



**Illinois State Organization
National Society Daughters of the American Revolution
Marria Elliott Blinn, State Regent**



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As the chapter corresponding secretary, your duties are designated by the chapter bylaws and/or the chapter regent or chapter board. You are the communicator between the members of your chapter and your community as well as with the Illinois State Organization. These duties may include sending meeting notices, conducting correspondence and reading correspondence received by the chapter.

The *Illinois State Roster* will help you be effective in your position. The **Roster** is a very important tool when you correspond with State Officers, State Committee and Conference Chairs, District Directors, and Chapter Regents. You will find the addresses of the DAR approved schools, and other contract information. Although your Chapter Regent has received one, you may purchase your own copy for \$5 or \$7 to have it mailed. To order a **Roster**, please send a check payable to **ISONSDAR** to me at the address at the bottom of this letter.

If you see any changes which need to be made in the **Roster**, please email the correction to me ASAP so that I may publish that information on my SIP message, and enter the correct information in next year's **Roster**.

Prior to mailing or emailing any correspondence **PROOREAD** or, better yet, have someone else proofread and edit your document.

To make sure you know all the important dates and information for all Corresponding Secretaries and Regents on **page 7 in the Roster**. Please make sure that your chapter has completed the **Chapter Officers Report Form (COF)** (Form OSG-1001) following your chapter's election of new and continuing officers. This form may be found on the National Website and must be completed even though **your chapter officers have not changed**. Copies should be received by **May 1, 2026**. Send it to: organizing secretary general, state regent, state recording secretary, state corresponding secretary, state organizing secretary; state registrar, and district director.

Please let this officer know if she can assist you in any way.