding Juniors not eligible to enter the State contest, Chapter Presidents can forward the Junior's name to the State Chairman to be recognized as a Chapter Outstanding Junior, provided that the President includes a note stating that the Junior is not entering the State contest.

The State Outstanding Junior Member Contest is open to all Junior members between the ages of 18 and 36 when nominated, may be single or married, who have earned a minimum of ten points. A form for reporting the qualifications of the State winner to the National Chairman is included in the Report Form Packet. The Junior Member must show documentation of her service. The State Chairman shall receive reports and shall keep records of the contest winners. The State Chairman shall contact the Chapter Junior Membership Chairman of the nominees, in a timely fashion, to advise the results of the contest. This way, the winner of the Outstanding Junior Member Contest will be able to make plans to attend the State conference where she will receive the award. State societies shall provide the State Outstanding Junior Member pin to present to the winner.

POINT SYSTEM FOR OUTSTANDING JUNIOR MEMBER CONTEST:

Judging shall be based on the following percentages:

Colonial Dames XVII Century activities	65%
Other patriotic and lineage organizations and genealogical activities (including offices held, awards, etc.)	5%
Church, civic, cultural, Colonial Dames activities (tech support - web pages, FaceBook pages, yearbooks, etc.) and other	20%
School honors and awards	10%

The following point system should be used only as a guide and **not decisive** in making your decision for Colonial Dames XVII Century activities:

National Officer	8 points
National Chairman	4 points
Delegate to National Conference	2 points
Page at National Conference	2 points
Member of National Chorus	1 point
Organizing State President (or President)	5 points
State Officer	4 points
State Chairman	3 points
Delegate to State Conference	1 point
Page at State Conference	1 point
Page at State Board of Management Meetings	1 point
Page at National Board of Management Meetings	2 points
Member of State Chorus	1 point
Chapter President or Organizing President	3 points
Chapter Officer	2 points
Chapter Chairman	1 point
Chairman of a Special Event (State or National)	2 points
Special Appointment by State President or President General	2 points

Points stay with the member, even if she transfers to another chapter or state. Points are cumulative until she is no longer a Junior Member.

STATE JUDGES: Judges for the State contest should be three (3) Honorary State Presidents.

The State Chairman needs to form the appropriate committee to judge all of the contest entries that have the required number of points. If there is only one entry from a state, she shall be the State Outstanding Junior Member winner. After the winner is determined, the State chairman needs to submit three (3) copies of that winner's contest form with a black and white photograph to the National Chairman **by January 15th**.

NATIONAL JUDGES: Judges for the National Contest should be three (3) Honorary President Generals.

Only one (1) member may be nominated from each state to the National Contest. Only those submitted by the State Junior Membership Chairman or State President will be considered for the National Contest. All the State Outstanding Junior winners will be entered in the National Outstanding Junior contest. The National winner is announced at the Awards Luncheon at the National Conference. The National winner may not re-enter the contest.

NATIONAL OUTSTANDING JUNIOR CONTEST FORM:

Junior members need to complete the Outstanding Junior Member Nomination Form 2021-2023 to enter their State Outstanding Junior Contest. To be entered in the contest, Juniors must complete the form according to the included instructions. Juniors need to send three (3) copies of their completed contest form with a copy of a black and white photograph to the State Junior Membership Chairman **by December 15th**. Please remember to submit all forms before their assigned deadlines so that Junior members can be recognized on the State and National level, as they deserve.

Please do not tally the points for the National contest nominee.

If you have questions regarding the point system or Contest, please contact this Chairman.



National Society Colonial Dames XVII Century

Junior Membership

Suzanne Anderson
PO Box 20454 Cheyenne, WY 82003-7032
307-701-5510 suzand2010@yahoo.com

2023 -2025 Annual Report Form

Report should cover January 1st through December 31st

STATE Chairman: Submit one copy of this report to the NATIONAL Chairman by February 15th _____

Name of State _____

Name of State Chairman _____ National Number _____

In Unorganized States _____ National Number _____

Contact information of person reporting:

Telephone _____ Email _____

Address _____

Total Number of NEW Junior Members: _____

Total Number of NEW Junior Members serving as officers/chairmen on State Level: _____

Total Number of NEW Junior Members serving as officers/chairmen on National Level: _____

CHAPTER Chairman: Submit one copy of this report to the STATE Chairman by January 15th _____

Name of Chapter _____ Chapter ID _____

Name of Chapter Chairman _____ National Number: _____

Contact information of person reporting:

Telephone _____ Email _____

Address _____

Total Number of NEW Junior Members: _____

Total Number of NEW Junior Members serving as officers/chairmen on State Level: _____

Total Number of NEW Junior Members serving as officers/chairmen on National Level: _____



National Society Colonial Dames XVII Century

Junior Membership

Suzanne Anderson

PO Box 20454 Cheyenne, WY 82003-7032

307-701-5510 suzand2010@yahoo.com

Outstanding Junior Member Nomination Form 2023-2025

Nominee's Name: _____

Address: _____

Chapter Name & ID#: _____ State: _____

National #: _____ Age: _____ Birth Date: _____

Chapter Chairman's signature: _____ Date: _____

State Chairman's signature: _____ Date: _____

State President's signature: _____ Date: _____

Nominee's Activities: (List on page 2) Include the following:

- CDXVIIC Activities (use point system in the 2021-2023 Directives)
- Other Patriotic and Hereditary organizations (include offices held, awards, etc.)
- Church, civic, cultural and other Colonial Dames activities (tech support – web pages, FaceBook pages, yearbooks, etc.)

Chapter Chairman: Submit your completed form to State Chairman by January 15th

- Send four (4) copies of the nomination form with proof for each point attached.
- Include a small black and white glossy photograph of the applicant.

State Chairman: Submit State Winner's form to the National Chairman by February 15th

- Send four (4) copies of the nomination form with proof for each point attached.
 - Include a small black and white glossy photograph of the applicant.
 - Each nominee should have a minimum of ten (10) points.
- DO NOT tally points for the National contest nominee.

RULES: Nominee must be between the ages of 18 and 36 when nominated, may be married or single. Only one (1) member may be nominated from each state to the National Contest. Only those submitted by the State Junior Membership Chairman or State President will be considered for the National Contest. The National Winner may not re-enter the contest. The applicant must not be 36 before December 31st of the year applying.

JUDGES: Judges for the State contest should be three (3) Honorary State Presidents. Judges for the National Contest should be three (3) Honorary President Generals. Mrs. Mary Stagg Johnston, Chairman; Mrs. Nancy Smith Ackerman and Mrs. Elizabeth Snuggs McAteer

Nominee's Name: _____

pg. 2

CDXVIIC Activities (Point system is in the 2021-2023 Directives)

Other Patriotic and Hereditary organizations (include offices held, awards, etc.)

Church, civic, cultural and other Colonial Dames activities (tech support – web pages, FaceBook pages, yearbooks, etc.)

School and awards



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Long Range Planning

Nancy Smith Ackerman, Chairman
5597 Marshall House Ct., Burke, VA 22015-2141
Telephone: 703-425-9192 Email: genenan@aol.com

2023-2025 Directives

As established in Article VIII, Section 14 of the National Bylaws, the duties of the Long Range Planning Committee are two-fold. First, the Committee is to “determine the important priorities of the Society over a period of ten (10) to twenty (20) years.” Second, the Committee is to “research these priorities and determine if they are feasible for the Society.”

Throughout this administration, this Committee will continue to look at the overall needs of our Headquarters Building while prioritizing issues including ongoing necessary repairs, climate control and space demands in the Library and Office.

Our beautiful Headquarters Building was constructed in 1884. When dealing with a property of this age, repairs are constant. The four story Building is nearly 7000 square feet in size and consists of 23 rooms which house our Office, Library, Museum collection, furnishings and many artifacts. Over the years, the Building has begun to show wear, and renovation is becoming essential in certain areas.

The Library collection has continued to grow, again through the generous donations of books from members and chapters. During the past administration, additional shelving was installed in the rear of the Library to house our growing collection. But, this shelving is only a temporary measure. A plan to redesign and maximize space for the Library is needed.

The Library and Museum collections are instrumental to the Society’s maintaining its tax exempt status.

The Office square footage on the Garden Level is very limited. The digitizing of files and records is helpful to maintaining more available storage space in the vault. Future needs include redesigning the Garden Level to maximize an efficient working environment for our staff.

As Chairman of this Committee, I welcome your thoughts and ideas. As we all work together to promote the National Society Colonial Dames XVII Century, our Society will continue to grow and flourish for generations to come.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Marking and Preservation of Historic Sites

Suzanne Bell Fichter, Chairman 4502
Orr Drive, Chantilly, VA 20151-2524
Telephone: 703-378-7023 Email: sbbf99@aol.com

2023-2025 Directives

Our revered Society is based on history and heritage. An important and vital way to keep history alive and relevant is to mark and preserve historic sites for the purposes of education and enjoyment for today's generation and all future generations.

