



TEXAS SOCIETY
COLONIAL DAMES XVII CENTURY

STATE REGISTRAR'S
PACKET DIRECTIVES AND FORMS

CHARLEEN ANN MULLENWEG

STATE PRESIDENT
2025-2027

Materials enclosed are for use for the 2025-2027 term.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027

Kimberley Smith Calaway, State Registrar

2028 Tarver Rd, Burleson TX 76028-1714

Telephone: 817-228-2116 Email: aapcolonialdames17c@gmail.com

Thank you for being a Texas Chapter Registrar!

Your work is vital to your chapter as well as to the Texas and the National Societies. I am delighted you have volunteered for such an important position, and I am here to assist you as we work together to increase membership, retain current members, and maintain accurate records for our Texas members. The Chapter Registrar performs many vital functions: maintaining a correct and up-to-date membership roster, submitting accurate membership applications to our Registrar General, assisting our current members with supplemental applications, staying updated on the current application guidelines, and fees.

Membership Applications

It is your duty to work with each prospective member to achieve a verifiable membership application. With tools like the Approved Application Project (log in to our national website at www.colonialdames17C.org and go to the Dashboard->Resources->Approved Application Project. You can research and/or attach to over 90,000 approved NSCDXVIIC applications to aid your future member with her application.

Make sure you are using the most current applications (revised July 2020) which can be found on our national website (www.colonialdames17c.org)

Membership Application-Log in->Dashboard->Applications-> New Member

Membership Short Form Application-Log in->Dashboard->Resources->Forms->Application Short Form

Supplemental Application-Log in->Dashboard->Applications->Supplemental Application

Guidelines for Preparing Membership and Supplemental Applications->Log in->Dashboard->National Executive Board->Registrar General->Resources-> Here you will find the following:

--Guidelines for Preparing Membership and Supplemental Applications

--Closed Lines

--Registrar's Checklist for Applications

Mail all Membership Applications to the Registrar General:

Brenda Reeder

2321 W Earles Court Rd.

Taylorsville, UT 84129-6010

Phone: 801-541-9399 Email: rgcdxviic1@gmail.com

It is best to use postal tracking when mailing these important documents. Include a chapter check or money order that is made out to the NSCDXVIIC for \$58 for each membership application.

The chapter submitting the membership application must send the State Treasurer the \$10 Texas State dues along with the State Application Fee Remittance Form, which is included in this packet and also in the State Treasurer's packet. Send a chapter check or money order that is made out to the TSCDXVIIC. Email or mail a copy of the same State Application Fee Remittance Form (no check) to the State Registrar.

Supplemental Applications

Mail your completed supplemental application(s) to our National Headquarters:

National Society Colonial Dames XVIIC
1300 New Hampshire Ave. N.W.
Washington, DC 20036-1502

It is best to use postal tracking when mailing these applications. Include a personal check, chapter check or money order that is made out to the NSCDXVIIC for \$25 for each supplemental application. On the notation line, write the name of the ancestor(s). Genie sessions are held each year in January, June, and August. Only applications that are received two weeks prior to each session will be reviewed. Each member may only have five supplemental applications pending. All submitted supplemental applications must be reviewed and signed in black ink by the Chapter Registrar and submitting member.

Again, remember to mail the State Application Fee Remittance Form and the \$2 (each) supplemental application fee to our State Treasurer for every supplemental application that is submitted. You may pay by personal check, chapter check or money order that is made out to the TSCDXVIIC. Email or mail a copy of the same State Application Fee Remittance Form (no check) to the State Registrar.

The National Website

Editing member's information. The State and Chapter Presidents, the State and Chapter Treasurers, and the State and Chapter Registrars may edit member's information on our national website. Members may edit their own information on the national website.

Editing membership status: Log in->Dashboard->Action->Admin-> (on left) Member Status Change-> (on top of page) Add New Status Change->Add Title (Ex. #12345 Ann Aaron Transfer)->Member/ Select (put their national number or member's last name and click on the blue area with their name)-> > New Member Status (drop down menu with the options of: "Transfer", "Reinstate", "Resigned", "Dropped", and "Deceased"-select an option)->Change Date (select date from calendar). The most important step is to go to the upper right area of the page and click on "Approve Status Change" and then click on "Update". If you do not complete this last step, the status change stays "pending". You might want to recheck this section in a few days to make sure the change is completed.

