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CHAPTER PRESIDENT

THE CHAPTER PRESIDENT SHALL:

1. Familiarize herself with DRT’s bylaws and the current version of the Manual of Procedure (MOP), her chapter bylaws and standing rules, and how to navigate through the DRT website. ([www.drtinfo.org/members/](http://www.drtinfo.org/members/))
   **Note:** DRT bylaws are revised during Conventions held in even years. The MOP is frequently updated after each quarterly Board of Management (BOM) meeting, so it is recommended to check the website for the most up to date version.

2. Electronically notify Headquarters ([Headquarters@DRTInfo.org](mailto:Headquarters@DRTInfo.org)) and the appropriate District Representative immediately after Chapter election the list of new officers including contact information, as well as, any changes in regards to membership or officers, including but not limited to e-mail addresses during the term of office.

3. Obtain the login information for the Chapter DRT email from either the outgoing Chapter President or the DRT Webmaster at ([Webmaster@DRTInfo.org](mailto:Webmaster@DRTInfo.org)). Check email account on a frequent basis.

4. At the beginning of the term appoint all committees and serve as ex-officio on all committees except Nominating Committee.

5. Appoint the Chapter Parliamentarian.

6. Assist in the planning of the yearly Chapter Programs.

7. Work with the Chapter Treasurer in the development of an annual budget.

8. Set up and maintain a Chapter email list in order to forward all correspondences from the District Representative, National DRT Officers and Headquarters, as well as, communicate with Chapter Members as needed for meeting reminders, events, etc.
   **Note:** This may be something that your Chapter Secretary is responsible for,

9. Preside at all meetings, conducting the business in the prescribed manner. It is her duty to expedite the business in an orderly manner, allowing all members the right to speak or debate on questions according to the most current edition of *Robert’s Rules of Order Newly Revised*. (The presiding officer does not speak for or against any subject.)
10. Prepare an agenda for meetings with the suggested format below.

   Call to Order  
   Establishment of Quorum  
   Invocation  
   Pledge to the United States  
   Flag Pledge to the Texas Flag  
   Pledge to DRT  
   Texas Honor Day (if applicable)  
   Program (if applicable)  
   Presentation of Minutes  
   Officers' Reports  
   Unfinished Business  
   New Business  
   Benediction

11. Submit reports and forms as required by the Manual of Procedures. (Annual DRT Chapter Narrative, Chapter Awards Form and oversee CRT Chapter Narrative submission).

12. Sign all applications for membership.

13. Plan to attend District Workshop and Annual Convention, as well as, distribute registration forms and encourage all members to attend and participate the meetings.

14. Co-sign, with the Chapter Recording Secretary, Chapter endorsements of members for election at a District Meeting or for nomination for Officer General sent to the Nominating Committee.

15. Oversee all applicable Chapter activities including but not limited to:
   - Yearbooks
   - Fundraising
   - Scholarships
   - Social activities of Chapter
   - Hosting District Workshop on Chapter’s responsible year.
   - Hosting DRT Convention on District’s responsible year.
   - Hosting CRT Convention on District’s responsible year.
   - Participation in DRT essay, art, and any other contests

16. Invite District Representative to one of more of the yearly meetings in order for Chapter Members to stay current on what is happening around the District and at the national level.

17. Use all available opportunities to bring positive media attention to DRT and local Chapter activities.
18. Encourage the publicity and observance of Honor Days (See Honor Days Press Release Information p. 13)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lamar Day</td>
<td>January 26</td>
</tr>
<tr>
<td>Texas Statehood Day</td>
<td>February 19</td>
</tr>
<tr>
<td>CRT Founders Day</td>
<td>March 1</td>
</tr>
<tr>
<td>Texas Independence and Flag Day</td>
<td>March 2</td>
</tr>
<tr>
<td>Alamo Heroes Day</td>
<td>March 6</td>
</tr>
<tr>
<td>Goliad Heroes Day</td>
<td>March 27</td>
</tr>
<tr>
<td>San Jacinto Day</td>
<td>April 21</td>
</tr>
<tr>
<td>Texian Navy Day</td>
<td>3rd Saturday in September</td>
</tr>
<tr>
<td>Texas Heroes Day</td>
<td>September 18</td>
</tr>
<tr>
<td>Gonzales Day</td>
<td>October 2</td>
</tr>
<tr>
<td>Stephen F. Austin’s Birthday</td>
<td>November 3</td>
</tr>
<tr>
<td>DRT Founders Day</td>
<td>November 6</td>
</tr>
<tr>
<td>Siege of Bexar</td>
<td>December 9</td>
</tr>
</tbody>
</table>