Historic Preservation is one of President General Nan Smith Ackerman's National Projects. As Colonial Dames we have the opportunity and responsibility to facilitate sharing our nation's history through site marking, preserving properties and fostering education of our designated properties. Let's promote and encourage these objectives by visiting marked sights, investigating new sites and volunteering at established sites.

SELECTING A SITE: A site must be of historic significance to the community in which it is located. The site need not necessarily be of the Colonial era, just be a site of historical significance. Approval cannot be given to a site which honors only an individual. A person's name may appear on the marker if it describes the site or a historical event. Photographs of the site or structure will enhance the application and be appreciated.

1. After a site has been selected, written permission to mark the site must be secured from the owner, manager, or municipality responsible for the site.
2. The **Requesting Chapter** shall determine the location and type of marker most suitable for the site. The requestor shall complete a '**Request to Mark**' application form and compile a package of all necessary supporting documentation prior to acquiring the **Chapter President's Endorsement signature**. The endorsed form with site permission letter and required supporting documents shall be provided to the State Marking Chairman. It is advisable for the Chapter to keep a copy of all documents for their records.
3. The **State Marking Chairman** shall review the '**Request to Mark**' application package to verify all the necessary information is present and the application form contains a description of the site, its historical significance, a description of the marker including the wording for the marker, and that a site marking permission letter is attached. The **State Marking Chairman** shall sign the '**Request to Mark**' Form and submit the application package ('**Request to Mark**' form, Permission to Mark Letter, photographs, and support documentation) to the National Marking Chairman.
4. The **National Marking Chairman**, shall assign each '**Request to Mark**' application package a unique identification number. Each package shall be reviewed to ensure the site and requested marker are compliant with National Guidelines. The **National Marking Chairman** will work with the **Requesting Chapter/State** to resolve any issues or concerns prior to recommending approval to the **President General**. (Allow 30-45 days for official review and approval.) Upon approval by the **President General**, the **National Marking Chairman** shall notify the **Requesting Chapter/State** at which time ordering of the marker may proceed.

5. After receiving email confirmation of approval, the marker may be ordered from Classic Bronze Resources LLC, Mr. Richard Stein (513) 600-9048, email: classicbronzeresources@fuse.net, Website: www.classicbronzeresources.com or any other marker manufacturer. Should another marker company be used, the emblem must be reproduced correctly. The Lady's bonnet must appear in exactly the correct position.
6. After the marker company confirms the order and advises the delivery date, the dedication ceremony may be planned.
7. After the marking ceremony has occurred, the Requesting Chapter should submit an article with photographs to The Review magazine at CD17Review@gmail.com.

NATIONAL MARKER DIRECTIVES: The National Society's emblem must be placed on the top center or top left of the marker. NOTHING may be placed above the emblem. The marker must include the name of the State Society or Chapter and the words "Colonial Dames XVII Century". The insignia or emblem of another society is not permitted on a CDXVIIC marker. For joint markings, the emblems of other societies may not be used and the names of the other National Societies shall be listed on the marker in the order of the organization of the National Societies.

MATERIAL APPROVED FOR MARKERS: Markers may be made of bronze, wood, aluminum, granite, marble, or other suitable materials. All lettering must be raised or engraved and lettering must be a suitable size for reading from a short distance. Markers may be installed indoors or outdoors.

PRESERVATION: Describe the preservation efforts made to preserve a site and provide the exact location of the site. Report the financial support and time spent on the project including any work on grounds or existing marker. Photographs are encouraged.

REPORTING: Please use Form II "Annual Report" for reporting the Marking Event. The Chapter Marking Chairman's Report must be submitted to the State Marking Chairman by January 15th. The State Marking Chairman's Report must be submitted to the National Marking Chairman by February 15th. Attachments may be included when necessary.

I look forward to working with all Chapter and State Marking Chairmen. Please contact this Chairman if you require any additional information or assistance. Together we'll be integral in preserving and marking our Nation's history.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Marking and Preservation of Historic Sites

Suzanne Fichter, Chairman
4502 Orr Drive, Chantilly, VA 20151-2524
Telephone: 703 378 7023 Email: sbbf99@aol.com

2023-2025 Request to Mark Form I

(Type or print clearly and provide a response for all fields, use N/A if Not Applicable)

Chapter Name: _____ **State Society:** _____

Requestor Name: _____ **Email:** _____ **Telephone:** _____

Historical Period of Site *(i.e., Colonial, Pre-Civil War, etc.):* _____

Site Name: _____

Site Address: _____

Description and Historical Significance of Site *(Use separate page if necessary and provide photographs):*

Site Condition: _____GOOD _____DETERIORATED _____RUINS; *(Explain if in Danger of Destruction):* _____

Site Appearance: _____UNALTERED _____ALTERED; *(Explain):* _____

Site Location: _____ORIGINAL _____MOVED; *(Explain):* _____

Restoration in Progress *(Explain):* _____

Property Owner or Manager Name: _____

Email Address: _____ **Telephone:** _____

[Written Property Owner or Manager Agreement to Marking of Property Must be Included with this Form.]

Description of Marker *(Size and Wording):*

(Use separate page if necessary and attach draft marker drawing/photograph)

Type of Marker: ☐ INDOOR ☐ OUTDOOR ☐ FREESTANDING; **Marker Material:** _____

Date Request Submitted: _____ **Proposed Marking Date:** _____ **Number of Attachments:** _____

Approvals

Chapter President: _____ **Endorsement:** ☐ YES ☐ NO **Date:** _____

Signature: _____ **Email:** _____ **Telephone #:** _____

State Marking Chairman: _____

Information Verified: ☐ YES ☐ NO

Date: _____

Comments: _____

Signature: _____	Email: _____	Telephone #: _____
------------------	--------------	--------------------

National Marking Chairman: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____
Recommended:		
President General: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____
Approved:		
Reason if Not Approved: _____	Marking Request #: _____	



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Marking and Preservation of Historic Sites

Suzanne Bell Fichter, Chairman 4502
Orr Drive, Chantilly, VA 20151-2524
Telephone: 703-378-7023 Email: sbbf99@aol.com

2023-2025 Annual Report Form II

(Type or print clearly and provide a response for all fields, use N/A if Not Applicable)

Name of Chapter/State: _____ Prepared by: _____

Title: _____
Email Address: _____

A. MARKING REPORT:

Name of Site: _____ Marking Date: _____
Site Location: _____
Marker Type: _____ Marking Material: _____
(Indoor/Outdoor/Freestanding)

Brief Description of Marker (Include size and wording): _____

Please comply with National Guidelines by sending a Black & White Photo *(Suitable for Publication)* and a Brief Narrative *(Describing the Dedication Ceremony)* to both the National Marking Chairman and The REVIEW (CD17Review@gmail.com).

B. PRESERVATION REPORT:

Preservation of historic sites including repair, paint, or relocation of a marker or monument, enhancement of the surrounding landscape, gardening activities to promote visibility of the marker, financial support, i.e. money, artifacts, (not to include admission fees or travel), volunteer hours spent in restoration. (Site may or may not have been marked by NSCDXVIIC.)

Preservation Activity Date/s: _____ Describe Site/Location: _____

Joint Enterprise: No: _____ Yes: _____ If yes, name other participating organization(s): _____

Financial Support: _____

Amount donated: _____ Donated to: _____ Artifacts: _____

(Total Monetary value)

List Artifacts/Recipient: _____

Restoration Hours: No _____ Yes _____ If yes, hours _____
Name/Location of Site: Notes: _____



National Society Colonial Dames XVII Century

Membership

Deborah Lee Parkins Ayers

1828 State Route 238 Warsaw, NY 14569-9406

585-734-4043 debqom@gmail.com

2023-2025 Directives

As Membership Chairman for the Hiteshue Administration, this Chairman wishes to encourage Chapters to recruit new members, reach out to our local communities advertising the good deeds of our Society and keep meetings/programs interesting and fun. Ask all new prospective members about daughters or sisters who could join as applying for more than one person in a family is a very easy and quick way to increase membership. Invite friends from other organizations you have met and have genealogy workshops. Be open to prospective members even if they are not sure of their lineage as there are many twigs in our genealogy tree to follow. Challenge yourself to think outside the box and be on the leading edge with new ideas.

After membership chairmen have been appointed in chapters and state, please forward your names and emails to me.

This committee would like to recognize those membership chairmen for the creativity and hard work at the annual conference so please send in your Membership Form by the due dates: **January 15th Chapter Deadline to State Chairman; February 15th State Chairmen Deadline to National Chairman.**

Please feel free to contact me at any time with any questions or problems with applications as every prospective member

is important. Let's make this year better than ever for our Society. The Membership committee challenges chapters to try to have multiple new member applications from the same family (i.e., daughter, sister, aunts etc.) and to have a 10% membership increase this year.

We will be acknowledging states who have increased membership by 10% and states who reach the newest members in the same family in relation to their state size.

