

NATIONAL LA BOUTIQUE

TO: LES SECRETAIRES DEPARTEMENTAUX
FROM: Sandra Winchester, La Secretaire-Caissiere Nationale

RE: 2020 – 2021 ANNUAL REPORT FORMS
DEPARTEMENTAL LA SECRETIRE NEEDS TO MAKE COPIES FOR
DEPARTMENTAL OFFICERS AND PETIT SALONS, FROM THESE MASTERS.

The enclosed report forms are to be distributed to the following Departemental Officers, Chairmen, and Petit Salons as soon as possible after receipt of it. Please make copies as needed.

DEPARTEMENTAL OFFICERS: **Two (2)** copies each of Departemental Report for L’Aumonier, L’Archiviste and La Concierge. **Three (3)** copies for Le Chapeau.
(White Paper)

DEPARTEMENTAL CHAIRMEN: **Two (2)** copies each of Departemental Report to Constitution and Bylaws Chairman, Leadership Chairman, Public Relations Chairman, and Ritual & Emblem Chairman. **Three (3)** copies to Children and Youth Chairman and Scholarship Chairman.
(White Paper)

LES PETIT SALONS: **Two (2)** copies each of Petit Salon Officers and Chairman reports for Chapeau, L’Archiviste, L’Aumonier, La Concierge, Children and Youth Chairman, Leadership, Constitution and Bylaws Chairman, Public Relations, Ritual & Emblem and Scholarship.
(White Paper)

Adherence to “**DEADLINE**” dates is imperative and too much emphasis cannot be placed on your immediate attention to the distribution of these forms to officers, chairmen and Salons.

The compilation of National records is based solely on the information contained in the reports received by the National Officers and Chairmen. Forward to respective officers or chairmen, even though it is marked “nil” or “none”.

ATTENTION DEPARTEMENTAL CHAPEAU – The report is to be filed in Triplicate – one copy to Le Chapeau National, one copy to Demi Chapeau National and one copy to the Demi Chapeau of your division. It is also necessary that you follow through with your officers and chairmen to make certain their reports are sent in on time.

Copy of this letter to National Officers and National Chairmen with a copy of their respective report. Extra copy of this letter to Chapeau Departemental by Departemental La Secretaire.

DEPARTEMENTAL CHAPEAU ANNUAL REPORT

This Report is to compiled from the Reports of all the Petit Salons

Your Name: _____ Departemental: _____
Address: _____

Partnership Goal: _____ Current # of Partners: _____ How many Salons in Dept: _____
Number of New Partners: _____

Number of Salons attended the Dept. La Marche: _____ How many Partners attended: _____
Was a Leadership held at Marche? Yes: ____ No: ____ # Partners in attendance: _____

How many Petit Salons held initiations? _____ Number of salons that assigned mentors to new
partners: _____ Submitted Histoires: ____ Memory books: ____ Prayer book: _____
Communication Book: _____

Did you receive communications from the National Officers and Chairman? Yes: ____ No: ____ If so,
were they informational and helpful? Yes: ____ No: ____ Did you submit a Communications Book to
the National Awards Chairman? Yes: ____ No: ____

Number of guests entertained by Petit and Departemental? ____ (List names & titles on separate sheet).

How many Hospital and/or Clinics treating children with Respiratory Diseases are there in your
Department? ____ (List names on back). How many did your Departmental/Salons support? ____
Contributions: Volunteer Hours: _____ \$ _____ Other: _____; Does your Departmental have an
Asthma Camp? ____ If so, how much did your Departmental/Salons contribute to them:
\$ _____ Hours: _____ Items: _____ Other: _____

How many Petit Salons contact and work with: Lung and Respiratory Association - # Salons:
_____ Hours: ____ \$ ____; Cystic Fibrosis Association - # Salons: _____ Hours: ____ \$ ____;
Christmas Seals: \$ _____; American Lung Association Seals \$ ____; Number of children Aided with
respiratory diseases: _____ \$ _____ Hours: ____ Number of Families: _____; Additional contributions
or hours volunteered: \$ _____ Hours: ____; Did your Departmental/Salons sponsor a child?
Yes: ____ No: ____ How many? ____

Amount, hours, items contributed to: All Partners Project: \$ _____ Hours: _____ Items: _____
Cost of Items: _____; Nurses Scholarship: \$ _____; ALCWF: \$ _____

Do you let people around you know what the Eight and Forty is about? Yes _____ No _____ If so, tell
me about it on the back of this sheet or separate one.