19. Encourage Chapter Members to support DRT activities and projects on the national level (Republic of Texas History Complex, The Cradle, DRT Headquarters, DRT Library Collections and the Republic of Texas Museum.)

20. Oversee all Chapter Officers so that all requirements of the Chapter are maintained. Be aware of deadlines and duties of each office.

21. Facilitate the nominating process to select a Nominating Committee for new officers in January of second year of term. The Nominating Committee of three members shall be elected by the Chapter in January of the year of election and shall report to the Chapter for election. Nominations may be made from the floor. The President shall not be a member of the Nominating Committee, but must ensure the committee meets and is able to present a slate of officers such that elections take place by May and the new officers assume their duties as of June 1.

22. Inform the Chapter of BYLAWS being the focus of the Convention in even-numbered years. Proposed amendments to the Bylaws may be submitted to the chair of the Bylaws Committee by chapters, the Bylaws Committee, the Board of Management, or administrative committees. All proposed amendments must be received by the chair of the Bylaws Committee by date specified in the Bylaws.

23. Inform the Chapter of Board of Management elections being the focus of the Convention in odd-numbered years. For a Chapter to endorse its member(s) to the Nominating Committee for officer candidates for the Board of Management, the Chapter must vote at a regular Chapter meeting in which a quorum is present. (Refer to Bylaws and the MOP for specific requirements).
24. Inform the Chapter the names and contact information for the District Representative as well as the names of the Alternate District Representative, Nominating Committee Member and Nominating Committee Alternate.

25. Perform any and all duties as stated above but shall not limited to. She shall perform all duties requested of her by the Chapter Members within reason.
CHAPTER TIMELINE

MAY/JUNE

Installed as Chapter President

JUNE-JULY-AUGUST

June 1 is the beginning of the DRT fiscal year.

Most Chapters will meet monthly from September through May, so summer months can be used for planning for the DRT year. District Workshops are held each year from August through November and the exact date will vary from year to year. In odd number years, District Representatives and alternates and Nominating Committee members and alternates are elected at the district level.

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the months of June, July and August.
- Send a list of new officers with all contact information to DRT Headquarters (headquarters@drtinfo.org) and to your District Representative. Notify Headquarters with any subsequent changes.
- Set up an email list of all Chapter members.
- Make appointments: the first year of the term, appointments for Chapter Standing Committees (i.e., Membership, Budget & Finance, Program, Yearbook, Memorial, Bylaws, Education, Membership, Publicity, Scholarship, Historical, etc.) need to be made.
- Hold Executive Board Meeting (all Chapter officers) for planning of upcoming year. Business may include:
  - Presidential goals for term
  - Plans for coming year (programs & special activities)
  - Checking on progress of member dues (with Treasurer)
  - Setup of budget for upcoming year (See Sample, p. 17.)
  - Plans for upcoming District Workshop (Is Chapter presenting a nominee for Nominating Committee or District Representative?)
  - Checking on progress of Yearbook
  - Information for new members (see New Member Handbook on the DRT website, under Forms & Publications/Publications/New Member Handbook)
  - Prepare a summer letter to Chapter members (mail or email) to introduce the year. (See Sample, p.18)
  - Review Award Form requirements
  - Discuss how to record volunteer hours (at each meeting, etc.)
• Notify Chapter members and encourage attendance at the District Meeting. President may have to prepare a Chapter Activities report for the meeting.
• Touch base with Chapter Treasurer in regards to Related Entity Report (due June 30 to Headquarters) and final membership report (due July 10 to Headquarters).
• Chapter President, Chapter Secretary and Chapter Treasurer should visit bank to make all of the necessary banking arrangements (i.e. signature cards, statement mailing addresses, etc.) (Will probably need a copy of the minutes showing the election of new officers.
• Notify local schools about the topics for the 4th and 7th Grade Texas History Essay Contest. Reach out to 4th and 7th grade Texas History Teachers about the Teacher Contests.
• Check with District Representative about the deadlines for the 4th/7th grade essay and Teacher contests. (Typically chapter winners are due to the District Representatives in January or February.)