Looking forward to a productive year and administration.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Membership

Deborah Lee Parkins Ayers

1828 State Route 238 Warsaw, NY 14569-9406

585-734-4043 debqom@gmail.com

2023-2025 Report Form

CHAPTER NAME: _____

1. Name of Membership Chairman: _____
2. How many members in your chapter? _____ How many prospective members (PMs)? _____
3. With the help of this chairman, how many members were added to your chapter? _____
4. Did you have a 10% net gain in membership? _____
5. Did you have multiple new members from the same family? _____ if so how many ? _____
#of families with multiple new member applications? _____
6. Has she been able to activate any inactive members? _____ If so, how many? _____
7. How many PMs were given help with their research? _____ How? _____
8. How do you follow-up with PMs? _____
9. What did your chapter do to make the PMs feel welcome? _____
10. How did you involve new members in the chapter? _____
11. Does your chapter have a PM/member workshop? _____ How many attended? _____
12. How many members attended your state workshop? _____
13. How many members attended your State Conference? _____ National Conference? _____
14. How did your chapter show appreciation to your members for all they had accomplished in your community? _____
15. Did you use the National Society's membership brochure? _____ How many? _____

***** Chapter Deadline to State Chairman – January 15th*****

STATE NAME: _____ **Chairman's National #** _____

CHAIRMAN'S NAME: _____

EMAIL: _____

1. Number of chapters in your state? _____
2. Number of members in your state? _____
4. Did your state have a 10% net gain in membership? _____
5. Did you have multiple new members from the same family? _____ if so how many ? _____ #of families with multiple applications? _____
6. How many chapters appointed a Membership Chairman? _____
4. Who is your Outstanding Chairman and why? _____
5. With the help of these chairmen, how many members were added to the chapters? _____
6. With the help of these chairmen, how many inactive members became active? _____

7. How many PMs in your state were given help with their research? _____
8. What did chapters in your state do to make the PMs feel welcome?

9. How do you follow-up with PMs?

10. How did your chapters involve new members? _____
11. Do you have a PM/member workshop? _____ How many members attended? _____
12. How many members attended your State Conference? _____ National Conference? _____
14. How did your state show appreciation to their members for all they had accomplished in their communities?
15. Were the National Society's membership brochure used? _____ How many? _____

*****State Chairmen Deadline to National Chairmen: February 15*****



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY Museum

Ruth J Linhart
2806 Marrickville Dr
Trophy Club, TX 7662-1199 571-643-1214
rinhart2010@gmail.com

2023-2025 Directives

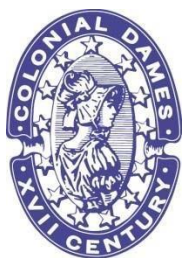
The National Chairman of the Museum has the responsibility of keeping inventory of all artifacts which have been donated to the Headquarters Museum and Textile Room. She records a full description of the item, the date received, the name of the donor and the Chapter through which the donation has been made. This chairman is responsible for describing the artifacts and display of the Museum artifacts in a binder.

Our Museum Room has been updated with new paint and reorganization of artifacts. Suitable glass front cabinets are used to display and preserve the artifacts and treasures presented to the National Society, depicting the Colonial heritage of our Nation.

State Societies and Chapters are encouraged to promote the Museum and Textile Room through funding and donations. When proposing an item for the Museum and Textile Room please submit the Museum Gift Form and photo to this Chairman for approval before sending any item to National. The Museum Chairman and /or Decorating Committee will send a confirmation of its acceptance to the donor.

This form is included in the Report Packet and available on the Member Only National Website.

This Chairman looks forward to any item proposed and thanks our Dames for their generous support.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Museum

Ruth J Linhart
2806 Marrickville Dr
Trophy Club, TX 7662-1199 571-643-1214
rinhart2010@gmail.com

2023-2025 State/Chapter Report Form

Gifts and/or monetary donations for the Headquarters Museum and Textile Room must be approved by the Museum Committee and the Headquarter Decorating Committee. Proposed donated items preferably should be from the American Colonial Period.

Name of Chapter/State _____ State _____ Date _____

Name of Preparer _____ Nat'l # _____

Address _____
CITY STATE ZIP

Telephone _____ email _____

NAME OF ITEM: _____

GIVEN IN HONOR OF: _____

GIVEN IN MEMORY OF: _____

APPRAISED VALUE: _____

DESCRIPTION AND PHOTO OF ITEM: _____

(Please use back of this sheet if needed)

TOTAL MONETARY DONATION FOR MUSEUM:

ADDITIONAL INFORMATION: _____

STATE REPORT – Due to National Chairman by February 15th

How many Chapters had a Headquarters Museum Program?

How many Chapters donated gift and /or monetary to the Headquarters Museum?

CHAPTER REPORT – Due to State Chairman by January 15th _____

Did your Chapter have a Headquarters Museum Program?

Did your Chapter donate a gift and/or monetary to the Headquarters Museum?



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Music Committee

Nathalie Steinbach

15 Mount Vernon Avenue Fredericksburg, VA 22405-2932

540-373-6352 vmsfred@earthlink.com

2023-2025 Directives

These are some things to do to promote music within your chapter and state:

1. Recruit Dames to sing in State Chorus, and National Chorus. Singing for 3 years in each respective chorus qualifies a chorister to purchase a pin (for both the State and National Chorus).
2. If a state does not have a State Chorus, help organize one.
3. To be considered for a National Music Award, submit a report describing special musical events, projects, and/or music programs (informational or performance) that took place in chapter during the year.
4. Write informational music programs that can be placed on-line and shared with other State Music Chairs.
5. Present informational programs on 17th century music to chapter.
6. Encourage the chapter vice-president to include a music program during the two years she is in office.
7. Invite local music organizations, churches, private and public schools, to present music programs.
8. Encourage all chapters to sing the National Anthem at every meeting. If needed, an accompaniment CD is available from the current National Music Chair.
9. Identify Dames who are pianists who can share their keyboard talents by accompanying chapters for singing the National Anthem, additional patriotic songs, and also accompanying State Chorus and National Chorus.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Music

Nathalie Steinbach
15 Mount Vernon Avenue Fredericksburg, VA 22405-2932
540-373-6352 vmsfred@earthlink.com

2023-2025 State/Chapter Report

Name of State/Chapter _____ State _____

Name of Chairman _____ Nat'l # _____

Address: _____
CITY STATE ZIP

Telephone: _____ Email: _____

STATE REPORT – Due to National Chairman by February 15th

How many chapters in your state? _____ Fill in report below using chapter

data. CHAPTER REPORT – Due to National Chairman by January 15th

1. How many members are in your State/Chapter? _____
2. Does your State/Chapter sing the National Anthem at meetings? If no, why not? _____
3. _____

4. How frequently are music programs presented (actual music or spoken report)? _____
5. How many chapter members participate in the State Chorus? _____ National Chorus? _____
6. Are you, as a State/Chapter Music Chair, willing to help recruit State/National Chorus members?
Yes ☐ No ☐
7. Are you willing to be in the National Chorus in April? Yes ☐ No ☐ If no, would you state reasons why not? _____

8. Are you aware that music programs are available for your use on the National website? Yes ☐ No ☐
If yes, have you taken advantage of these music programs to present to your chapter? Yes ☐ No ☐
If so, which ones?



National Society Colonial Dames XVII Century

National Defense

Natalie Flowers

124 Lantern Alley Silverthorne, CO 804-9521

303-888-4440 natalieflowers08@yahoo.com

2023-2025 Directives

The National Defense Committee shall:

- a. inform members regarding policies or legislation which protect, strengthen, or weaken our Republic:
- b. preserve the ideal for which our country was founded as stated in the Constitution of the United States of America.

The Department of Defense was founded and shortly known as the “National Military Establishment.” Its main responsibilities are to control the Armed Forces of the United States. DoD was established in 1947 and divided into three major departments Army, Navy and Air Force. There are many agencies that have evolved under DoD as our country’s security has been threatened. Last year legislation was approved to create the United States Space Force to protect our national interest in outer space. Another that has evolved as our technology has changed is Cyber security. The United States Cyber Command is one of the eleven unified combatant commands of the DoD. Its mission is to direct, synchronize and coordinate cyberspace planning and operations to defend and advance national interest in collaboration with domestic and international parties. Cyberspace is a domain of conflict alongside the air, land, sea and space domains.

The history of DoD departments/agencies that have become a necessity because of changing ways required to protect our country. This chairman would suggest that all chapters have a program selecting a DoD department and research how it evolved, why was it established for our defense.

Please contact this chairman if you require assistance.

January 15th is the due date for the Chapter Chairman to report to the State Chairman

Feb 15th is due date for the State Chairman’s report to reach the National Chairman.



National Society Colonial Dames XVII Century

National Defense

Natalie Flowers

124 Lantern Alley Silverthorne, CO 804-9521

303-888-4440 natalieflowers08@yahoo.com

2023-2025 Report Form

This report is for Chapter ☐ State ☐

Name of Chapter or State Chairman: _____ Nat'l # _____

Address _____

Telephone _____ email _____

Chapter Report – Due to State Chairman by January 15th

Name of State or Chapter _____ Chapter # _____

Did your chapter have a program on the history of a DOD department? Yes ☐ No ☐

Did your chapter have a program on any National Defense activity? Yes ☐ No ☐

Please describe your programs: _____

State Report _ Due to National Chairman by February 15th

Number of Chapters _____ Number of Chapters Reporting _____

Please list the National Defense Activities done by your state. _____

How many chapters had a program on the history of a DoD department? _____

How many chapters had a program on any National Defense activity? _____

A report of “No Report” is acceptable if no activities were done. You may attach one extra written page but no photos or other items are necessary.



