



Membership Committee Chapter Master Report Section Guidance

Your answers to these questions are your chapter's opportunity to **SPARKLE**. This report showcases your activities and participation in fulfilling the missions of our Society. We encourage you to complete each question by sharing the details of your activities. The examples provided are brief and serve only to provide the type of answers we are seeking. Please feel free to provide as many details as possible and share these in your submission to the State Chair in a report.

1. Did your chapter participate in the Spread the Sparkle Challenge?

The focus of this question is on recruitment. Examples of recruitment activities may include but are not limited to genealogy workshops, booths at events, brochures, and community outreach/PR.

If you answered YES: Please describe how your chapter achieved meeting the Spread the Sparkle Challenge and what the results were.

Example:

Members were challenged to invite 1 person to a meeting. A meet and greet was held prior to the start of the meeting and members stayed after the meeting to answer questions.

This resulted in 12 guests, of which 6 became members.

Example:

Our chapter held a chapter picnic and asked chapter members to invite family members, including extended family, (sisters, mothers, nieces, in-laws). We shared the many community activities we participate in and the DAR legacy program making membership an easier process for direct relatives and the support the chapter provides in the process. Chapter Registrar, Mary Jones, did an excellent job in providing details on the Legacy program and then working with the prospective members.

This resulted in 7 new members knowing their application would not require a lot of research.

If you answered NO: Although, your chapter may not have met the challenge by attaining four new members, please share what recruitment activities your chapter participated in and the results. The work that you did is important.

Example:

A prospective member workshop was held at the local library. The workshop was advertised in the local newspaper, flyers were posted in the library and the historical museum and members were asked to post flyers at their churches, place of business, etc. The Membership Chair Susie Smith, created the attractive eye-catching flyers.

This resulted in 8 individuals attending the workshop, with 5 prospective members. Of those 5; 3 are now members and 2 are in process.

2. In addition to inviting to meetings or sending a newsletter, how does your chapter interact with prospective members to share the mission of DAR? Please describe anything special that you do.

Describe what your chapter does to make your prospective members feel welcome and have a better understanding of DAR's missions.

Example:

Prospective members are invited to share in all activities, events, field trips and meetings.

Example:

Prospective members are introduced to and invited to sit with a member of our membership team. This helps her feel more comfortable. The member can answer any questions as they arise, during or after the meeting.

Example:

Prospective members are invited for coffee to review their lineage, get acquainted and work on application and answer any questions she may have.

3. Aside from the Oath of Membership, what does your chapter do to welcome new members?

In this question, share what your chapter does to welcome new members.

Example:

Our chapter holds a New Member Welcome Ceremony (aka induction) at a meeting and allows the member to invite family members to attend. Their photo is taken and featured in the newsletter. New members are given their membership card, a copy of the yearbook and a copy of her application.

Example:

A New Membership Workshop is held to welcome new members and share more about DAR. They learn about the mission of the society and the many ways that they can serve.

4. What activities, outside of chapter meetings, does your chapter do to engage current and prospective members (e.g., socials, sunshine committees, newsletters)?

Share in detail how your chapter engages members and prospective members to maintain interest and foster making connections. How does the chapter interact on a personal level with members? Do you have field trips? Do you encourage participation in community events? Do you meet for lunch or breakfast occasionally?

Example: Our chapter has several field trips throughout the year to encourage networking and building friendships with members. Members that may not be able to attend meetings may attend these events. You can find more detail about where we went in the Membership Committee report which was are filed.

Example:

Our Chaplain, Ann Jones, sends cards to members and prospectives not only for illness or death in families, but for the successes in life; such as a new baby, promotion, retirement, marriage to show the chapter cares about them personally. Newsletters are sent to all members.

Example:

A member workshop is held quarterly for new members to learn more about DAR on the national, state and local level. A variety of topics are covered. All members are encouraged to attend.

5. What kind of outreach program does your chapter have to engage with members who do not or cannot regularly attend meetings and activities? Please describe any special program or initiative that you have.

Share what your chapter does to include this group of members. Do you visit or call? Do you send cards? Do you recognize their membership anniversary? Do you offer to drive them to meetings?

Example:

Sunshine Committee Chair, Susie Williams, calls members who are in facilities, shut-ins or the elderly that may not attend or ones in ill health to keep them up to date on chapter activities. These members often do not have email or do not check emails. Our Secretary also sends copies of minutes and newsletter by mail. Our members often visit members in assisted living facilities or shut-ins.

Example:

The Regent contacts out of town members to maintain relationships and encourages them to report Service to America Hours.

Example:

If a member who regularly attends meetings begins to miss meetings, a call is made to ensure they are well or inquire why they may not have attended.

6. Does your chapter do anything special to promote and facilitate membership/dues renewal?

Share what creative methods your chapter utilizes to encourage membership renewal. Do you have a fun activity? What do you do to create enthusiasm?

Example: To encourage early dues submission, each member who pays their dues prior to October 1st receives a raffle ticket for a drawing of items presented at the October meeting.

Example: Our Regent sends a letter to all members thanking them for their dedication and support and explains how dues are utilized and supports DAR at the state, chapter and national level and provides a summary of all the chapter activities throughout the year.

Did you participate in Stop the Drop Initiative?

This question is an extension of number 6. Please share in the response section (above) any special activity that you did to reach out to any members who were in jeopardy of being dropped due to non-payment of dues.

Please add any additional information that you wish to report in the box below.

Please describe anything you feel was creative or innovative that made an impact on your membership that was not covered in the above questions.

If you chapter had a special activity or project and would like to be considered for possible recognition, please send a complete report to the State Chair.

We encourage you to answer **YES** and submit a report to your State Chair.

Submissions to the State Chair allows her the opportunity to learn in greater detail about the **DAZZLING** projects and activities that your chapter implemented. This information is helpful for awarding recognition at the state and national levels.

In this report, provide a more detailed description of your activities, along with photos, press releases, names and any related materials.

Photos should be emailed to your state chair as a separate attachment. (You can put them in your report but we also need them separately.) Include your chapter name or code with the title of the photo.

ex. 1234AB New Member Workshop

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Thank you for taking the time to do a outstanding job completing the CMR!