Did you or any of your Petit Chapeaux have a special Chapeau's Project this year? _____ If so, please
tell me about it on back of this sheet or a separate sheet.

Number attending Chapeau Days _____ Comments good or bad. Put on separate sheet.

*A short narrative about your Departmental/Salon activities (especially fund raising and Partnership) may
produce a SPECIAL reward from National Chapeau Diane.

MAIL ONE COPY TO: Diane Spencer, 1849 B Chatsworth DR., Lexington, KY 40505, one copy to Le
Demi Chapeau National Judy Zimmerman, 5531 Oak St., Highland, IL. 62249-3155 and one copy to the
Le Demi Chapeau of your Division. **MUST BE RECEIVED BY July 15, 2021**

DEPARTEMENTAL CHILDREN AND YOUTH REPORT

Covering period from June 1, 2020 to May 31, 2021

DEPARTEMENTAL CHILDREN AND YOUTH CHAIRMAN:

Mail one (1) copy to respective Divisional Chairman by **July 15, 2021**
Mail one (1) copy to National Children and Youth Chairman to be received by **July 15, 2021** – Patricia Murray, PO Box 1085, Alexander, AR 72002-1085.

Name and number of Salon Departemental _____
Number of Petit Salons in your Departemental _____
Petit Salons reporting _____ Percentage reporting _____
2021 Departemental Partnership Goal _____ Partnership Paid to Date _____
Departemental Chairman Name _____
Address: _____

DIRECT AID:

Petit Salons (include all monies given locally)

- a) Cystic Fibrosis \$ _____
- b) Asthma (to include Better Breathing, etc.) \$ _____
- c) TB and Other respiratory diseases \$ _____
- d) Local Hospital, Families \$ _____
- e) Camperships (designate CF or Asthma) \$ _____

Departemental (include all monies given by Departemental including Departemental Special Project). Describe Chapeau’s Special Project on back of this report.

AMERICAN LUNG ASSOCIATION EASTER & CHRISTMAS SEALS

Donations by Salon, Partners and Departemental \$ _____

RESEARCH

- a) Cystic Fibrosis \$ _____
- b) Asthma \$ _____
- c) TB and other respiratory diseases \$ _____

NATIONAL JEWISH HEALTH

- a) Pediatric Fund \$ _____
- b) Recreation Fund \$ _____
- c) All Partners Fund \$ _____
- d) Shower of Checks \$ _____
- e) Ditty Bags \$ _____

AMERICAN LEGION CHILD WELFARE FOUNDATION \$ _____

EIGHT AND FORTY FOUNDATION \$ _____

TOTAL OF ALL CONTRIBUTIONS \$ _____

VOLUNTEER HOURS (Include Transportation time)

- a) Hours spent in homes, hospital, clinics, camps, etc. _____
 - b) Hours for clerical assistance _____
- TOTAL VOLUNTEER HOURS** _____

TOTAL NUMBER OF CHILDREN ASSISTED _____

Number of children adopted locally _____ How many Petit Salons participated in the ALCWF 100% per capita program? _____

A narrative is a must to compete for an award. Must be submitted on a separate sheet with title page showing Departemental Name and Number; Departemental Chairman’s name and address and 2021 Goal.

DEPARTEMENTAL CONSTITUTION AND BYLAWS REPORT

Each Departemental Constitution and Bylaws Chairman should send this report to the National Chairman so that it is **received NO LATER THAN** July 15, 2021.