National Society Colonial Dames XVII Century

Printing and Publications

Nancy McBride Wark

1818 Therrell Farms Rd Marvin, NC 28173-7373

704-256-3263 (h) 408-813-5622 (c) nancywark1@hotmail.com

2023-2025 Directives

The duties of the Printing and Publications Chairman include responsibility for the printing of the Goldenrod and Summer Packet, working directly with the President General, Corresponding Secretary General, Seventeenth Century *Review* Chairman and Technology Support Chairman to complete this publication.

The Goldenrod is mailed out with the first *Review* of the new administration as a supplement to the *Review*. The first half of the Goldenrod is a Directory of National Officers and Chairmen. This information comes from the Corresponding Secretary General to the Printing and Publications Chairman. The second half contains all the directives for National Officers and Chairmen. Information for this section is first sent by the National Officers and Chairmen to the President General for her approval. Once the material is approved by the President General it is forwarded to the Printing and Publications Chairman. Directives can be forwarded as each are approved. The directory and directives are assembled by the Printing and Publications Chairman to create the Goldenrod. Once the final draft is ready and has been approved in its final format by the President General, it is forwarded by the Printing and Publications Chairman to the Seventeenth Century Review Chairman to be included in the mailing to with the *Review*. The approved final draft must be received by the Seventeenth Century Review Chairman before June 15.

The Summer Packet is basically the same material as the Goldenrod except that it includes forms and headings on each a page. The Printing and Publications Chairman will strive for uniformity in appearance, font style, type size, etc. The information is uploaded to the website under each respective National Officer or National Chairman's section by the Technology Support Chairman who will make the forms "writable". The information is then consolidated into one continuous word document for the online version of the Summer Packet.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Public Relations Report

Kathy Stoess Kessinger, Chairman
1204 Stonelilly Dr., Jeffersonville, IN 47130-8466
Telephone: 812-987-2132 Email: ksk1814@outlook.com

2023-2025 Directives

This committee is dedicated to helping chapters and state societies educate members as well as our communities about CDXVIIC objectives and accomplishments. Positive communication is important to the success of our organization. Our society has always done great work but many who are qualified to join, have never heard of our group or understand why they would want to join. Proactive communications is essential to success in promoting public awareness and increasing membership. Share stories of meetings, markings and good works. The friendships and fun of Colonial Dames 17th Century are also important stories to tell.

Promoting CDXVIIC to Your Members

Start with your own chapter. Members who are informed feel more connected and become more active. Active members are more likely to bring in new members. Take the time to evaluate the tools you are using to make all members feel important. Do you have newsletters, yearbooks, emailed meeting reminders, phone trees and Facebook pages? Are you using the national pamphlets, junior membership pamphlets, or pamphlets created by your state or chapter? Are you meeting at times convenient to working women? Today's members and prospective members are busy, and club work does not play the role that it did for their mothers and grandmothers. Are we making our organization meaningful to them? These communication tools are also vital at the state level. When the members leave their chapter and state meetings, do they feel that they have learned something and have had fun?

Promoting CDXVIIC to the Public

Reaching out to local news outlets can be difficult. Make sure that you are professional and persistence with well written press releases. Are your articles and photographs showing your work in the community? Print and broadcast media are not your only avenues. Social media is also an important tool to consider with websites and Facebook. Strive to make an impression on everyone in your community. Distribute brochures at historical societies, libraries, historic homes, and museums. Be visible in parades, community festivals, genealogical conferences, and in schools. Remember that all that we do is a form of public relations.

Please submit your reports:

- Chapter to State Chairman by January 15
- State Chairman to National Chairman by February 15

I look forward to hearing how you are telling the story of Colonial Dames 17 Century.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Public Relations Report

Kathy Stoess Kessinger, Chairman

1204 Stonelilly Dr., Jeffersonville, IN 47130-8466

Telephone: (812) 987-2132 Email: ksk1814@outlook.com

2023-2025 Annual Report Form

Chapter Chairmen: send to State Chairman by January 15
State Chairmen: send to National Chairman by February 15

State/Chapter: _____ Number of chapters in state: _____

Submitter: (name) _____

Address: _____

Email: _____ Phone: _____

INTERNAL PUBLIC RELATIONS

Newsletters: Do you have a State/Chapter Newsletter? _____ Number of Publications/Year _____

Average # of pages for newsletters _____ Total number of chapters w/newsletters _____

Websites: Is there a State/Chapter Website? _____ Total number of chapter websites: _____

Facebook: Is there a State/Chapter group? _____ Total chapters w/groups: _____

Does your State have any other groups i.e. Heraldry Club? Explain: _____

How do they communicate? _____

Submissions to The Review: Total State/Chapter Photos: _____ Articles: _____

Total paid advertisements submitted: _____ Other examples of internal public relations: _____

EXTERNAL PUBLIC RELATIONS

Media: Total number of photos: _____ Total number of square column inches: _____ (length x width) Radio minutes: _____ Television minutes: _____

Social media: # public websites: _____ # public Facebook groups: _____ other: _____

Number of events in which you participated: parades: _____ grave markings: _____ historical markings: _____ Prospective member workshops: _____ genealogy conferences: _____

Other examples of PR: _____

Number of brochures distributed: National: _____ Junior Membership: _____ State: _____ Chapter: _____

Type of PR materials you would like to have: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

General Scholarship

Barbara Lynn Albright
2205 South Brook Dr., Fleming Island, FL 32003-8611
(904) 215-1788 baralbr@aol.com

2023-2025 Directives

Please note that the application form for the General Scholarship must be **requested by the student** and not by the family or by a chapter. Although emphasis for this scholarship is focused on the undergraduate, applications for Master's level work will be reviewed on a "case by case" basis. The applicant must have carried from the last semester of school a 3.0 GPA and a minimum of twelve (12) undergraduate credits/hours or nine (9) Master's level credits/hours. Credits/hours may not be combined from two or more different sessions/semesters to qualify for this scholarship. Any applicant must be planning to attend, or currently attending, an accredited college or university.

An applicant must submit 1) the completed application form; 2) two letters of reference; 3) a personal goals statement explaining why the scholarship is needed; and 4) the most recent transcript. Letters of reference/recommendation can be written by a business executive, a teacher, a minister, an employer, or another. The official transcript should be sent to the committee chairman **directly from the school**, either in paper or electronic format. This scholarship is not limited to, nor restricted to, members or relatives of members of Colonial Dames XVII Century. Any member-related application will, however, receive a priority point. Any applicant sponsored by a Colonial Dames XVII Century chapter will also receive a priority point. No two students from the same family unit may be awarded scholarships concurrently.

Scholarships are awarded for the fall and spring semesters. For the fall semester, all documents must be received by this chairman by **August 1**. For the spring semester, all documents must be received by **January 15**. These deadlines will be strictly enforced. The General Scholarship of the Colonial Dames XVII Century awards \$500.00 per semester, for up to four semesters, to a qualified recipient who has followed the renewal procedures. No student may be awarded more than four scholarships. After being awarded a scholarship for the first time, the student may request a renewal for futures semesters. Any student requesting a renewal must contact the Chairman (name/address above,) preferably by e-mail, by the above deadlines to document this request. The renewal applicant must also contact the school in a timely manner to ensure that the Chairman receives by the same deadline the transcript confirming the GPA and minimum credits/hours required above. Should a student transfer to another school, this Chairman must be notified at once and given the correct address of the new school.

No member is authorized to duplicate the application for distribution to schools nor may the application be placed on a website.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Johnston Scholarship

Nancy Ann Carter Billings
705 Heath Dr SE Huntsville, AL 35802-1918
256-883-6229 nncyblngs@aol.com

2023-2025 Directives

The Johnston Scholarship is given in memory of James Elwyn Johnston and in honor of Mary Stagg Johnston, Honorary President General. Mary Stagg Johnston served the National Society Colonial Dames XVII Century as the 37th President General from 2003-2005. This Scholarship will be one of the Society's top Scholarships. A student wishing to obtain a Johnston Scholarship must have a **3.9 GPA or higher** and must be a **High School Senior** at the time of application.

Application forms are obtained from the National Chairman. A student must submit a resume, transcript of grades in a sealed envelope from the school, a statement of the student's goals and aspirations, and two letters of reference. Letters of reference must be from a Colonial Dame member, business person, teacher, minister or employer. The **2024 deadline is February 15th**. This scholarship (4 semesters) providing that the student maintains a 3.75 GPA, must be sent to the National Chairman by February 15th for a spring semester renewal and July 15th for the fall semester renewal.

This Scholarship will be for \$500.00 per semester for a possible four semesters. No student may be awarded more than four semesters. Scholarships will be given for a spring or a fall semester. None will be granted for summer school.