Transfer issues: Right now, the website is NOT sending transfer reports to anyone. This has been reported, and the website developers are working on this issue. Hopefully, the losing and receiving chapters, as well as State Officers will receive these reports. This is why it is so important to report these changes to the State Registrar so our Texas database can stay updated.

How to find Chapter Membership Reports on the National Website.

Keeping your records updated makes it much easier to make an accurate year-end report. The national website has areas where you can see the status of your present or past chapter members.

Log in to the national website->Dashboard->Actions->Admin->Active Members (on the left side of the screen) Then go to "Any Chapter" and enter your chapter's name or ID# (example TX07)->a drop-down menu will appear then click on the chapter->Filter Your chapter's information will appear. To limit your options, go to Membership Status. There you will find a drop-down menu with the options of "Active", "Inactive", "Dropped", "Resigned", and "Deceased". If you select "Active"-> Filter, you will see a roster of your active chapter members. On the right side of the screen it will say, "50 Items", which translates to--you have fifty active members in your chapter.

The Yearly Chapter Registrar Report. At the end of each calendar year during your term in office, you are required to submit a Chapter Registrar's Report to the State Registrar. The Chapter Registrar's Report for 2025-2027 is included in this packet. The form is a fillable PDF form, which means you can type directly into the form and save it for your records. The completed PDF can be emailed to the State Registrar. The form can also be printed, filled in by hand and mailed to the State Registrar.

It is easier to prepare your annual report if you enter changes onto the report form as they occur. Then all changes can be verified at the end of the year, and the report mailed directly to the State Registrar.

Report any membership discrepancies to the State Registrar as soon as you learn about them, so we can work together to keep the roster as accurate as possible.

This report is due in the first week of January 2026 and then again it will be due the first week of January 2027. Both reports will contain the details of membership changes that happened in their respective calendar year. The report is straightforward, however, the following may help when filling out the report.

- ❖ When listing dates and names, please be as specific as you can.
- ❖ At the bottom of page 1, there are spaces for you to enter the total number of Junior Members for your chapter. A Junior Member is 18-35 years old. Junior Member counts are not deducted from the total membership numbers you are reporting on this form. They are just a count of the total number of Junior Members in your chapter, and the total number of new Junior Members that were added for the year.
- ❖ At the bottom of page 3 you are asked to report on the number of members dropped by the national society. Dropped members are those who do not pay their annual dues and have not resigned in good standing from the chapter. If a member does not pay annual dues by the deadline, make every effort to obtain that member's resignation so that they are not dropped from membership. Do not remove a dropped member from your roster until they are removed from the membership rolls of the national society. Membership drops are usually processed on March 1 of each calendar year.
- ❖ If you have unreported membership gains or losses from previous years that you just learned about, there are areas on page 4 where you can enter those unreported gains or losses. This lets the State Registrar know that there will be an adjustment to the membership totals from these previous years.

Questions on Fees and Dues

If you have questions or are uncertain about fees or dues, please read the 2025-2027 Texas State Treasurer's Packet. This packet has the fee information, forms and procedures on:

New Members

Junior Members

Delinquent Members

Reinstatements

Resignations

Member Exemptions (for seniors)

You may also find fee information and procedures for these status changes in our National and State Bylaws.

Electronic Payments For Applications

Currently, our National Bylaws nor our National Standing Rules mention electronic payment for applications. Our National Bylaws and Standing Rules state that all application payments are made with a chapter check (for membership applications), a personal check (for supplemental applications) or a money order (for membership or supplemental applications) made out to the NSCDXVIIC.

Remember, always consult the Guidelines for Preparing Membership and Supplemental Applications before you begin any application. Our application guidelines have not changed in a long time, except for allowing the 1950 Census, in 2019, and adding the service/Holder of Dower Rights in Land, in 2021. If you adhere to these guidelines and make sure you have solid child to parent links throughout the application, you will have successful applications. Contact me or the Texas Lineage Committee if you need assistance with any application.

Enjoy your time as chapter registrar. Remember, it is such an important position because new members and retaining existing members are vital for the future of our organization. Encourage your chapter to talk about the National Society Colonial Dames XVIIC at every opportunity and to find and recruit prospective members. Remember we are a team!