DEPARTEMENTAL INFORMATION

1. How many Petit Salons in your departemental? _____ How many reported?

2. How many Petit Salons have a copy of their Petit Salon Constitution and Bylaws for all Partners? _____
3. How many Petit Salons Constitution and Bylaws were approved by the Departemental Constitution and Bylaws Chairman? _____ Copies filed with Secretaire Departementale? _____ L'Avocate? _____
4. Does your Departemental Salon have an adopted Constitution and Bylaws?
Yes _____ No _____
5. Has your latest Constitution and Bylaws been approved by the Constitution and Bylaws Chairman and is there a copy on file? Yes _____ No _____
6. When was your Departemental Bylaws approved by the National Constitution and Bylaws Chairman? _____ Last revised? _____
7. Does your Departemental anticipate suggesting revisions and amendments to the National Constitution and Bylaws Chairman? _____ When? _____
8. Was your name and address sent to the Nationale Headquarters for transmission to the National Constitution and Bylaws Chairman? _____ When? _____
9. Do you have the latest National Constitution and Bylaws on hand and use them?
Yes _____ No _____
10. Do you advocate that all Petit Salons use them? _____
11. How many Petit Salons reviewed their Standing Rules this past year? _____
Did your Departemental review their Standing Rules this past year? _____
12. How many revised or added Standing Rules this past year? _____ Petit Salons
Departemental _____

SPECIAL NOTE: Please attach any comments to assist and improve the importance of this program, which is so vital to the success of our Eight and Forty.

Departemental Constitution and Bylaws Chairman and Address

Departemental _____, Email: _____

Send report no later than July 15, 2021 to: National Constitution and Bylaws Chairman, Denise Bossetti, 1718 Courtney Lane, Huron, OH 44839-2291, bylaws@8and40.org

DEPARTEMENTAL LA CONCIERGE REPORT

Departemental please compile Petit Salon La Concierge reports and mail to La Concierge Nationale Linda Diebel, 5432 Fertile St, Lynwood, CA 90262-5511 by July 15, 2021.

Departemental _____ 2021 Partnership Goal _____

Departmental Chairman, Address _____

1. How many Petit Salons in Departemental? _____ # Petit Salon reporting _____
2. Did you send material, information and instructions to Salons? Yes _____ No _____
3. How did they make use of the information sent to them? _____
4. Did they send for any comic books, Flag etiquette pamphlets or other resources? Yes _____ No _____
 - a) From? _____ What? _____ How many? _____
(May use other side of form)
 - b) Who did they distribute them to? _____
(May use other side of form)
5. How many Partners read to children about the Flag? _____ Their own children? _____ Grandchildren? _____ School Children? _____
6. Number of certificates for flying/displaying the American Flag properly given? _____
7. Number of Flags distributed? _____
8. Number of Petit Salon La Concierge's instructed Partners on:
 - a) Proper presentation of the Flag? _____
 - b) Proper salute of the Flag? _____
 - c) Proper salute when Flag is displayed and National Anthem sung? _____
9. Number of Petit Salons that have colors (3X5 flag and Eight and Forty Banner) to be advanced? _____
10. How many Salons use the desk or table set? _____
11. How many Petit Salons opened according to the Ritual? _____
12. How many sang the National Anthem at their meeting? _____
Other Patriotic songs? _____
13. How many Partners participated in Parades or Patriotic Ceremonies? _____
14. Average number of Partners attending Petit Salon meetings? _____

Average number of Partners attending Departemental meetings? _____

Use another sheet of paper or the back of this form to describe additional information and/or highlight all special activities.

DEPARTEMENTALE L'ARCHIVISTE REPORT 2020 – 2021

L'Archiviste Departementale is requested to compile this report.

Send report form to L'Archiviste Nationale Patty Garrett, 3909 W. Sexton St., Battlefield, MO 65619-8103, must be received no later than **July 15, 2021**.