All scholarship donations shall be sent through the Treasurer General and designated Mary and James Johnston Endowed Scholarship Fund and is tax deductible. A donation of \$100.00 makes the donor eligible to purchase the Scholarship Pin which is worn on the insignia ribbon.

After a student has been awarded the first time, he/she must contact the National Chairman in writing if he/she wishes to receive funding again for the next semester. The same deadlines apply for the Chairman to receive a renewal request. A transcript verifying that the applicant is maintaining a minimum of 3.75 GPA must be sent to the Chairman for renewal.

Each State and Chapter President shall appoint a Johnston Scholarship Chairman as soon as possible. No application forms may be distributed to schools or put on a school website or bulletin board.

Only one Johnston Scholarship will be awarded each year.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Mary Florence Taney Scholarship

Sylvia Aileen Sumner Lee Thorp

9705 Old Country Trace
Richmond VA 23238-5737

803-448-4001
s12thorp@yahoo.com

2023-2025 Directives

A student wishing to obtain a Founders Scholarship must have a 3.0 GPA and must be a High School Senior at the time of application. Application forms for this scholarship must be requested by the student and not by the family or the chapter member. Application forms for this scholarship must be requested by the student and not by the family or the chapter member. A Candidate must furnish the following along with this completed scholarship application:

1. Candidates must contact their school office to request that their latest transcript be sent to this Chairman by the deadline below. No scholarship will be awarded for attendance to Summer School—Spring and Fall sessions only.
2. Two letters of reference should be included in the application. Letters of reference must be from a business person, a teacher, a minister, or an employer.
3. A statement of the student's goals and aspirations must accompany the original application. This should be a one-page essay describing the student's contributions to his/her local community through volunteer service and a list of extra-curricular activities.

The Founders Scholarship may be awarded to a student who fulfills the above requirements.

A \$500 scholarship can be awarded for a total of four semesters during the spring and fall semesters. Students are required to attain a 3.0 or higher GPA in college to continue with the scholarship. If a student is applying for a Fall semester scholarship, all items must be submitted to the Chairman by **July 15**; if applying for a Spring session, the deadline is **January 19**. It is recommended to apply sooner than the deadline if possible. First priority is given to Society members or relatives.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Pocahontas Scholarship

Patricia Love McLemore
P.O. Box 248, Royal, AR 71968-0248
(501) 209-9527 pcmcmountain@yahoo.com

2023-2025 Directives

The Pocahontas Scholarship is open to any male/female student of Native American descent studying in any medical field who has completed one year of college. The scholarship is \$1,000 a semester for a possible four semesters. After the first semester award the student must send a letter of request for another semester along with an official copy of his/her last semester grades to the sponsoring chairman or the national chairman. If the grades meet the requirements, the award will be made.

All scholarship checks are sent to the students' college where the money is credited to the students' account. No money is sent directly to the student.

This Chairman asks the help of the Chapter/State Chairman to locate students, distribute applications, check applications for completeness and make sure that all requirements have been met. Chapters and Chairmen please verify that each application includes:

- The completed application
- Two letters of recommendation
- A picture of the student
- Official copy of applicants' last semester grades (full time student with a 3.0 grade average).
- A letter from the State/Chapter Chairman stating their desire to sponsor the student.

This information must be forwarded to the National Chairman in time to be in her hands by **January 15** for the spring semester and by **July 15** for the fall semester. If there are any questions, please contact Patricia McLemore.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

State/Chapter Scholarship

Karen Ann Woodall

253 12th St SE Washington, DC 20003-1401

202-544-0037 vacolonist@gmail.com

2023-2025 Directive

States and Chapters are highly commended for awarding scholarships to students to assist them in attaining their educational goals.

The State or Chapter Scholarship Chairman should use the required reporting form when awarding a scholarship. The State/Chapter Scholarship form is available on-line and in the summer packet. All information on this form should be complete, including the amount of the scholarship and the school of choice of the recipient. The form is then sent with the check to the State Treasurer. The State Treasurer deposits this check into the State Treasury and then sends a State check to the Treasurer General. The reporting of these funds through the office of the Treasurer General allows the National Society to retain its non-profit status with the IRS.

The State/Chapter Committee Chairman is responsible for keeping a record of the scholarships given by States and Chapters, respectively. It is from these records that this chairman's report is made each year at the National Conference.

It is hoped that States and Chapters will report their scholarships to this committee chairman so that they will receive the recognition that they so deserve. This can only be accomplished if the awarded money goes through the State Treasurer and if the reporting form is completed correctly.

States and Chapters are encouraged to provide additional scholarships as funds permit. The youth of today become the leaders of tomorrow. A scholarship can make a significant difference in the lives of our future leaders.

Please know that your State/Chapter Scholarship Chairman always stands ready to provide assistance.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

State/Chapter Scholarship

Karen Ann Woodall

253 12th St SE Washington, DC 20003-1401

202-544-0037 vacolonist@gmail.com

2023-2025 Form

Are you reporting on a State or a Chapter Scholarship: State: _____ Chapter: _____

Name of State of Chapter or State: _____ If Chapter, list Chapter ID _____

Scholarship Chairman ☐ Nat'l # _____ Address: _____

City: _____ State: _____ ZIP: _____

Telephone _____ email _____

Amount of Scholarship Award: _____

Name of Recipient:

Amount of Scholarship Award: _____

Name of Recipient: _____

Address: _____ City: _____ State: _____ ZIP: _____

Social Security # or College ID # of Recipient: _____ Phone: _____

Name of College or University:

Address of College or University:

Address: _____ State: _____ ZIP: _____

Name and Title to Whom Check Should be Sent:

Signed: _____ Date: _____

Address: _____ State: _____ ZIP: _____

Telephone _____ email _____

Distribution Instructions for this form: **CHAPTER Treasurer:** make 3 copies

- (1) Send one copy to your State Treasurer along with the Chapter check
- (2) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (3) Keep a copy for your files

STATE Treasurer: make 4 copies

- (1) Send copy of this form with the State check to Treasurer General
- (2) Send copy to National State/Chapter Scholarship Chairman as listed above
- (3) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (4) Keep a copy for your files

Please contact the National Chairman listed above, if you have any questions.

USE A SEPARATE FORM FOR EACH SCHOLARSHIP PLEASE



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY Seventeenth Century Review

Carmen Boyd
600 East Delmar Street
Springfield, MO 65807-1650
(417) 459-2728 cd17review@gmail.com

Directives 2023-2025

DEADLINES: October 15 for the winter issue and May 15 for the summer issue.

NATIONAL BOARD REPORTS AND STATE/CHAPTER NEWS ARTICLES: Submit your report by email, with your committee or office in the subject line to: cd17review@gmail.com as a Microsoft

Word (.doc, .docx, .rtf) file or in the body of an email, no .pdf files. Financial reports may be submitted using Excel .xls, or .xlsx files. National chairmen and state presidents' reports and chapter and state articles are limited to 150 words. There is no limit to the number of words permitted for national officers' reports.

Type your reports using Times New Roman 10-point font and single space. No bold, underlining, or other "fancy" formatting should be used. Indent using a tab at the beginning of each paragraph, do not use the "enter" key at the end of each line or sentence and only put one space following a period. Read your article, use spell check and the "word count" function, before submission. Articles, reports and photos sent in any manner other than email will not be published. If computer or email skills are not one of your talents, please ask for help from a chapter or state member. Should there be any questions, you will be contacted via return email near the publication deadline. If your article is longer than 150 words, it will need to be reduced in size. If you do not do so by the magazine deadline listed above, the chairman will reduce the size of your article (Article XV, Section 7 of the National Bylaws). Our members love reading your reports and articles but we receive numerous submissions for every issue of *Review*. It is this chairman's goal to publish all articles received for each issue and stay within the budget.

PHOTOS: Photos must be submitted via email as .jpg files. Photographs should be of good resolution and quality. Please do not submit poor quality photographs, they will not reproduce well in the *Review*. Do not send photos from your cell phone using the small size selection. All items for your article should be included in one email, but as separate attached files (i.e. the article and pictures). Do not imbed photos in your article; they must be attached as separate files. Indicate the persons and event in the photo either in the same file as the article or in the email. A separate file for the photo description is not necessary. You may put this information at the bottom of your report or article. Be sure to mark the description as photo 1 or 2. The first photo per chapter per issue is complimentary; the second photo is \$20.00. Two photos is the maximum. Do not combine several photos into one photo because it reduces the overall resolution of the photo. The second photo will NOT be published unless the check is received before the date the magazine is ready for submission to the publisher. See below on how the check should be sent.

ADVERTISEMENTS: Advertisements that encourage sales of NSCDXVIIC, state or chapter products are welcome. Personal advertisements, those for other lineage societies or that are political in nature will not be accepted. Advertisements must be submitted as a .jpg file via email. Cost of a one-half page is \$25 per advertisement per issue and \$50 for a full-page advertisement per issue. Please make sure your submission is copy ready. This chairman will not change or modify the content. Advertisements must conform to the following sizes: full page ad is 4 2/5" by 7 1/2"; one-half page ad is 4 2/5" by 3 3/4". Consult the chairman of this committee if you have any questions.

