

California Society Secretary Forum November 18, 2020



Where do I find that form

Change of managers form, extremely important form for chapters.

This form provides information to the California Society and National regarding the Chapter.

It begins a flurry of changes for the new Calendar year.

It needs to be summitted by January 15th of the new year to the California Society Secretary.

Some chapters do not have their new officers installed, so the form will need to be refiled-file with new incoming officers.

Ualifornia Society Sons of The American Revolution NEWLY ELECTED CHAPTER OFFICERS REPORT

Please provide the following information to the California State Secretary no later than January 15 or when there is a change of Chapter Officers.

CHAPTER N	UMBER: CH	APTER NAME:					
Office(title)	Officer Name	Mailing Address	City	9 digit Zip	NSSAR #	Calif #	PHONE #
PRESIDENT							
	Email:						
V.P.							
GEODET (D.V.	Email:						
SECRETARY							
	Email:						
TREASURER	Eman.						
IRLASORER							
	Email:						
REGISTRAR							
	Email:						
HISTORIAN							
CHAPLAIN							
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Meeting Dates and Time:

Meeting Place:

Are Your Meetings for Members Only? _____ Or Do Wives, Friends and Companions Attend? _____ What Chapter Officer is to receive official California email? ______

Mail to: Frederick Schuster

State Secretary, CASSAR 1044 W Notre Dame St Upland, CA 91786-2671

EMAIL: schuster6789@aol.com



Information on the Form

Need to have the Chapter Name

Chapter Number is optional, if you don't know your chapter number send me an email or call me and I can provide the number.

Officers name, mailing address, NSSAR National Number, California State Number, phone number and an email. Check the email address for accuracy

The seven officers on the form are the officers that are necessary for the CASSAR Secretary to file the NSSAR Change of Managers forms at National.

This is an excel spread sheet and additional lines can be added under the Chaplains information.

Meeting information needs to be added.

Why all this information

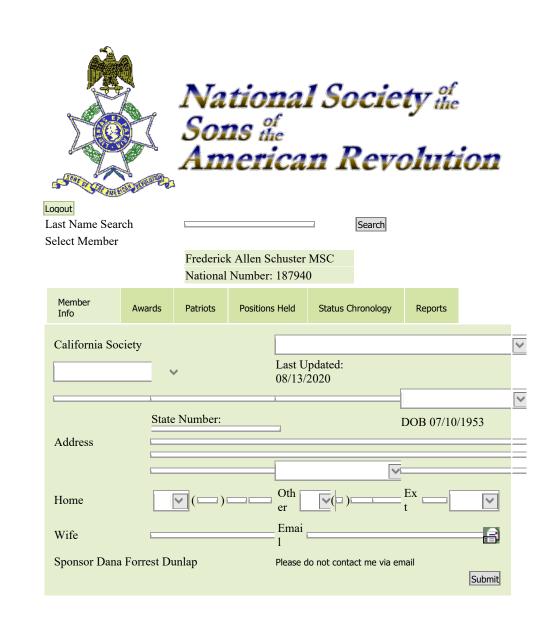


- (1) The form information is placed onto a NSSAR Change of Managers form and the information is used to have the chapter secretary and the chapter president have access to the National Data Base for the Chapter.
- (2) The information is sent to the CASSAR web-master to update the CASSAR web page with the chapter information so that prospective **new members** can access the information and your **chapter members** can access the information.
- (3) The State secretary updates the National Data base to with any changes of addresses or phone numbers.
- (4) A spread sheet is created that is used by the CASSAR Executive Board to contact the Chapter Board members if necessary
- (5) The Vice Presidents, North and South use the meeting place and time to know when and where to go if they wish to visit the chapter.
- (6) The State Secretary knows who the primary contact is to send information, new applications and other transaction information that is received from National.



How to Gain Access to the National Data Base

- (1)Log into the National Website
- (2)On the Navy Blue Bar look for a tab that says "Quick Links."
- (3)On the drop down go to Members Info (Yellow)
- (4)Log in: this is a different log in name and password.
- (5) You go to the page to the right.





