



# Paul Carrington Chapter SAR

P.O. Box 52267  
Houston, Texas 77256-6267



## Instructions for Adult Good Citizenship Awards

The Paul Carrington Chapter of the Sons of the American Revolution (SAR) annually presents SAR Good Citizenship Medals and Outstanding Citizenship Award Lapel Pins, plus certificates, to citizens in the Houston metropolitan area. However, we must receive nominations of deserving citizens for these awards to be presented.

The **SAR Outstanding Citizenship Award Lapel Pin** is designed to recognize individuals for their high ideals of character and citizenship. While the award is generally presented to students (middle school through college or university), adults who do not meet the Bronze Good Citizenship Medal criteria can be nominated for this award.



The **SAR Bronze Good Citizenship Medal** is a multi-purpose award designed to recognize individuals whose community (i.e., school, locality, or state) achievements are noteworthy. This medal is authorized for presentation to individuals who have been nominated by their peers, community leaders, employers, etc. This medal is intended to recognize an individual's contribution to their local community rather than their state or region.



Examples of nominees would include educators, civic leaders, Scout leaders, non-profit leaders, long-time community volunteers, etc. In addition, while the Bronze Good Citizenship Medal can be presented to youth (high school & college-aged), there is a separate Outstanding Youth Medal Nomination form for those individuals.

The **SAR Silver Good Citizenship Medal** recognizes outstanding and unusual patriotic achievement and service at the state or regional level. The medal is awarded to persons of prominence in government (including military service), religion, education, business, and other fields of endeavor. Since it recognizes extensive service, a biographical sketch of the candidate should accompany the nomination. There is no requirement that persons must have received a Bronze Good Citizenship Medal before being nominated for a Silver Good Citizenship Medal. However, this medal does require approval from the Texas Society. See the *Good Citizenship Medal* brochure for more information.



These awards can be presented at a civic event, a SAR chapter meeting, or another mutually agreed upon venue. If you have an event you would like the presentation to occur; please include this information and any other relevant information in the cover email with the nomination form.

*Note: A SAR Gold Good Citizenship Medal is available for presentation to individuals for outstanding and unusual patriotic achievement and service of national importance to persons of prominence on a national level. If you would like to nominate a Houstonian for this award, please contact the Chapter President.*



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## Outstanding Adult Citizenship Medal Nomination

Date: \_\_\_\_\_

Select one: \_\_\_ Outstanding Citizenship Award Lapel Pin \_\_\_ Bronze Good Citizenship Medal  
\_\_\_\_\_ Silver Good Citizenship Medal

Nominee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ Phone: \_\_\_\_\_

**Nominator's Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Describe how the nominee qualifies for the award (please attach a biographical sketch for Silver Medal nominations):

Awards Chairman: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Once you have completed the form, save it and email the completed nomination form as an *attachment* to the above Awards Chairman's email address.

## Adobe PDF Form Instructions

This PDF fillable form requires that you have and use the latest version of Adobe Acrobat Reader. You can download this for free from <http://get.adobe.com/reader/>. Please make sure you download the correct version for your system's operating software. There are different versions for different Windows, iOS, and Android operating systems. In addition, make sure you check for updates by going to the Adobe website or by opening up Adobe Acrobat Reader, clicking on "Help," and then clicking on "Check for Updates."

Save the form before entering information for this Outstanding Adult Citizenship Medal Nomination Form. Then, replace the file name with the following format: *Doe John – Outstanding Adult Citizenship Medal Nomination Form.pdf*. The choice of the folder you save the document is your choice.

Special Notice regarding a Failure to Complete a SAR PDF Form Successfully. The most frequent complaint 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 Acrobat 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.

Please be aware that some computer manufacturers and internet browsers install alternative software instead of the free Adobe Acrobat 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. Therefore, it is crucial that your computer has an authentic copy of Adobe Acrobat Reader, preferably Adobe Acrobat Reader XI or later. Note that the following are not authentic Adobe Acrobat PDF readers: PDF Pro 10, Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, or Microsoft PDF Preview.

After ensuring that Adobe Acrobat Reader is the default PDF reader, verify that it is *associated* by following these instructions for Windows 10: On the left end of the taskbar, Right-click on the "Start Icon." Left-click on "Control Panel" and then Left-click on "Default Programs." Left-click on "Associate a file type or protocol with a program." On the left side under "Name," scroll down to .pdf and read across the line through "Description" to "Current Default." Make sure it says Adobe Acrobat Reader or Adobe Acrobat Reader DC.

If you are using Windows 10, know that your default browser is Edge and not Explorer. The Edge and Explore icons look alike, but it is not so on close examination. Edge does not work currently with specific PDF files, especially Adobe-created files. The solution is to download Mozilla Firefox, Google Chrome, or reinstall Explorer.

If your computer's default software to read PDF files is something other than Adobe Acrobat Reader, you can choose to open them with Adobe Acrobat Reader anyway. Doing so 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 Acrobat Reader, first find the file on 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 Acrobat Reader in the list. Your PDF will now open the program it was intended to be used. NOTE: This will not change the defaults of your computer. It will only use Adobe Acrobat Reader this one time.

Apple has its own program to open Adobe Acrobat 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." An internet search using the phrase "adobe reader for pdf files on a mac" should 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 not on the list, choose "Other").
5. Click Change All.

If you still have a problem with this form, please contact the Chapter's Awards Chairman at the bottom of the form.