CHECKS FOR PHOTOS OR ADVERTISEMENTS: Checks for the second photo or an advertisement are to be made payable to NSCDXVIIC and MAILED TO THE REVIEW CHAIRMAN whose address will be inside the front cover of each issue of the *Review*. Attach a note to remind the editor which state/chapter photo or advertisement the check is paying for. The checks **MUST** be received by this chairman before the issue deadline in order for the second photo or ad to be published. Your check will be returned if received after the deadline. Note: Checks are not submitted to the Treasurer General until "The Review" goes to press; expect a delay before your check is cashed. The mailing list for the *Review* is printed from the society's national database. Please make all address changes using the member's login on the website.

We look forward to reading your articles about the accomplishments of your office, chapter or state and viewing your photos.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Technology Support

Betsy Ruffin, Chairman

Telephone/Text: 817-648-4703

Email: computa.cat55@gmail.com

2023-2025 Directives

This committee is responsible for maintaining the National Society website. This includes:

- All information presented including Announcements
- Resetting of passwords when needed
- Providing instruction to State or Chapter Presidents concerning changes in their officers or chairmen
- Maintain a data repository of all documents needed by officers or chairmen and provide guidance and assistance with updates as needed
- Assist the Corresponding Secretary and the Printing and Publication Chairman with their deliverables for the White Directory, Summer Packet and Goldenrod
- Uploading Directives, Related Information and Forms that can be completed on the PC for all officers and chairmen including any changes made throughout a term
- Maintain all Online Order Forms
- Assist State or Chapters in establishing their own stand-alone website which must be approved by the National Society

Our objective for the 2023-2025 term is to encourage members in effective use of website.

The launch of the National Society website in March 2015 provided a strong website platform for the Society to build upon as it provided information down to the member level.

Now with the help of the President General, this committee is addressing how best we can fully utilize our website and makes needed improvements that will be more user-friendly. This encompasses many aspects of how the Society does business from the Headquarters to our members.

Please report any requests to approve a website, suggestions, updates or problems to the chairman.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Technology Support

Betsy Ruffin, Chairman

Telephone/Text: 817-648-4703

Email: computa.cat55@gmail.com

2023-2025 Chapter Annual Report Form

Please Provide to State Chairman by January 15th

Name of Chapter _____ Chapter # _____ Date _____

Name of Preparer _____ Nat'l # _____

Address _____
CITY STATE ZIP

Telephone _____ email _____

Does your chapter have a website? Yes _____ No _____ If Yes, Date Last Updated: _____

What is your website address? _____

When was it was approved by the State or National Society? _____

Basic Description of what is on the website _____

Does it link to National website? Yes _____ No _____

Is there a Members Only page? Yes _____ No _____ Is a password require a password? _____

If photos are shown, have you obtained permission to post? Yes _____ No _____



National Society Colonial Dames XVII Century Veterans Service

Rebecca "Becky" Miller Rostron
148 Darwish Dr
McDonough, GA 30252-M3636
770-914-2644 jrostron@bellsouth.net

2023-2025 Directives

Our Veterans have served their nation with honor and distinction making great sacrifices along with valiantly and selflessly devoting themselves towards the defense of the United States of America and our freedoms. State Societies and Chapters can do something to show Veterans how much we appreciate their service by providing voluntary assistance to these heroes. This is one way to show your patriotism on behalf of our organization which was founded on our love of country and of our ancestors who fought for our precious freedoms. We encourage states to have VAVS (Veterans Affairs Voluntary Service) Representatives and Deputy Representatives at their federal facilities. Remember you have to be appointed by our President General to become a VAVS Representative or Deputy Representative. Please contact me to get the proper form (2021-2023). A VAVS Handbook is available through our Society's Headquarters. It explains the program along with other helpful information in serving our Veterans.

There are medical centers/clinics, state Veterans homes, nursing homes, and military hospitals which need volunteers. If you do not have a federal facility in your area, you can serve Veterans in your local nursing/assisted living homes. We encourage youth volunteers as this helps the students learn how to be successful and the more likely they will volunteer later in life. You can have them making greeting cards, do favors for trays, visit nursing homes, do comfort kits, etc. Veterans love young people! Dames can adopt Veterans for special holidays, give parties, clip and send manufacturer coupons to military families overseas (Before sending, make sure the facility is still open and accepting coupons.), send greeting cards for all special holidays, send cancelled stamps to assist with physical therapy, provide comfort kits, assist at Stand Down (Homeless Veterans Program), make donations to assist with special programs, feed needy Veterans and their families, National Salute to Veterans Week (It is celebrated during Valentine's Day week.), etc. Each state should have a Veterans Service Manuel as a reference tool.

We continue to celebrate the 50th Anniversary of the Vietnam War (March 29th of each year-National Vietnam War Veterans Day) and why not honor a female veteran with a luncheon or afternoon tea. As the years progress, we are seeing more and more female Veterans who need assistance and let's remember them, too.

During this administration, all chapters and states are encouraged to support veterans suffering with Agent Orange. Please describe your efforts in your report.

PLEASE REMEMBER TO USE THE CURRENT FORMS FOR REPORTING (2023-2025).



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Veterans Services

Rebecca "Becky" Miller Rostron
148 Darwish Dr
McDonough, GA 30252-M3636
770-914-2644 jrostron@bellsouth.net

2023-2025 Annual Report Form

DATE: _____

Number of **VAVS Representatives** at VA Medical Centers/Hospitals
(Representatives need to fill-out Veterans Medical Centers/Hospitals
Annual Report) _____

Number of Hours Served _____

Number of **VAVS Deputy Representatives** at VA Medical
Centers/Hospitals (Deputy Representatives need to fill-out
Veterans Medical Centers/Hospitals Annual Report.) _____

Number of Hours Served _____

Number of Volunteers at State Veterans Homes _____

Number of Hours Served _____

Number of Volunteers at Military Medical Centers/Hospitals _____

Number of Hours Served _____

Number of Volunteers at Nursing Homes _____

Number of Hours Served _____

Total Number of Volunteers _____

Total Number of Hours Served _____

Please list the Medical Centers/Hospitals and /or Nursing Homes where you served with their addresses on the back of this form or on a separate sheet of paper along with any additional information regarding the work done for the Veterans. When reporting for nursing homes, use only the portion which applies to the Veterans in the home. Hours spent at home sewing, assembling projects, etc. for Veterans may be added to the total number of hours served in a facility as well as travel time.

Cash Donations (name of facility or organization listed on back of this form or on a separate sheet of paper) \$ _____

Non-Cash Donations (name of facility or organization listed on back of this form or on a separate sheet of paper)

A. Large Items Donated (furniture, appliances, etc.)Cash Value.\$ _____
(list items on back of report)

B. Small Items Donated (comfort kits, crafts, clothing, books, etc.)Cash Value. \$ _____
(list items on back of report)

TOTAL (A + B)..... \$ _____

Mileage DrivenCost (\$.50 per mile). \$ _____

Cancelled Stamps (**oz. only**)Postage for Mailing. \$ _____

Parties, carnivals, etc. held for Veteran's entertainment (Cash Value).\$ _____

(List description of above on back of report or on separate sheets of paper.)

PLEASE, CHAPTER CHAIRMAN, REPORT TO YOUR STATE CHAIRMAN BY JANUARY 15th. DO NOT SEND THE CHAPTER REPORT TO THE NATIONAL CHAIRMAN. Your State Chairman needs your report in order to compile her report to send to the National Chairman. Thank you.

Chapter Chairman _____ Telephone Number _____

Chapter Name _____ E-mail _____

Address: _____

STATE CHAIRMAN, PLEASE REPORT TO THE NATIONAL CHAIRMAN BY FEBRUARY 15th. This will be a compilation of all Chapter Reports in your State. The National Awards Chairman has to have her report from Veterans Service by March 1st. Thank you.

State Chairman

State

Address:

Telephone Number

E-Mail



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Veterans Service Committee

Rebecca "Becky" Miller Rostron
148 Darwish Dr
McDonough, GA 30252-M3636
770-914-2644 jrostron@bellsouth.net

2023-2025 Medical Center/Hospital Annual Report

National Certifying Official Veterans Medical Center/Hospital Volunteers

Name of Facility _____ Year _____

Address _____
CITY STATE ZIP

VAVS Representative _____

National #: _____ Hours Served: _____

Address _____
CITY STATE ZIP

VAVS Deputy Representative _____

National #: _____ Hours Served: _____

Address _____
CITY STATE ZIP

Chapter serving this Medical Center/Hospital _____

This report is to be filed annually with the National Chairman.. This will help keep current the list of Representatives and Deputy Representatives (Regular Scheduled Volunteers) and number of volunteers (Occasional Volunteers).

These volunteers do not have to be members of the Society, but must turn in their hours to the Medical Center/Hospital under the name of the National Society Colonial Dames XVII Century. This enables the Medical Centers/Hospitals to keep records for the work our Society does.

Copies of this report should be sent to your State President and your State Veterans Service Chairman.

Please list on the back of this report any special work done, problems, or other concerns where officers may assist you. A separate sheet can be attached to this report.