Email me if you have any questions or concerns-aapcolonialdames17c@gmail.com

Respectfully,

Kimberley Smith Calaway
Texas State Registrar
2025-2027

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027



CHAPTER REGISTRAR'S ANNUAL REPORT
DUE NO LATER THAN JANUARY 7

Kimberley Smith Calaway, State Registrar
 2028 Tarver Rd, Burleson, TX 76028-1714
 Telephone: 817-228-2116 Email: aapcolonialdames17c@gmail.com

Chapter Name: _____ Chapter #: TX _____
 Preparer's Name: _____ National # _____
 Address: _____
 (Number) (Street) (City) (State) (Zip +4)
 Telephone: _____ Email _____
 Report Date: _____ Membership Year: 🗳️ 2025 🗳️ 2026

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 Membership gains and losses are reported for the calendar year ending December 31st. For each category, enter the number of gains and losses that occurred in most current calendar year. Add the number of gains and subtract the number of losses from the previous year's Total Membership Count. The total should equal the number of current chapter members.

TOTAL MEMBERS FROM THE PRIOR YEAR ENDING DECEMBER 31ST: _____

MEMBERSHIP GAINS

MEMBERSHIP LOSSES

New Members	_____	Deaths	_____
Reinstated Members	_____	Resignations	_____
Transfers In: Texas Chapter	_____	Transfers Out: Texas Chapter	_____
Transfers In: Another State	_____	Transfers Out: Another State	_____
		Dropped by National	_____
TOTAL GAINS	_____	TOTAL LOSSES	_____

TOTAL MEMBERS FROM THE CURRENT YEAR ENDING DECEMBER 31ST: _____

Total Junior Members	_____	Supplementals Submitted This Year	_____
New Junior Members This Year	_____	Supplementals Approved This Year	_____

CHAPTER MEMBERSHIP LOSSES

Enter the details of **only** the current year's membership losses below. Enter the total count for each category in the space provided on the first page of this report.

DEATHS		
NAME	NATIONAL #	DEATH DATE

RESIGNATIONS		
NAME	NATIONAL #	RESIGNATION DATE

TRANSFERS OUT: TO ANOTHER TEXAS SOCIETY CHAPTER			
NAME	NATIONAL #	TRANSFER DATE	GAINING CHAPTER NAME & NUMBER

TRANSFERS OUT: TO A CHAPTER OUTSIDE THE TEXAS SOCIETY			
NAME	NATIONAL #	TRANSFER DATE	GAINING CHAPTER NAME & NUMBER

DROPPED BY THE NATIONAL SOCIETY		
NAME	NATIONAL #	DATE DROPPED

ADDITIONAL INFORMATION

MEMBERSHIP GAINS (See page 2 for the details required for each type of gain)

MEMBERSHIP LOSSES (See page 3 for the details required for each type of loss)

UNREPORTED MEMBERSHIP CHANGES FROM PREVIOUS YEARS

MEMBERSHIP GAINS (See page 2 for the details required for each type of gain)

MEMBERSHIP LOSSES (See page 3 for the details required for each type of loss)



**NATIONAL SOCIETY COLONIAL DAMES XVII
CENTURY Texas Society Colonial Dames XVII
Century 2025-2027**

STATE APPLICATION FEE REMITTANCE FORM

Janet Kres, State Treasurer
11708 Prairie Hen Lane, Austin, TX 78758-3508
Telephone: 512-836-5773 Email: janetkres800@gmail.com

INSTRUCTIONS: Complete this form and **send it to the State Treasurer** along with the applicable State Application Fees collected for each New Member or Supplemental Application sent to National Headquarters for approval. **This fee is non-refundable.** Retain a copy of this form for your chapter records and forward a copy of the completed form to the State Registrar.

Chapter Name: _____ Chapter #: TX _____

Treasurer's Name: _____ National # _____ Report Date: _____

Address: _____
(Number) (Street) (City) (State) (Zip +4)

Telephone: _____ Email: _____ **Total Remitted: \$** _____

National #	Last Name	First Name	Ancestor & Colony	New Member \$10.00	Supplemental \$2.00