

ASDAR STATE RECORDING SECRETARY

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**2020-2021 GUIDELINES FOR ANNUAL REPORTS
FOR THE ASDAR STATE YEARBOOK**

**ATTENTION:
STATE OFFICERS,
STATE COMMITTEE CHAIRS - NATIONAL, SPECIAL, & ASDAR
STATE COMMITTEE CHAIRS;
DISTRICT DIRECTORS, & CHAPTER REGENTS - CENTRAL, SOUTHEASTERN,
NORTHERN & SOUTHERN DISTRICT CHAPTER REGENTS**

REPORTS ARE DUE NO LATER THAN SUNDAY, MARCH 14, 2021

Please adhere to the 2020 – 2021 Guidelines for Annual Reports for the State Yearbook:

1. **Annual Reports for State Officers, State Committee Chairs, and District Directors:** Your yearbook report should highlight your responsibilities, position, and/or the chapters, chapter officers, or chapter committees; and the Chapter Master Reports (CMR). State Committee Chairs can access the CMR results by Chapter for her committee Annual Report.
2. **Annual Reports for Chapter Regents:** In your annual report, please include all interesting projects, programs, awards received and given, and any other interesting activities you sponsored or participated in during this year. Please use your CMR (Chapter Master Report) or past state yearbooks to help write your report.
3. **Microsoft Word:** Reports should be typed and submitted in **Microsoft Word** format. Your report may be:
 - a) **E-mailed to the State Recording Secretary** as a **Word** attachment;
 - b) Typed in **Word** and **delivered** to the ASDAR State Conference 2021 and **given** to the State Recording Secretary;
 - c) Typed in **Word** (two copies of the report, please) and **mailed** to the State Recording Secretary's address; or
 - d) Typed in **Word** and **put on a disc, mailed** to State Recording Secretary **or** **delivered** to the State Recording Secretary at the State Conference 2021.
4. **Font & Font Size:** Font -Type your annual report in **Times New Roman** and the Font Size: **12**

5. **Ink Color: Black**

6. **Titles – Headings: All CAPITALIZED, CENTERED and in BOLD:**

Ex. State Officers' Reports:

**STATE REGENT
Tammy Bradshaw Clemons**

Ex. State Committee Reports:

**AMERICAN HISTORY
Penny Lenoir Sumners, Chair**

Ex. Chapter Regents' Reports:

**FORT MIMS ~ STOCKTON ~ 3028AL
Organized by June Whiting Slaughter, 1949
Mary Flo Williams, Regent**

7. **Paragraphs and Spacing:**

A) Indent 5 spaces for each paragraph.

B) Single space throughout report and between paragraphs.

C) One space between sentences - after the period. One space, please.

8. **Number of Words in Body of Report - Maximum 500 WORDS or LESS.**

(Not 525 words, not 657 words; but a maximum of 500 words or less)

9. **Margins – Please put the body of the report in JUSTIFIED MARGINS.**

(Justified text gives your report clean, crisp edges to give your report a polished look.)

***Refer to past State Yearbooks for examples of annual reports.**

You will note – Annual Reports **are in paragraph format**, with **no bullets**.

The Annual Reports are **NOT** in all **CAPITAL** letters, **not in *SCRIPT*** or other *Fancy Font*, and **not in all bold type**.

The Annual Reports are:

- Times New Roman font,
- Black ink,
- Twelve (12) font size,
- Single spaced between lines and paragraphs,
- Paragraphs are indented five (5) spaces,
- One space after punctuation,
- Body of the reports are a maximum of 500 words or less, and
- Margins are Justified.

If you have any questions or need help in writing your annual report, please email or call the State Recording Secretary. Thank you very much. I look forward to getting your reports.

Anne H. Parramore

State Recording Secretary

(334) 279-7544

wawp457@bellsouth.net

EXAMPLE OF A CHAPTER REPORT FOR STATE YEARBOOK

HUNT'S SPRING CHAPTER ~ HUNTSVILLE ~ 3078AL

Organized by Bernice Robbins Estes, 1974

Rebecca DeWine Riddick, Regent

Hunt's Spring Chapter continued to focus on Historic Preservation, Education, and Patriotism throughout 2019. The year was particularly special in preservation, for the chapter honored one of its own members with the Historic Preservation Recognition Award. Due to the member's extensive research and restoration work, her Chambers County family cemetery is now on the Alabama Register of Historic Cemeteries.

Many Hunt's Spring Daughters provided hands-on involvement in educational settings. Members served local classrooms, assisting teachers, reading books, and working crafts with the students. Several members volunteered in school libraries and tutored individual students during and after school. The adopted classroom at KDS received school supplies donated by chapter members, and multiple classroom parties were held. Students received books at these parties, and additional books remained in the classroom library. Hunt's Spring also held a Chemawa Indian School book drive, and 65 high school level books were sent to the students. Library display cases created by the chapter also promoted literacy. Whether the focus was - a historical anniversary, such as the 75th Anniversary of D-Day, a monthly theme focus, such as November's Native American Heritage Month; or a noted author, such as Laura Ingalls Wilder - the displays always encouraged further knowledge through books and literature in the exhibits.

Serving veterans and deployed patriots remained a priority with Hunt's Spring. The chapter began a relationship with a local veterans group, through which Hunt's Spring supported two World War II veterans' return to areas of combat where they served during 1944-1945. Members attended the airport departure celebration among crowds of patriotic supporters. For active military members, over twenty boxes of necessary items were shipped to nurses in Guantanamo Bay, female soldiers on the USS Harry S. Truman, and a naval unit in Afghanistan. Additionally, Hunt's Spring veterans, as well as other veterans in attendance, were honored during the November Patriotism Luncheon, and all received a special veteran's pin. Chapter members sent birthday cards to veterans throughout the year as opportunities arose, and members participated in the annual Veterans Day Parade.

Alabama Bicentennial activities kept members engaged in this anniversary of our state. Members hosted events during the Historic Weeden House Museum Art Exhibition, Panoply of the Arts, President Monroe's Visit to Huntsville, Concerts in the Park, the Alabama Constitutions at the Huntsville Museum of Art, and numerous other occasions. The highlight of the three-year commemoration was "Alabama's Biggest Birthday Party" on December 14, 2019. Hunt's Spring Daughters welcomed hundreds of guests, providing refreshments, games, music, and Alabama literature for all celebrants. The chapter also continued the popular field trips to important Alabama destinations. Spring 2019 took us to the American Village in Montevallo; fall 2019 found us on a walking tour of Mooresville. Each trip was unique, and members always learned more about the state and got their *Alabama PastPort* books stamped.

It continues to be a joy to serve as Hunt's Spring Chapter Regent.