

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

New Citizens Committee's Responsibilities and Guidelines

ADMINISTRATIVE

Maintains a Committee that encourages active participation and input by all its members

Provides an up-to-date list of Committee responsibilities to each Committee member

Prepares a proposed annual budget for Committee expenditures

Prepares Annual Report of activities by December 31 of each year

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman.

FUNCTIONAL

Represents the WRSSAR at the swearing-in ceremonies for new citizens

Encourages participation throughout the year by the WRSSAR membership

BACKGROUND and PROCEDURES

WHAT: Participation in a program to "Salute to New Citizens" following the administration of the Naturalization Oath by a U.S. District Judge. WRSSAR member greets the new citizens and gives them a WRSSAR Flag Card. (See below) It is appropriate for Color Guard members to be in uniform, otherwise wear an SAR name badge.

WHO: The Woman's Forum of Greater Cleveland sponsors the "Salute". WRSSAR, DAR groups and the League of Women Voters participate.

WHEN: Generally the first and third Fridays of each month, at 11:30 AM. Contact the chairperson of the Salute, Mrs. Dorothy Everett (216-661-4575), a day or two before to confirm. Arrive fifteen to twenty minutes early. The complete process typically lasts about one to two hours.

WHERE: Federal Court House, 801 West Superior Avenue. Parking is available in a lot immediately west of the courthouse or behind Tower City. Enter the courthouse, clear security and proceed to the rear/south of the building and down one flight of stairs or elevator, to the naturalization courtroom area. Rooms just beyond the courtroom are used for the reception after the ceremony and an area used to prepare coffee, cookies, etc and storage where the SAR "How to Display the Flag" cards are kept. Mrs. Everett can tell you approximately how many cards you will need to hand out to the new citizens that day.

OTHER: You and other volunteers have reserved seats in the courtroom for the ceremony. After the Judge has sworn in the new citizens en masse, each of the volunteers will be individually introduced. You will rise, greet the Judge, identify yourself as a SAR member, welcome the new citizens, and possibly encourage them to remember their individual heritage but to always respect our laws, learn our language and honor our flag. Your remarks should be brief. When it is time for the Judge to distribute the naturalization certificate to each new citizen, the SAR and DAR representatives will join the Judge and the Federal Naturalization Clerk at the front of the courtroom. (The other civic volunteers will leave to prepare to welcome them at the reception.) After the Judge has greeted and congratulated each person, you will do similar and present him or her with our SAR flag card. Then join the reception for coffee and conversation.

(Adapted from procedures prepared by J. M. Bourne) (1-23-06)