SEPTEMBER

• Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of September.
• Chapter Meeting. (See Sample Agenda. p. 14.)
• Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)
  3rd Saturday in September – Texian Navy Day
  September 18 – Texas Heroes Day

OCTOBER

• Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of October.
• Chapter Meeting. (See Sample Agenda. p. 14.)
• Touch base with Chapter Treasurer in regards to the 990N filing due to IRS by October 15.
• Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)
  October 2 – Gonzales Day
NOVEMBER

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of November.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)
  
  November 3 – Stephen F. Austin’s Birthday
  November 6 – DRT Founder’s Day
- In even-number years, submit Proposed Bylaw changes by November 15th deadline if the Chapter is going to submit any proposed changes. The proposed Bylaw Change form must be filled out and submitted to the Bylaws Chairman by the appropriate deadline. Forms are available on the DRT website. www.drtinfo.org/members

DECEMBER

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of December.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- Deadline for Chapter contribution to the President General’s Project
- Submission Deadline: Chapter Endorsement of Nominees for Officers General sent in writing to the Nominating Committee Chair in odd numbered years. Forms are available on the DRT website. www.drtinfo.org/members
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)
  
  December 9 – Siege of Bexar

JANUARY

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of January.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- 4th/7th grade essay and Teacher award submissions due to chapter
- In second year of term (odd-numbered year), Chapter Nominating Committee for new officers need to be elected.
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)
  
  January 26 – Mirabeau B. Lamar Honor Day
FEBRUARY

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of February.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- Submit Chapter Winners for the 4th/7th grade essay and Teacher award to your District Representative
- Begin Convention attendance planning. Distribute Registration Forms available on the DRT website www.drtinfo.org/members
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)

  February 19 – Texas Statehood Day

MARCH

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of March.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- Begin collecting volunteer hours to be reported in April (See Sample, p. 19)
- Continue planning for Convention.
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)

  March 1 – Children of the Republic of Texas Founder’s Day
  March 2 – Texas Independence Day and Flag Day
  March 6 – Alamo Heroes Day
  March 27 – Goliad Heroes Day

APRIL

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of April.
- Chapter Meeting. (See Sample Agenda. p. 14.)
  A Memorial service for any deceased members may be included in April or May meeting. (suggested months)
  (See Memorial Service on website).
- In second year of term (odd-numbered year), elect new Chapter officers.
- Submit Chapter Award Forms – due April 22nd (Attendance, Achievement, Texas History and Chapter Volunteer Hours Awards to Awards Chairman. (See Instructions p.12)
- Complete Convention count and final plans.
- Observe DRT Honor Days (Refer to Honor Days Press Release Information p.13)

  April 21 – San Jacinto Day
MAY

- Check DRT Chapter Checklist for any important “due dates” from National DRT that may be applicable to your Chapter for the month of May.
- Chapter Meeting. (See Sample Agenda. p. 14.)
- A Memorial service for any deceased members may be included in April or May meeting. (suggested months) (See Memorial Service on website.)
- In second year of term (odd numbered year), install new Chapter officers.
- Submit your report by May 1st to the Annual Proceedings Chairman, Custodian General, your District Representative, the President General and Recording Secretary General (See Sample p. 11-12).
- Attend Annual Convention.
CHAPTER MONTH-BY-MONTH CHECKLIST

JUNE

__________ (1\textsuperscript{st}) DRT Fiscal Year begins

__________ (20\textsuperscript{th}) \textbf{Treasurer}: Submit Monthly Remittance Schedule– Collected Sales Tax to State Comptroller’s Office (if applicable)

__________ CRT Convention – Weekend after Father’s Day

__________ (30\textsuperscript{th}) \textbf{Treasurer}: Submit DRT Chapter Related Entity Form to Treasurer General

__________ Forward DRT Convention Minutes and other updates upon receipt

JUNE-AUGUST

Notify local schools of the 4\textsuperscript{th} and 7\textsuperscript{th} Grade Texas History Essay Contest Topics and 4\textsuperscript{th} and 7\textsuperscript{th} Grade Teacher Awards.

