



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 submitted 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.

California 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 NUMBER: _____ CHAPTER NAME: _____

<i>Office(title)</i>	<i>Officer Name</i>	<i>Mailing Address</i>	<i>City</i>	<i>9 digit Zip</i>	<i>NSSAR #</i>	<i>Calif #</i>	<i>PHONE #</i>
PRESIDENT	Email: _____						
V.P.	Email: _____						
SECRETARY	Email: _____						
TREASURER	Email: _____						
REGISTRAR	Email: _____						
HISTORIAN							
CHAPLAIN							

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.



*National Society of the
Sons of the
American Revolution*

Logout

Last Name Search

Search

Select Member

Frederick Allen Schuster MSC

National Number: 187940

Member Info	Awards	Patriots	Positions Held	Status Chronology	Reports
California Society <input type="text"/>					
<input type="text"/> Last Updated: 08/13/2020					
<input type="text"/>					
State Number: <input type="text"/> DOB 07/10/1953					
Address <input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Home <input type="text"/> (<input type="text"/>) <input type="text"/> Oth <input type="text"/> (<input type="text"/>) <input type="text"/> Ex <input type="text"/>					
Wife <input type="text"/> Email <input type="text"/>					
Sponsor Dana Forrest Dunlap Please do not contact me via email					
<input type="submit" value="Submit"/>					



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.



National Society of the Sons of the American Revolution

Logout

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Search

Select Member

Frederick Allen Schuster MSC

National Number: 187940

Member Info	Awards	Patriots	Positions Held	Status Chronology	Reports
California Society <input type="text"/>					
Last Updated: 08/13/2020					
State Number: <input type="text"/> DOB 07/10/1953					
Address <input type="text"/>					
Home <input type="text"/> (<input type="text"/>) <input type="text"/> Oth er <input type="text"/> (<input type="text"/>) <input type="text"/> Ex t <input type="text"/>					
Wife <input type="text"/> Email <input type="text"/>					
Sponsor Dana Forrest Dunlap Please do not contact me via email					
<input type="submit" value="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.



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Search

Select Member

Frederick Allen Schuster MSC

National Number: 187940

Member Info	Awards	Patriots	Positions Held	Status Chronology	Reports
California Society <input type="text"/>					
Last Updated: 08/13/2020					
State Number: <input type="text"/> DOB 07/10/1953					
Address <input type="text"/>					
Home <input type="text"/> (<input type="text"/>) <input type="text"/> Other <input type="text"/> (<input type="text"/>) <input type="text"/> Ext <input type="text"/>					
Wife <input type="text"/> Email <input type="text"/>					
Sponsor Dana Forrest Dunlap Please do not contact me via email					
<input type="button" value="Submit"/>					



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.



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Select Member

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National Number: 187940

Member Info	Awards	Patriots	Positions Held	Status Chronology	Reports
California Society					
				Last Updated: 08/13/2020	
	State Number:			DOB 07/10/1953	
Address					
Home			Oth er	Ex t	
Wife				Emai l	
Sponsor Dana Forrest Dunlap				Please do not contact me via email	
					Submit

Circling Back to the Change of Managers 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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PRESIDENT							
	Email:						
V.P.							
	Email:						
SECRETARY							
	Email:						
TREASURER							
	Email:						
REGISTRAR							
	Email:						
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Questions