



# Iowa Society Daughters of the American Revolution

**Sarah Steinke, State Regent 2024-2026**

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IOWA

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## CHAPTER REGENT'S REPORT

Each Chapter Regent is to present an annual report on the activities and accomplishments of her chapter at State Conference. Chapter Regent Reports are the most accurate method for the State Regent to gather information for her report to Continental Congress on the activities of the Iowa daughters. These reports become permanent records of ISDAR when published in the Proceedings Book printed at the end of a State Regent's administration.

Except for statistical reporting, no report should be over one or two paragraphs of complete sentences containing mention of most interesting or outstanding work of the Chapter. Each report is limited to a maximum of 200 words.

**Three copies** of the complete report are required: one for the **State Regent** for use in compiling her report for Continental Congress and for future reference during her administration; the second for the **State Recording Secretary** for publication in the Proceedings Book; the third copy for the **Chapter's record**.

A specific form is not necessary. [Step-by-step instructions are given below](#). Please make every effort to meet the reporting deadline of March 15th prior to State Conference.

### INSTRUCTIONS AND BASIC TIPS FOR PREPARING REPORT

- Start by listing your Chapter Name, Chapter City, Chapter Code, and your name (the Chapter Regent's name) at the top of the report. For easy readability, each item should be on a separate line.
- Prepare a 200-word narrative that shares and celebrates the activities of your Chapter during the prior calendar year. Be creative – inspire others!
- Reports are to be copy-ready for publication or submitted electronically.
- Reports should be typed and should not exceed 200 words in length.
- Do not hand-write the report or type the report using all capital letters, as this makes it very difficult to prepare reports for the Proceedings Book.
- No corrections should appear on the final submission copy.
- A specific form is not required. Reports can be generated with word processing software or it simply can be inserted into the body of an email. Attach a copy of your State Credits Worksheet to the email with the report.
- e-mail reports to both:

Sarah Steinke  
Iowa State Regent  
[sarah.steinke.dar@gmail.com](mailto:sarah.steinke.dar@gmail.com)

and

Jackie Beard  
Iowa Recording Secretary  
[jKbeard17@gmail.com](mailto:jKbeard17@gmail.com)

If you have any questions, please do not hesitate to contact the State Regent or the State Recording Secretary. Please make every effort to meet the reporting deadline: March 15.