

BIENNIAL PROCEEDINGS INSTRUCTIONS

ATTN: State Officers, State Committee Chairmen, District Directors and Chapter Regents

Your Biennial Proceedings report will provide a two-year summary of activities and accomplishments that will be printed in the *Biennial Proceedings* which is a part of the history of the Illinois State Organization NSDAR. The report should be concise and contain basic facts. Write about accomplishments, outstanding programs, events and celebrations that would be of interest to other DAR members.

Reporting Period: July 1, 2023 – June 30, 2025

Word Count

State Officers, State Chairmen, and District Directors.....750 words

Chapter Regents chapters under 200 members.....500 words

chapters over 200 members.....1,000 words

Format

Use the [Style Guidelines for National Board Reports and the Annual Proceedings](#), October, 2019. It explains capitalizations, special terms, punctuations, tips, etc. A copy of this guide can be found on the NSDAR website.

Use font-style: Times New Roman, 12-point.

The report should contain three main paragraphs:

1st Paragraph – Your chapter or committee’s main accomplishment(s).

2nd Paragraph – Your chapter or committee’s outstanding activities, programs, speakers, awards, etc. Be selective and brief in your comments.

3rd Paragraph – Your chapter or committee’s special activities, fundraisers, etc.

Note: Proofread the report and count the words. Reports will be proofread and changes may be made, as necessary.

Submission Deadline & Contact Information

Send the report as a Word Document to:

State Regent Christina Bannon at christina@christinabannon.com and

State Recording Secretary Denise Scislowicz at denise.peoriachapternsdar@gmail.com

by **May 1, 2025**.

If you have difficulty in sending the report electronically, send it by mail to: Christina Bannon, 15441 W. Wheatstone Drive, Homer Glen, IL 60491-6848 and Denise Scislowicz, 1118 NE Glen Oak Avenue, Peoria, IL 61603-3345.

Contact me with questions at my email address or by phone at 309-922-7595.

~Denise Scislowicz, State Recording Secretary, Illinois State Organization, NSDAR

Turn page for additional information.

Title of Report - Bold and in all capital letters

State Officers: Your office, ex.: **STATE RECORDING SECRETARY**

State Committee Chairmen: Your committee, ex.: **DAR SCHOOL**

District Directors: Your district using a roman numeral, ex.: **DISTRICT VI**

Signing of Report

Sign with Name, Title and Years of Service, ex.:

Name, District Director 2023-2025

Chapters

- List the chapter name and chapter code, ex.: Peoria Chapter 5087-IL
- List the chapter officers who will serve July 2025 and forward with their contact information.
- List the number of members – count as of date of report
- Regular meeting days
- List Honorary Chapter Regents
- Title of report in capital letters
- Sign with Name, Title and Years of Service

Example:

Members: 219

Regular meetings are held the third Tuesday or the third Saturday of the month.

Honorary Chapter Regents: List names

PEORIA CHAPTER REPORT

Report

Name, Chapter Regent 2023-2025

Split-Terms

For split terms: You have a choice of submitting a combined report or two separate reports. Combined reports should be signed by both who served, ex.:

Name, Chapter Regent 2023-2024

Name, Chapter Regent 2024-2025

****If you are a state officer or chapter regent who completed your term July 2024, it is recommended that you write your report now and submit it now.**