

Sons of the American Revolution

Universal Chapter Member Survey Form Instructions

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from <http://get.adobe.com/reader/>. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on “Check for Updates”.

BEFORE starting this SAR Universal Chapter Member Survey Form, follow the “Save” instructions.

Use the “Click to Save to Your PC” button. Add Your Name to the front of the Saved file Name.

For example, “George Compatriot Member Survey Form.PDF”.

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, please **CLOSE** this page and **OPEN** the saved File on your PC to Continue.

Once the Universal Chapter Member Survey Form has been completed and saved using the “Click to Save to Your PC” button, Email a copy of the Survey Form to the SAR Member named on the Form below. Request a “Read Receipt” if you want to confirm that the file was received.

Special Notice regarding a Failure to Complete an SAR PDF Form Successfully. The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advise you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attach the file to an email. It is important that you use an authentic copy of **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufacturers install alternative software instead of the “**FREE**” **Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will NOT allow you to complete or fill in a PDF fillable Form. Again, it is crucial that one’s computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later.

Notice we stated “**Authentic**” **Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an “**Authentic**” **Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an “**Authentic**” **Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been “associated” properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the “Start Icon”. Left click on “Search” and then at the very bottom type in “Default Programs”. Then select “Choose a Default App for each type of file”. This will give you a screen that on the left gives you the file name like “.docx” for Microsoft Word. Scroll down until you find “.pdf” – Adobe Acrobat Document.

The associated file type on the right should say "**Adobe Acrobat Reader DC**" – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your browser is EDGE and not Explore. The Edge and Explore icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explore is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. The solution is to change the "Open With" default application to **Adobe Reader**. You might also want to do an internet search on your favorite search engine like "Google" using the phrase **"adobe reader for pdf files on a mac"** to give you more information. You might also want to do an internet search for the phrase **"how to configure Mac OS X to open PDF files with Adobe Reader"**. It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose **Adobe Reader** from the Open With menu (if it's not on the list, choose "Other" to select it).
5. Click Change All.

Chapter Instructions:

This document should be given to every new Membership Applicant to fill out along with their Membership Application. The Chapter should use such a document as a base line and update as needed to engage our new members, member transfers from other State Societies, or new Dual Members into becoming active in chapter participation.

While the form itself can be printed out and handed to a new member, by emailing this document to them they have the opportunity to learn that almost all document on the National Society webpage, the State Society webpage, and the Chapter, requires the use of the **FREE** Adobe Reader.

The Chapter should complete the first part of the form below, and save it, before emailing it to others.

The SAR Chapter Member Survey Form

When you place your mouse over most of the "text" data entry fields below, a feature called a "tooltip" will display as a window/popup to give you additional instructions concerning what should be entered in that field.

Chapter Name:

You might want to visit your Chapters Website at: _____ to learn more about us.

Chapter Officer Receiving Form:

Title:

Email Address:

Phone #

Your Name:

NSSAR # (if a Member)

Address:

Phone #

City:

State:

Zip+4:

Occupation (if retired, what was your previous employment):

Education beyond High School: College and Major Studies:

Hobbies, Interests:

Volunteer activities / positions:

Military Service Branch:

Rank held at end of your service:

Member of other Hereditary Societies:

In what area of Chapter activities would you be willing to serve?

Chapter Officer or Board Member? Yes No Request More Information

Committees: Please check which Committees are most interesting to you:

CAR Liaison	DAR Liaison	Color Guard	Eagle Scout	Fire, Safety, EMT
Flag Awards	History Fairs	JROTC Enhanced	JROTC Bronze Medal	Essay Contest
Fundraising	Law Enforcement/Heroism	Publicity	George Washington's Birthday	
Chapter Newsletter	Photographer	Programs	Orations Contest	Poster Contest
Brochure Contest	History Teacher Contest	Patriot Biographies	Mentoring Program	
Telephone	Luncheon Greeter	Speakers Bureau	Multimedia Distribution	Veterans
Yearbook	Veterans Recognition	Wreathes Across America	Liberty Tree	Webmaster

Other? Please specify:

Please give us a brief biographical synopsis of your career, goals/accomplishments, and recommendations for Chapter activities or improvements.

Request a "Read Receipt" if you want to confirm that your file was received.