Departementale L'Archiviste Name: _____ Phone _____
Address: _____
Departemental _____ Number _____ Date Organized _____

Number of Petit Salons _____ Number of New Salons _____ # Reporting _____
Partnership Goal _____ Renewals _____ New Partners _____ Total _____
% of Goal _____

The 2020 – 2021 Histoire shall begin JUNE 1, 2020 and end MAY 31, 2021.

Did your Departemental submit a Histoire to your Divisional Demi Chapeau? Yes _____
No _____ How many Petit Salons compiled a Histoire? _____
How many sent them to you for Judging? _____

Did you submit a personal Histoire of yourself to L'Archiviste Nationale? Yes _____ No _____

2020 – 2021 DEPARTEMENTAL OFFICERS

Chapeau _____

Le Demi Chapeau Premiere _____

Le Demi Deuxieme _____

L'Archiviste _____

L'Aumonier _____

La Secretaire _____

La Caissiere _____

La Concierge _____

L'Avocate _____

National Pouvoir Member _____

Names of National Officers or Chairmen in the Eight and Forty from your Departemental.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Please include a narrative about the activities of your Departemental, to include special projects, Camps, scholarships, etc. Also include fellowship and fun programs.

Departmental L' Aumonier Report

Departmental L'Aumonier: Please compile reports of all Petit Salon and send to:
Lorene Bartos, 7441 San Mateo Lane, Lincoln, NE 68516-5835 to be received no later than July 15,
2021.

Deadline for prayers, inspirational thoughts, etc., for Le Chapeau Diane's Book of Prayers is July 31,
2021.

(Departmental L' Aumonier Name & Address)

1. Number of Petite Salons in Departmental _____ # Reporting: _____
2. Did you send material, information and instructions to Salons? Yes ___ No ___
 - a) How did they make use of the information sent to them?

3. Number of cards sent: Get Well _____ Sympathy _____ Other _____
4. Did your Departmental Conduct Memorial Service for deceased partners? Yes ___ No ___
Were the names of the deceased partners sent to the National L' Aumonier? Yes ___ No ___
5. How many Petit Salons conducts Memorial Services? _____
6. How many Petit Salons draped their Charters for deceased Partners? _____
7. Did Departmental prepare a Book of Prayers for your Chapeau? Yes ___ No ___
8. Number of Partners submitting prayers _____
9. How many Petit Salons prepared a Book of Prayers? _____
10. Did your Departmental bring any Prayers to Chapeau Days? Yes ___ No ___
11. List deceased partners only for 2020-2021 who were holding a Departmental Office or those who were now or have ever held a National Office. Please give their title.

NAME	SALON#	TITLE
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Use another sheet of paper or back of this form to describe additional information and/or highlight all special activities.

DEPARTEMENTAL NURSES SCHOLARSHIP REPORT

(Covering period from May 1, 2020 to April 30, 2021)

Number of Salons in Departemental _____ Number of Salons _____

Departemental Nurse's Scholarship Chairman _____

Address _____

Money Contributed to National Scholarship Program _____

1. Contributed from Departemental funds \$ _____
2. Contributions from individuals and Partners \$ _____
3. Memorial Donations \$ _____
4. Contributions from Petit Salons funds \$ _____
5. Contributions through Petit Salons from sources
other than Eight and Forty \$ _____
(Give details on reverse side or on a separate sheet.)
6. Number of memorial cards used \$ _____
7. Are contributions an increase over last year? Yes _____ No _____ How much? _____
8. Did your Departemental contribute a full Scholarship of \$3,000.00? Yes _____
No _____ How many? _____
9. Number of Nurses Scholarship brochures distributed by Petit Salons _____
10. Number of Petit Salons distributing brochures? _____

The total of items 1 - 5 should be the amount of money sent to La Secretaire Nationale.

DEPARTEMENTAL CHAIRMAN-Please compile your report from Petit Salons reports and send a copy to your Divisional Nurses Scholarship Chairman and a copy to the National Nurses Scholarship Chairman Willie Mae Looney, 1002 Brookside Dr., Gadsden, AL 35901-2348. Must be received by July 15, 2021.