JULY

__________ (1\textsuperscript{st}) \textbf{Treasurer}: All Member’s dues need to be collected by this date

__________ (10\textsuperscript{th}) \textbf{Treasurer}: Chapter Dues Report submitted to Headquarters.

AUGUST - OCTOBER

Chapter Endorsement of Nominees for District Representative, District Representative Alternate, Nominating Committee and Nominating Committee Alternate due to District Representative two weeks prior to District Workshop.

SEPTEMBER

__________ 3\textsuperscript{rd} Saturday - Texian Navy Day

__________ (18\textsuperscript{th}) Texas Heroes Day
OCTOBER

_______  (1st) **Treasurer:** Remit Sales Tax Report to State Comptroller

_______  (2nd) Gonzales Day

_______  (15th) **Treasurer:** Deadline to file 990EZ or 990N

_______  (31st) Virginia M. Law Research Book Award entry deadline submitted to DRT Library Collection Committee via DRT Headquarters.

NOVEMBER

_______  (1st) Stephen F. Austin’s Birthday

_______  (6th) DRT Founder’s Day

_______  (15th) Bylaw Amendment Proposal to Bylaws Committee Chairman in odd-numbered years for consideration at next Convention.

DECEMBER

_______  (1st) Chapter Endorsement Form Submission Deadline for Officers General Election

_______  (9th) Siege of Bexar

_______  (31st) Submission Deadline for Chapter participation in the President General’s Project

JANUARY

_______  Mid – Essay and Teacher contest materials due to chapters for judging.

_______  (20th) – **Treasurer:** Annual Sales Tax Report to State Comptroller’s Office

_______  (26th) – Mirabeau B. Lamar Day.
FEBRUARY

(1st) Treasurer: Submit Senior Members Award forms.
(19th) Texas Statehood Day
Texas History Teachers, 4th & 7th Grade Essay chapter winners to District Representative
(28th) Elaine B. Davis Research Award entry deadline.

MARCH

Texas History Month
(1st) Membership applications approved by Registrar General on/after this date not liable for additional dues until the following year
(1st) CRT Founder’s Day
(2nd) Texas Independence Day
(6th) Alamo Heroes Day
(10th) Mamie Wynne Cox Award submission to Historian General
Mid – Distribute proposed Bylaw Amendments to members in even years
(27th) Goliad Day

APRIL-MAY

Odd number years, notify Headquarters and District Representative of newly elected chapter officers, as well as, their contact information including email
APRIL

(1st) Membership applications approved by Registrar General on/after this date not liable for additional dues until the following year

(1st) Treasurer: Distribute Dues Notification

(1st) Distribution of Candidates for National Office

Mid – Registration Convention due to avoid late fee

(15th) Chaplain: Member’s Deaths report to Chaplain General for inclusion in Convention Memorial Service

(21st) San Jacinto Day

(22nd) Chapter Awards Forms Deadline

MAY

(1st) DRT Chapter Annual Reports due to Annual Proceedings Chairman, Headquarters and President General

(1st) CRT Chapter Annual Reports due to Annual Proceedings Chairman, Headquarters, CRT Director and President General

(1st) Treasurer: Distribute 2nd Dues Notification

(1st) – CRT Awards Applications Due – Grandmother of the Year, Roth Trophy, Haltom Trophy and all Scholarship Awards to CRT Director

DRT Convention – Take Chapter Flag

(31st) – DRT Fiscal Year End

See DRTInfo.org/members website for all Entry and Submission Forms, including awards, bylaws, nominations, etc.
SAMPLE ANNUAL REPORTS

As Chapter President, you are responsible for completing and submitting two types of DRT annual reports: Award Forms and Narrative Reports. They cover the period April 16 of the previous year to April 15 of the current year. Be sure to check formatting and word limit procedures.

