

ILLINOIS STATE ORGANIZATION, NSDAR  
GUIDELINES FOR CHAPTER YEARBOOKS, 2025-2027

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*All chapters are asked to bring 13 yearbooks to DAR Days. Chapters that print a supplement need to bring 13 supplements.*

*All chapters need to email a digital copy of their yearbook/supplement **AND** the most recent edition of the chapter bylaws to Paula Mattix-Wand: [pjmw89@gmail.com](mailto:pjmw89@gmail.com) by September 1, 2025. Send the digital copies in PDF format.*

*Below is a checklist and order for chapter yearbooks/supplements. Please use it to fit the needs of your chapter. Keep in mind printing and mailing costs when adding extra pages to your yearbook. Yearbooks should be formatted 8.5" x 5.5".*

YEARBOOK COVER: (IN THE FOLLOWING ORDER)

- \_\_\_\_\_ DAR Insignia – THIS MUST ONLY BE ON THE FRONT COVER nothing above it
- \_\_\_\_\_ NSDAR Motto, "God, Home and Country"
- \_\_\_\_\_ Name of DAR Chapter
- \_\_\_\_\_ NSDAR Chapter Code Number
- \_\_\_\_\_ District Number (in Roman Numerals)
- \_\_\_\_\_ National Society Daughters of the American Revolution (may use two lines)
- \_\_\_\_\_ City and State (on the same line)
- \_\_\_\_\_ Yearbook or (Yearbook Supplement)
- \_\_\_\_\_ Current year

INSIDE FRONT COVER

To avoid misuse of information, the following statement may be placed inside the front cover:

*All personal information in this yearbook is for the exclusive use of NSDAR members only. It is a violation of NSDAR policy and privacy rights of members to release any of this information of a DAR member EXCEPT for official use of the chapter, the state organization, or the National Society.*

FIRST PAGES FOR CHAPTER INFORMATION:

- \_\_\_\_\_ Organization date, Organizing Regent
- \_\_\_\_\_ Past Regents and Honorary Chapter Regents (add \* for those deceased)
- \_\_\_\_\_ Chapter History or important past events (Keep it brief or publish a chapter history pamphlet.)

ORDER OF PRECEDENCE: Use the DAR Handbook for reference.

- \_\_\_\_\_ President General, NSDAR – (name followed by Washington address)
- \_\_\_\_\_ Illinois State Regent – (name followed by home address, phone and email)
- \_\_\_\_\_ District Director – (name, address, phone and email)
- \_\_\_\_\_ Chapter members currently serving NSDAR by appointment
- \_\_\_\_\_ Chapter members serving the Illinois State Organization - state officers or state chairmen
- \_\_\_\_\_ Chapter chairman of committees with NATIONAL recognition
- \_\_\_\_\_ Chapter chairmen of state committees
- \_\_\_\_\_ Chapter officers
- \_\_\_\_\_ Chapter chairmen of chapter committees

## PROGRAM CALENDAR:

- \_\_\_\_\_ Current DAR Year: National Themes; National Scriptures, National Symbol (These are new in 2025.)
- \_\_\_\_\_ State Theme: State Scriptures, State Symbol, State Regent's program title (These are new in 2025.)
- \_\_\_\_\_ Chapter meeting description: For example, Meetings are held at 1:00 PM, on the third Saturday of each month unless otherwise stated.

## DAR MEETINGS:

- \_\_\_\_\_ Date, place, time of each meeting and name of speaker & program titles. NOT TBA.
- \_\_\_\_\_ Constitution Week: September 17-23
- \_\_\_\_\_ District Meetings: Dates, places, times listed.
- \_\_\_\_\_ Illinois State Conference (check dates to be sure)
- \_\_\_\_\_ Continental Congress (check dates to be sure)
- \_\_\_\_\_ State Officer's Luncheon – anticipated after Continental Congress – details to follow
- \_\_\_\_\_ DAR Days – annually in September

## MEMBERSHIP ROSTER:

- \_\_\_\_\_ The Chapter Yearbook Export on emembership should be used for the membership list.
- \_\_\_\_\_ List all active members by complete name, address, 9-digit zip code, phone (including area codes), email, member's join date, Revolutionary Ancestor with state and wife
- \_\_\_\_\_ Include key symbols such as, \*Charter Member; +Life Member; @Past Regent; #Junior member; ^25 Year Member; \*\*50 Year Member
- \_\_\_\_\_ Associate members: list at end of membership list, with their address, email and phone numbers.
- \_\_\_\_\_ In Memoriam – List complete name and complete date of death.
- \_\_\_\_\_ Chapters may omit name of spouse or member's National Number.

## RITUAL:

- \_\_\_\_\_ Place at end of yearbook with related material such as: The Pledge of Allegiance to the Flag of the United States of America; The American's Creed; The Preamble to the Constitution of the United States of America; The Star-Spangled Banner

## ADDITIONAL HINTS:

- Number the pages of your yearbook.
- List telephone numbers with area codes and list nine digit zip codes ("zip +4")
- The Program Calendar may be placed before the Membership Roster.
- Periods are used in C.A.R. but not in DAR.
- Do not make a separate listing for out-of-state members.
- You may add a page for notes at the back of the yearbook.
- Chapters are encouraged to include their Bylaws and Standing Rules at the back of their yearbook.

## YEARBOOK SUPPLEMENTS

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- \_\_\_\_\_ Cover: Use the same format as the yearbook, except insert the word, Supplement.
- \_\_\_\_\_ List changes in officers: NSDAR, State and District Director, and Chapter officers with name, address, phone and email
- \_\_\_\_\_ Program calendar: Same instructions as for the yearbook.
- \_\_\_\_\_ List changes in membership: new members, address changes, corrections. List members who are deceased, dropped, or transferred out under those categories.