REMINDER- all monies must be *****RECEIVED***** in National Headquarters by May 31, 2021 to count towards National Awards.

DEPARTEMENTAL PUBLIC RELATIONS REPORT
(Covering period from May 1, 2020 to April 30, 2021)

Please complete and mail to Patricia Miller, 400 May Ave, Cuyahoga Falls, OH 44221-4756.
Report must be received by July 15, 2021.

Departemental Publicity Chairman _____
Address _____

Number of Salons in Departemental _____ No. Reporting _____
Departemental Partnership Goal for 2021 _____

1. Number of Salons with publicity printed in: _____
2. Local Newspapers Number of inches _____ Number of articles published _____
Specify type of publicity (check those that apply with number of articles)
Salon activities _____ Children and Youth _____
Nurses Scholarship _____ Others _____
Number of pictures printed _____ Number of newspaper printing
articles _____
Number of Salons submitting articles that were printed _____
3. Number of programs on: Radio _____ Television _____ Minutes of broadcast
time _____ Radio _____ Television _____
4. Number of Salons sending bulletin or newsletter _____ Number sent _____
Monthly _____ Bi-monthly _____ Quarterly _____ Occasionally _____
5. Did your Salon use any social media to publicize your events? Yes _____ No _____ If
yes, what was used? Website _____ Facebook _____ Twitter _____
Email _____ Other _____
6. How many Salons placed pamphlets about National Jewish Home, The American Legion
Child Welfare Foundation or Nurses Scholarships in clinics or hospital waiting rooms?
_____ How many were placed? _____
7. How many partners spoke before other organizations about Eight and Forty programs? _____
8. Does your Departemental print a publication or newsletter? Yes _____ No _____ If yes,
how many articles were submitted by Salons? _____ (Articles from Departemental
Officers and Chairman should not be counted)
9. Number of Letters of Appreciation or Citations of Recognition presented to the news
Media _____
10. Number of Petit Salons compiling a Publicity Book _____ Number entered for
Departemental competition.
11. Did you contact or email the National Public Relations Chairman? Yes _____ No _____

Are you compiling a Departemental Publicity Book? Yes _____ No _____

IF YES, are you submitting it for national competition by mailing your book to Le Demi
Chapeau of your respective Division by July 1, 2021? Yes _____ No _____

Winning entry must be received by National Chairman by July 15, 2021

Only those entries that have return postage attached will be returned.

DEPARTEMENTAL RITUAL AND EMBLEM REPORT

Departmental Name and Number _____

Departmental Ritual & Emblem Chairman _____

Chairman Address _____

Chairman Phone Number _____

Number of Salons in Departmental _____ Number Reporting _____

Departmental Partnership Goal _____

Composite report will be compiled by Departmental Chairman from Petit Salon Reports and forwarded to National Ritual & Emblem Chairman Linda B. Kilmer, 188 N. Hickory St, Palmyra, IL 62674. Reports must be received no later than JULY 15, 2021.

1. How many Salons encourage wearing White or Red and White to their meetings?

2. How many Partners wear the Eight and Forty Lug to all meetings? _____
3. How many Partners practice the handclasp and use the password at their meetings?

4. How many Petit Salons display the Colors at each meeting? _____
5. How many Salons repeat the Obligation at the close of each meeting? _____
6. How many Salons use the Ritual at each meeting? _____
7. How many Salons have a copy of the Ritual? _____
8. How many Petit Salons ordered New Colors? _____
9. How many Petit Salons use the White Room for their installations? _____

DEPARTEMENTAL LEADERSHIP REPORT FOR 2020 – 2021

PLEASE COMPLETE THIS ANNUAL REPORT AND MAIL TO THE NATIONAL LEADERSHIP CHAIRMAN: Teresa Simmons-Copeland, 2432 Redwood Ave., McAllen, TX 78501-6414 . **Must be received by JULY 15, 2021.**