SAMPLE

________________________ Chapter DRT,
District ______________
(city)

During (year), the ________ Chapter increased membership, maintained meeting attendance, and raised awareness to our community of the missions of DRT. Meetings were held on the second Tuesday of each month from September through May with the exception of March. We donated 100% to the President General's Project; observed all honor days; enjoyed historical programs on the early settlement of Texas; heard local 4th and 7th grade winning Texas history essays and presented certificates to all who participated. (# of) Members attended Convention and (#) attended District Workshop last___________________. Special events were held including a reception for our first 50-year member; Guest Luncheon and Bell Ringing for Texas Independence Day with featured speaker on Stephen F. Austin; special community-wide San Jacinto Day observance at a local cemetery; and members of the chapter participated in a community-wide play about saving a local historic landmark. A major endeavor was the publication of a book of chapter ancestor biographies. Books about Texas history were given to the DRT Library and local schools; Texas flag and pledge cards were given to local business and local schools; a Republic of Texas map was given to a local school and a framed Travis letter to our Guest Luncheon speaker. The winner of the chapter's annual $1,000 academic scholarship award was announced on March 2, and the Texas Historical Traveling Trunk was presented at local schools. Several members gave presentations on Texas history to local and area organizations. Special monetary gifts were made to the DRT Library and to a local historical statue project. Chapter members gave service to other local historical preservation groups and participated in activities to maintain a Republic era educational building.

Name, Chapter President

Name, Secretary
Activities of the _____________ Chapter during the (year) included (list: some examples may be regular meetings, welcoming new members, attending local and national events, participation in Officer General’s Projects etc.) The chapter held _____________ regular meetings and welcomed _____________ new members. The CRT Sponsor attended the District _______ workshop, as well as, the DRT and CRT Convention with _______ members attending. Members visited 4th and 7th grade classes at _____________ during Texas History month and donated items for the 1st Vice President General’s Silent Auction project to benefit the CRT Scholarship Fund. Highlighting the year was a trip to the ________________ where the group enjoyed

__________________________.

_________________________, CRT Sponsor
ANNUAL AWARDS

Please see current Award Forms and Submission requirements at www.DRTInfo.org/members/formsandpublications/awards

DRT AWARDS

Six Star Award
Texas History Award
Achievement Award
Attendance Award
Membership Award
Volunteer Hours Award
President General's Project Award
Senior Membership Awards
June Franklin Naylor Award Mamie Wynne Cox Award
Virginia M. Law Research Book Award

CRT AWARDS

Aaron Lee Evan Noack Scholarship ($250)
Grandmother of the Year
Haltom Trophy Leadership Scholarship (3 possible - $2,000. $1,500 and $1,000)
Melody Harris Horn Pearson Scholarship ($500)
Rash Trophy Roth Trophy
HONOR DAYS INFORMATION

Articles and Press Releases are available for your local media for all twelve Texas Honor Days and Texas History Month. Go to the DRT website, www.drtinfo.org/members, and under Forms & Publications, click on Publications, then under Publications, click on Press Releases for Texas Honor Days.

For each Honor Day, you will find both a long version and a short version of each article. If your local media limits article length and will not permit the entire article (long version), then the short version can be used. Please note that within each article is a space for you to include local information pertaining to the Honor Day, such as a planned event by your chapter, information about monuments or local history in your area, etc.

Examples: Short Plays/Skits, such as the Slim and Dusty character skits.

Field trips to celebrations such as Monument Hill, Gonzales Come & Take It, San Jacinto that are held in conjunction with Honor Days.
DRT SAMPLE AGENDA

Call to Order

Establishment of Quorum

Invocation

Pledge to the United States Flag

Pledge to the Texas Flag

Pledge to DRT

Texas Honor Day (if applicable)

Program (if applicable)

Minutes of Previous Meeting

Officers’ Reports

Unfinished

Business New

Business

Benediction

Adjournment

____________________ Chapter Meeting Agenda – Location – Date - Time
CHAPTER MEETING SCRIPT SAMPLE

CALL TO ORDER

The (month) meeting of the _______ Chapter of the Daughters of the Republic of Texas will now come to order. (Time_)

INVOCATION

I call on ___________ Chaplain to lead us in the Invocation. Please stand and remain standing.

Chaplain –

RITUALS

The pledge to the American Flag and Texas Flag, along with the Pledge to DRT will be led by

_________________________ (Name and office).

Pledge to the American Flag
    I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands: One Nation, under God, indivisible, with Liberty and Justice for all.