Information Chapter Secretary can change.

- (1) The address information
- (2) The Members wife
- (3) The members email address
- (4) The members phone number
- (5) Members have access to the same information.

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Frederick Allen Schuster MSC National Number: 187940									
Member Info	Awards	Patriots	Positions He	d Status (Chronology	Reports			
California Societ	ty							~	
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Address									
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Wife			E1	nai			B		
Sponsor Dana Fo	Sponsor Dana Forrest Dunlap Please do not contact me via email Submit								

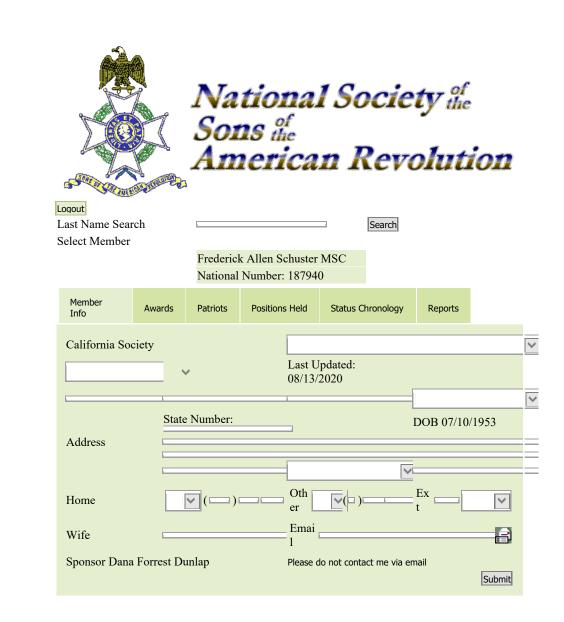


Secretary Reports

The secretary has access to all the information along the top tab, Member Info, Awards, Patriots, Positions Held, Status Chronology and Reports.

In the Reports, the Chapter Secretary can run a chapter roster report to find all members in the chapter.

Status chronology lets the Secretary know the members status, active, dropped or transferred and dates.

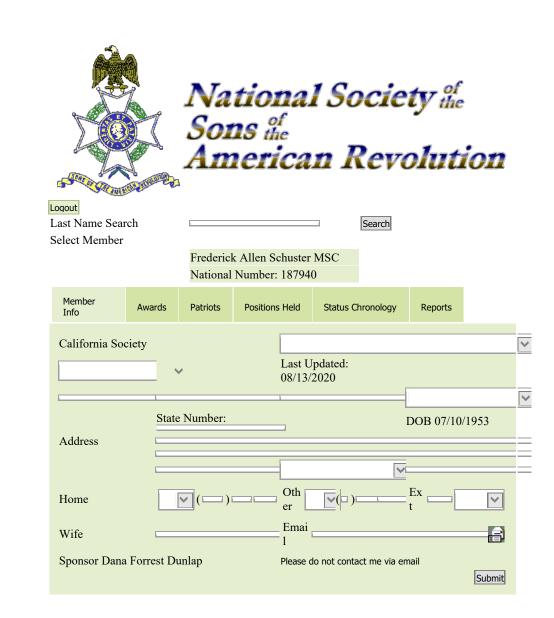




Calendar Year 2021

The Awards section of National Data Base is going to begin to be utilized and updated.

Each chapter secretary will be asked in a systematic way to send the State Secretary and the CASSAR Awards and Medals Chair a comprehensive list of all their active members awards and medals so that they can be entered into the National Data Base.



Circling Back to the Change of Mangers Report and the information on the Form

The Change of Managers Report/Form while it is a small form is a vital form that creates a flurry of activity for the entire society from the chapter to national.

The information has an impact on all level and allows the chapter secretary and president to access the National Data Base.



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	Email:						
V.P.							
	E 1						
SECRETARY	Email:						
SECKETAKI							
	Email:						
TREASURER							
	Email:						
REGISTRAR							
	Email:						
HISTORIAN							
CHARLARI							
CHAPLAIN							
	1	1	1	1	1		

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Questions