

## ***OSDAR Checklist for Good Citizens Committee Chairs***

- \_\_\_\_\_ **July** - Determine the high schools in your area that you wish to ask to participate. You will eventually need one award set for each high school and one award set for your chapter winner.
- \_\_\_\_\_ **July** - Go to <http://genmarker.com/good> to obtain copies of the NSDAR information packets and directions. Make sure your forms are for the current year.
- \_\_\_\_\_ **Mid to Early August** - Contact high schools in your area and take an application packet to each high school principal. Ask for a few minutes to explain the contest. Visiting before the school year starts is very important. Once the year starts, everyone is so busy that things may get “lost in the shuffle” and this is a very time sensitive program. Usually it will then become the senior high counselor who you will be working with to complete the application process.
- \_\_\_\_\_ **August** - Send someone to Fall Fun Fair at the end of August to purchase those award sets. If you order them later by mail, shipping material and postage will be \$8.00.
- \_\_\_\_\_ **September/October** - The winner that each high school selects, should he or she wish to apply for the scholarship, needs to have time to do the essay part while supervised. Form 1003 is to be enclosed in a sealed envelope that is only opened when the student sits down to write the essay.
- \_\_\_\_\_ **October 15<sup>th</sup>** - Deadline for each high school to submit their Good Citizen winner to the local chapter.
- If their school winner does not wish to apply for the scholarship, the process for them ends. Your chapter will present the award set to the student as the winner from that high school.
  - If the school winner wishes to apply for the scholarship, the school must submit three copies of the entire packet PLUS the original packet to your chapter. Protect the student’s original packet since it continues up the judging chain. Do not mark on it. Carefully check that all parts of the application are present, contacting the school to obtain anything that is not there. Remember, we do not penalize the student for the mistakes of the adults in this process. Please work with the school contact people.
- \_\_\_\_\_ **October 15<sup>th</sup> - November 15<sup>th</sup>** - plan to determine your chapter’s winner to pass on to your District Vice Chairman. If only one high school presents you with a student for the scholarship, then no judging is needed. If you have two or more students, then provide a scholarship application copy and a judge’s form to each of **THREE** judges (2 must be non-DAR members) for judging. It may be best to do this before you meet as a group. When the judging group gets together (perhaps 3 judges and the chapter chair), the meeting can focus on determining, through discussion, your chapter winner from among the submitted school winners.
- \_\_\_\_\_ **November 15<sup>th</sup>** - Deadline to submit your (one) chapter winner to your District Vice Chair.
1. Send the original full application packet.
  2. Send three additional copies of the full application.
  3. Send your signed judges sheets.
  4. Send the Chapter Chairman’s Report. The report form is on the website - please send your chapter’s report even if you are not sending a winner to be judged.
- \_\_\_\_\_ Think about the timing of writing publicity to send to the appropriate newspapers in your area.
- \_\_\_\_\_ Think about the timing of writing thank-you letters to the counselor (or whoever organized the process at the school level).
- \_\_\_\_\_ Arrange with the school for the delivery of certificates and awards for their school winners. Schools usually want these for the end-of-year awards ceremonies and may want you to present the award.
- \_\_\_\_\_ **April** – If certificates or awards are to be presented at the awards day (usually in May), make contact to be sure everything is set up the way it should be.