THIS REPORT SHOULD BE FILED-OUT BY THE VAVS REPRESENTATIVE OR VAVS DEPUTY REPRESENTATIVE SERVING EACH MEDICAL CENTER/HOSPITAL.

DATE: _____

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Pocahontas Projects

Mary Ann Cunningham, Chairman
765 Williams Pond Rd, New Milford, PA 18834
Telephone: 570-278-2887 Email: dmcdcunn@epix.net

2023-2025 Reporting years

Chapter _____ State _____ ID# _____

Name of Preparer _____ Nat'l # _____

Address _____

Telephone _____ Email _____

STATE REPORT -- Due to the national chairman by February 15th

Amount donated to Pocahontas Gardens and Projects \$ _____

Please give the titles and a brief description of any programs that were presented on Pocahontas

Were any of the NSCDXVIIC Program Manuscripts used for presenting a program on Pocahontas?

What fundraisers were held to benefit the Pocahontas Projects?

Please include any additional information or activities related to Pocahontas Projects.

State Form PP

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Pocahontas Projects

Mary Ann Cunningham, Chairman
765 Williams Pond Rd, New Milford, PA 18834
Telephone: 570-278-2887 Email: dmcuncun@epix.net

Chapter _____ State _____ ID# _____

Name of Preparer _____ Nat'l # _____

Address _____

Telephone _____ Email _____

CHAPTER REPORT

Due to the State Chairman by January 15th

Amount donated to Pocahontas Gardens and Projects \$ _____

Please give the titles and a brief description of any programs presented on Pocahontas

Were any of the NSCDXVIIC Program Manuscripts used for presenting a program on Pocahontas?

What fundraisers were held to benefit the Pocahontas Projects? _____

Please include any additional information or activities related to Pocahontas Projects _____



Special Committees



National Society Colonial Dames XVII Century Electronic Imaging

Cielle M. Clemenceau
13485 Hwy 1077
Folsom, LA 70437-3222
cielleclemenceau@gmail.com

2023-2025 Directives

The purpose of this Committee is the electronic preservation of all the Society's historical records, including applications and supplementals. By converting hard copies of documents, photos, etc. into a format that can be stored digitally, the records can be easily searched, retrieved, or shared. This benefits all stakeholders in the Society – the staff at headquarters, National Officers and Committee Chairmen, volunteer genealogists, and members.

Tremendous progress has been made in the past few years, most notably the work done by volunteers to digitize and index all the approved member applications, supplementals, and Coat-of Arms applications. This is a valuable tool for Registrars working on new member applications. It is also a benefit to the volunteer genealogists who review supplemental applications three times a year, especially since members are now taking full advantage of the information from the Approved Application Project to submit supplemental applications. This work also minimizes the need to handle the original documents, allowing them to be properly preserved in archival folders and boxes in the vault.

As our Society grows in membership, the work to digitize applications and supplementals will continue. Equipment will need to be replaced, backup storage devices will need to be reviewed, evaluated, and possibly updated, and general supplies will need to be purchased. The Society relies on donations for most of this expense.

Members, chapters, and state organizations are encouraged to make donations to the Electronic Imaging Fund to help support this important work. In addition, any member who donates \$100 to the fund is eligible to purchase the Electronic Imaging pin from Hamilton Insignia, which can be worn on the official ribbon.

Your support helps to ensure that both today's members and generations in the future will have access to these valuable records.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Gravestone Preservation

Patricia O'Brien Everts
19257 Hart Forest Drive, Centerville, VA20121-5018
(703) 988-0026 woh.dar.uk@gmail.com

2023-2025 Directives

The Gravestone Preservation Committee has as its purpose to preserve ancestral gravestones which can be expanded to a program for the surrounding cemetery. Gravestones are indeed historical markers which preserve the names of persons, family names and family groupings of those who came before us. Legible names, dates and inscriptions are VITAL to the tracing and documentation of our ancestors for all working on lineage and discovery family roots: GENEALOGY!!

A daunting task to be sure but can be manageable if each Colonial Dame starts with her own family's gravestones or perhaps an old cemetery in one's own community. Is there a historical society in the community working on a restoration project? Can you join the effort or can you foster interest in such a restoration project?

From each State Gravestone Preservation Committee Chairman, much information can be garnered on progress, techniques and community commitment throughout the nation. Perhaps a project underway in your state can be chosen to support with funds and assistance and publicity.

Headstones for veterans are provided by the United States government. Monument companies may be contacted for donated services or price reductions. Coordinate effort with the cemetery's personnel for their help with policies and procedures.

We can commemorate the noble and heroic deeds of our ancestors and foster colonial research by including pertinent information as a maiden name, military service, relationships as wife of or daughter of. Marking projects are a public relations/media opportunity. The exposure may lead to increased community assistance as well as to showcase the ongoing efforts of the Colonial Dames 17th Century across this great nation.

Google information online:

www.gravestonepreservation.info/terms

www.stonehugger.com/resources.html www.cem.va.gov/hmm

www.in.gov/dnr/historic/3744.htm

Please make sure the State Society President encourages all of the chapters to have a Chapter Chairman whose report is due to the State Chairman Gravestone Preservation by January 15. The State Chairman's report is sent to this chairman by February 15.

Please share projects and suggestions with this chairman throughout the next two years!!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Gravestone Preservation

Patricia O'Brien Everts
19257 Hart Forest Drive, Centerville, VA 20121-0026
(703) 988-0026 woh.dar.uk@gmail.com

2023-2025 Annual Report Form

CHAPTER REPORT - Date: _____ Due to State Chairman on January 15th

Name of Chapter: _____

Chapter Chairman's Name: _____

Address: _____

Phone: _____ **email:** _____

Programs on Gravestone Preservations: _____

Projects on Gravestone Preservations: _____

Total Donated for Gravestone Preservation: # of Hours _____

Money Donated _____

Value of Supplies Donated _____

Please list where the time, supplies or dollars were given:

STATE REPORT - Date: _____ Due to National Chairman on February 15th
(email is preferred)

State or Chapter in Unorganized States: _____

State Chairman's Name: _____

Address: _____

Phone: _____ **email:** _____

Programs on Gravestone Preservations: _____

Projects on Gravestone Preservations: Total Donated for Gravestone Preservation: # of Hours _____

Money Donated Value of Supplies Donated _____

Please list where the time, supplies or dollars were given: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Handbook

Mary Stagg Johnston
304 Hastings Road, Athens, AL 35613-2514
(256) 232-8686 jjohn500@bellsouth.net

2023-2025 Directives

Vital to the successful operation of the National Society is the *Handbook*. It shall be the guide for procedures in all areas of work. The Table of Contents and index are arranged alphabetically, insofar as practical, for ease in finding subject matter.

The National Society Colonial Dames XVII Century Handbook is the current edition. All chapters and members are encouraged to download or purchase a copy of the Handbook as well as a copy of The National Bylaws. Both may be ordered from NSCDXVIIC Headquarters.



National Society Colonial Dames XVII Century

Liaison

Kimberley Smith Calaway
2028 Tarver Road, Burleson, TX 76028-1714
(817) 228-2116 AAPColonialDames17C@gmail.com

2023-2025 Directives

This Chairman assists members and answers questions concerning the Approved Application Project (AAP) and the Coat of Arms Project (COA-P). Please consult the Registrar General's Guidelines, and the National Heraldry and Coats of Arms Chairman's Guidelines for requirements on using these projects applications.



Conference Committees



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Grand Marshal

Sharon Jank
2700 Trillium Ridge #4218
The Villages, FL 32163-0487 352-895-9885
eyecane2@aol.com

2023-2025 Directives

The Grand Marshal is integral to the function of the National Conference of the National Society Colonial Dames of the 17th Century. She is responsible for the lineup of processions and the installation ceremonies. The Marshal works to ensure that proper procedure, protocol and etiquette are followed at the formal meetings. During the Conference, she works closely with the Conference Committee, Protocol Committee, Page Chairman and pages to make certain that all of the events are organized properly and run smoothly.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Credentials Committee

Grace A. Highfill, Chairman

1705 Thompsons Station Road West, Thompsons Station, TN 37179-1001

Email: tnstatetreasurer@gmail.com

2023-2025 Directives

The following information will be helpful in completing your Credential Report Form.

THE FORM MUST BE TYPED. FILLABLE FORMS ARE AVAILABLE ON THE SOCIETY WEBSITE

Each Chapter is entitled to one (1) elected Delegate or elected Alternate for each twenty-one (21) members or major fraction thereof. In addition, each chapter President or her elected Alternate is allowed a vote. The examples shown below include the President as a Voter.