Pledge to the Texas Flag
    Honor the Texas Flag, I pledge allegiance to thee Texas, one state under God, One and indivisible.

Pledge to DRT
    Realizing that the Heritage to eligibility in the Organization of the Daughters of the Republic of Texas is a special honor to be cherished, as a member of

    Chapter, I pledge myself to be faithful to its lofty ideals and to guard its interests and achievements.

MEAL (if applicable)

WELCOME (Introduction of guests, new members, etc.)

PROGRAM
BUSINESS SESSION

Reading and Approval of Minutes – Recording Secretary
Chapter President: The minutes of the_______meeting were distributed. Are there any corrections to the minutes? Hearing none, they are approved as read (written) and will be filed.

Treasurer’s Report – Treasurer

Chapter President: Are there any questions concerning the Treasurer’s Report? Hearing none, the report will be filed for review.

Officer’s Reports
Committee Reports

UNFINISHED

BUSINESS NEW

BUSINESS OLD

ANNOUNCEMENTS

BENEDICTION

Chaplain

ADJOURNMENT

If there is no further business, this meeting of the__________Chapter of the DRT is now adjourned. (Time_)
CHAPTER BUDGET SAMPLE

CHAPTER NAME____________________________________________________ YEAR

Income: # of members at $____each (dues amount) = $____________(total income) Expenses (examples):

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Chaplain Expenses</td>
<td>30.00</td>
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<tr>
<td>Contributions to:</td>
<td></td>
</tr>
<tr>
<td>The Cradle</td>
<td>25.00</td>
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<tr>
<td>DRT Library</td>
<td>25.00</td>
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<tr>
<td>CRT</td>
<td>25.00</td>
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<tr>
<td>Republic of Texas Museum</td>
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<tr>
<td>Republic of Texas History Center</td>
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<td>Endowment Funds</td>
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<td>Essay Winner Prizes and Certificates</td>
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<td>Postage</td>
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<td>President General’s Project ($1/member)</td>
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<td>Safe Deposit Box</td>
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<td>Yearbooks</td>
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Expense Total for Year

TOTAL INCOME FOR YEAR __________________________
TOTAL EXPENSE FOR YEAR ___________________
PRESIDENT’S SUMMER LETTER SAMPLE

A Summer letter can be useful to update all chapter members on success of previous year, any changes to national and local bylaws, location and time of regular meetings for the coming year, information about special projects and participation encouragement.

Dear Daughters,

Introductory Paragraph: Congratulations on a most successful year! We have been very busy and I sincerely appreciate everyone’s hard work. Though we do not meet until September, there is still business to be acted upon during the summer months. I would like to tell you about plans for the upcoming year and give you important information on current projects.

Any key changes such as bylaws. Give explanations and effects on chapter.

Details of coming year. Give the dates of the month, time and location of the upcoming year.

Describe and give results of any special projects of the chapter. (For example: local fundraising, community historical project, participation with local historical groups, etc.)

And report and encourage national DRT project such as The Cradle, DRT Library, Republic of Texas History Center, Republic of Texas Museum, etc.

Closing to encourage participation: I am looking forward to the coming year and I know the coming year will be equally successful as last. Please do not hesitate to call on me anytime with questions or suggestions. I may be reached via email at ChapterName@DRTInfo.org or call 000-000-0000.

Your Name
President
Address
City, State, Zip
Email
Phone
**VOLUNTEER HOURS**

Begin reminding members no later than March by email and meetings about the Volunteer Hours Report deadline. A form such as the one below can be circulated during meetings prior to April to encourage members to list their hours. Some chapters collect at each meeting during the year, an advantage for more accurate and timely information. (April 16-April 15)

**VOLUNTEER HOURS for the**

______________________________ CHAPTER

______________________________, 20____

Include regular meetings, officer-related work, committee meetings, committee work/preparation, special chapter events, District Workshop, Convention, presentations to other groups, performing duties of an office, etc. (Be sure to include travel time to and from events and meetings.)

<table>
<thead>
<tr>
<th>NAME</th>
<th># OF HOURS</th>
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