21 members through 31 members	= 2 Voters	(the President plus 1 Voter)
32 members through 52 members	= 3 Voters	(the President plus 2 Voters)
53 members through 73 members	= 4 Voters	(the President plus 3 Voters)
74 members through 94 members	= 5 Voters	(the President plus 4 Voters)
95 members through 115 members	= 6 Voters	(the President plus 5 Voters)
116 members through 136 members	= 7 Voters	(the President plus 6 Voters)

- **Before March 25th of each year** - Elect Delegates and Alternates
- Locate the Credential Report Form for the Chapter or State on the National website under the Members tab using the path - Resource Library>Conference Committees>Credentials
- Download the fillable .pdf form, save it to your computer and open it to **TYPE** in the names of Delegates and Alternates in the left column. The right column is **RESERVED** for signatures upon registration at National Conference. If you need more space than the form allows for, mark a second form **ATTACHMENT** at the top and continue filling in the additional names. A member attending National Conference, who was not an elected Delegate or Alternate, will be listed as a non-voting member.
- **IMPORTANT** – the Chapter or State President **AND** the Chapter or State Treasurer must **BOTH** sign the credentials form. Forms lacking both signatures are invalid.
- If a Chapter or State President is unable to attend, type “Unable to attend” next to her name in the right column.
- Upon completion of the form, retain a copy for yourself and your State President.
- **On or before March 26th**, Email the signed and completed form to the Credentials Chairman, Grace Highfill at tnstatetreasurer@gmail.com.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

2023-2025 CREDENTIALS COMMITTEE

Grace A. Highfill, Chairman
1705 Thompsons Station Road West
Thompsons Station, TN 37179-1001
tnstatetreasurer@gmail.com

CHAPTER CREDENTIAL REPORT FORM FOR NATIONAL CONFERENCE _____ YEAR

DEADLINE: Emailed by March 26th

INSTRUCTIONS:

1. Do Not List any Member that is a National Officer, National Chairman or State President, Vice President
2. Email to: tnstatetreasurer@gmail.com

Name of Chapter _____ Chapter ID _____ State _____

Total Number of Chapter Members _____ Date Delegates were Elected _____
(Before March 25th of current year)

DELEGATES

	Nat'l #	For National Use Only
(Chapter President)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALTERNATES

	Nat'l #	For National Use Only
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON-VOTING MEMBERS

	Nat'l #	For National Use Only
_____	_____	_____
_____	_____	_____

GUESTS

1) _____	2) _____
3) _____	4) _____

Chapter President _____ Chapter Treasurer _____

Address _____ Address _____

E-mail _____ E-Mail _____

Signature _____ Signature _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
2023-2025 CREDENTIALS COMMITTEE

Grace A. Highfill, Chairman

1705 Thompsons Station Road West

Thompsons Station, TN 37179-1001

tnstatetreasurer@gmail.com

STATE CREDENTIAL REPORT FORM FOR NATIONAL CONFERENCE _____ YEAR

DEADLINE: Emailed by March 26th.

INSTRUCTIONS: Email to: tnstatetreasurer@gmail.com

State Society _____

Date Delegates were Elected _____

(Before March 25 of current year)

DELEGATES

For National Use Only

State President _____

State First Vice President _____

ALTERNATES

For National Use Only

For State President _____

For State First Vice President _____

Delegates: National Officers, elected and appointed, Honorary Presidents General, Honorary Vice Presidents General, and National Committee Chairmen from your state. Do not include State Officers.

NAMES, OFFICE, CHAIRMANSHIP

For National Use Only

By signing below, you are verifying that those listed are eligible as voters.

STATE PRESIDENT _____ STATE TREASURER _____

ADDRESS _____ ADDRESS _____

E-mail _____ E-mail _____

Signature _____ Signature _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Page Chairman

Casey Jo Senne

752 Creek Rd Clarksville, OH 45113-7204

937-266-7136 cjseptant@gmail.com

2023-2025 Directives

This Chairman looks forward to working with all State Presidents and State Page Chairman to identify, promote, and engage prospective National Pages. State Presidents, once a State Page Chairman is appointed, please send their contact information to this Chairman as soon as possible.

The Annual Report Form and Prospective Page Information Form can be found on the Members-only Website [Members Tab, Resource Library, Conference Committees, Pages] this Chairman requests the Annual Report Form is to be completed by the State President or Chapter President (Unorganized States only) and sent to this Chairman by February 1st. The Prospective Page Information Form can be filled out and submitted by any member to their State Page Chairman who will then submit all forms to this Chairman by February 1st or earlier, to potentially secure a position at the National Conference.

This Chairman encourages all members, especially juniors, to serve at the National Conference. At least fifteen pages, 18 and older, are needed to help ensure a successful conference. All members in good standing are welcome.

Once the State Page Chairman sends the Prospective Page Information Forms to this Chairman, each member will be contacted, by this Chairman, in a timely manner. All Pages accepted to attend will receive an informational packet to help them prepare for the National Conference. The National Page Handbook includes all information necessary for State and National Conferences prior to this chairman sending out the informational packet.

This chairman will send a National Page list to required National Officers and Chairman, including the President General by February 15th.

Prior to the start of the National Conference, this Chairman will host the required page meeting, where formal duties and other assignments will be provided to all pages attending. This Chairman would like all State Page Chairman to promote and excite all members to page at Chapter, State and National levels.

All members are encouraged to call, or email this Chairman with any questions and thank you for your support.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Page Chairman

Casey Jo Senne

752 Creek Rd Clarksville, OH 45113-7204

937-266-7136 cjseptant@gmail.com

2023-2025 Annual Report Form

The following is to be completed by the State President or Chapter President (**Unorganized States only**) and sent to the National Chairman by February 1st. Email submission encouraged.

State _____ Date _____

Does this state have a Page Chairman? YES _____ NO _____

Name: _____

Address: _____

Telephone (including cell): _____

Email: _____

Did the State President have a Personal Page(s) at her State Conference? YES _____ NO _____

Number in attendance at last State Conference: _____

Number of Pages at last State Conference: _____

Do you help your pages attend your State Conference? YES _____ NO _____

If YES, Please elaborate? (Waived Registration Fee? Meals? Fund to help Pages attend Conference?) _____

Number of Pages from your State at last National Conference: _____

Do you help your State Pages attend the National Conference? YES _____ NO _____

If YES, Please elaborate? _____

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Page Chairman

Casey Jo Senne

752 Creek Rd Clarksville, OH 45113-7204

937-266-7136 cjseptant@gmail.com

2023-2025 Prospective Page Information Request Form

Any Member Interested in Paging at the National Conference is Welcome!

Inquiries May be Sent via Email or US Mail

All Inquiries Are Welcome!!!

State and Chapter Name: _____

Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____ E-Mail: _____

Date of Birth: _____ Have you ever paged before? Yes _____ No ☐

If YES, when/where?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Tellers

Christine Joy Sankey Richman

1660 Lochridge Bloomfield Hills, MI

48302-0737

248-770-8530 d.richman@att.net

2023-2025 Directives

The Tellers Committee for the National Society is appointed by the President General and performs its duty whenever a ballot vote is taken. The Committee is responsible for the preparation of the ballot box and the ballots, and for providing the instructions for voting that are appropriate for the vote being taken. The Committee members distribute, collect and count the ballots; the Chairman reports the vote. At the National Conference the Chairman of Tellers is responsible for seeing that the ballot box is returned to the National Headquarters.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Ticket Sales & Reservations

Donna Jean Hall
5911 Edsall Road #103, Alexandria, VA
22304-4001 (703) 823-2243
dhall5911@comcast.net

2023-2025 Directives

The President General and the Conference Committee establishes the menu and prices with the hotel. A Meal Reservation Form will be printed and distributed with the Call to Conference in the Winter issue of *The Seventeenth Century Review*. Please follow the instructions when ordering your tickets.

Please complete a Meal Reservation Form for each person requiring Tea or Meal tickets. Please copy the form for your prospective members, spouses, and other guests. Complete each form in its entirety – print the name, state, etc. and indicate the entrée choices. Include the payment with the order form or forms.

If a legible email address is included, you will receive email confirmation of receipt of your order. If you do not have email, please send a self-addressed stamped envelope or postcard for verification.

Deadline for receiving your meal reservation will be printed on the form. If the receipt of form is after the desired date, a late fee of \$5.00 will be accessed.

The deadline is the date by which the form must be delivered to the home address of this chairman; postmark dates do not count. Please do not use mail that requires a signature for delivery. Do not mail your form to Headquarters, to the Credentials Chairman or to the Hostess States.

Any special dietary restrictions food allergies, or special mobility access needs must be stated on the Meal Reservation Form. These will be noted on the back of your tickets.

If you wish to attend the Tea only (no meals), please complete the Meal Reservation form and return it by the deadline. While there is no charge to members for the Tea, everyone needs a ticket, and the Hostess State will need a count in order to prepare for the Tea. If you wish to bring guests to the Tea, you must include the total number member tickets and the total number of non-member tickets on the Meal Reservation Form and please include the payment for any non-member guest tickets with the form

If you must cancel your reservation before the deadline, please mail a self-addressed stamped envelope (SASE) to this chairman for a refund. Refunds will be mailed after the Conference. There is no guarantee of a refund if you cancel after the deadline. Cancellations or tickets turned in, may be sold on a first-come first-served basis. If your ticket is sold, you will receive a request to send a SASE and your money will be returned after the Conference. Tea and Meal Tickets may be picked up at the ticket table during most Conference Registration hours only. No tickets will be mailed.

This chairman looks forward to seeing you at upcoming Conferences.