1. DEPARTEMENTAL NAME & NUMBER: _____

2. Name and address of Departemental Chairman: _____

3. How many Petit Salons are in your Departemental? _____ How many Petit Salons appointed a Leadership Chairman? _____ Number reporting _____

4. Was the material on Leadership helpful to you? Yes ___ No ___ Explain: _____

5. How many Petit Salons had Leadership Programs? _____

6. Did your Salon Departemental conduct a Leadership session this year? Yes ___ No ___

7. When did your Departemental hold its Leadership session? _____

8. Describe the Departemental Leadership workshop and explain the tools used to promote the Eight & Forty Leadership program.

9. Was there a mentoring program initiated? Yes ___ No ___

10. Number of Petit Salons that had a mentoring program. _____

11. Is your Departemental submitting a narrative report of your Leadership Programs? Yes ___
No ___

PLEASE ATTACH NARRATIVE.

PETIT CHAPEAU ANNUAL REPORT

To be compiled and forwarded to Chapeau Departmental by June 15, 2021 (unless your Departmental has designated another).

Your name: _____ Salon: _____
Address: _____

Partnership Goal: _____ Current # of Partners: _____ Percent of Goal: _____

How many Partners of your Salon attended your last Departmental Marche? _____

Was Leadership given at Salon meetings? Yes: _____ No: _____

Number of New Partners: ____; Did your salon assign a mentor to New Partners? Yes: __ No: __;

Did your salon hold an initiation for New Partners? Yes: _____ No: _____

Did you submit a Salon Histoire? Yes: _____ No: _____

Did your salon receive communications from Departmental? Yes: __ No: __ Format: _____

If so, was it informative? Yes: __ No: __ Did you submit a Chapeau's Communication Book?

Yes: _____ No: _____

Number of guests entertained by Petit Salon: _____. List who and titles on separate sheet.

How many Hospital and/or Clinics treating children with Respiratory Diseases are there in your area? _____ (List names on back). How many did your salon support? _____

Contributions: Volunteer Hours: _____ Dollars: _____ Other: _____

Does your area have an Asthma Camp? _____ If so, how much do you contribute to it:

Money: _____ Hours: _____ Items: _____ Other: _____

How many Partners contact and work with:

Lung and Respiratory Association - # Partners: _____ Hours: ____ Dollars: _____

Cystic Fibrosis Association - # Partners: _____ Hours: ____ Dollars: _____

Dollar amount given for Christmas Seals: _____ American Lung Association Seals: _____

Number of children Aided with respiratory diseases: _____ Money: ____ Hours: ____ Number

of Families: ____ Additional contributions or hours volunteered: Money: _____ Hours: ____

Did your Petit Salon sponsor a child? Yes: _____ No: _____ How many? _____

Amount, hours, items contributed to: All Partners Project: Money: _____ Hours: _____

Items: _____ Cost of Items: _____; Nurses Scholarship: Money: _____ ;

ALCWF: Money: _____

Did you let the people around you know what the Eight and Forty is about and all the wonderful things we do for Children with Lung Diseases? If so, tell about it on the back of this sheet or separate one.

Did you have a Special Chapeau's Project this year? If so please tell about it on the back of this sheet or separate sheet.

PETIT SALON CHILDREN AND YOUTH REPORT

Covering period from June 1, 2020 to May 31, 2021

PETIT SALON CHILDREN AND YOUTH CHAIRMAN:

Mail one (1) copy to Departmental Chairman to be received by June 15, 2021 (unless your Departmental has designated another).

Keep one (1) copy for Petit Salon files

This Report includes Petit Salon Contributions and Activities Only, do not include Departmental Assessments.

Name and Number of Petit Salon _____ Departmental _____

Name and Address of Petit Chairman: _____

2021 Departmental Partnership Goal _____ Partnership Paid to Date _____

DIRECT AID:

Local donations to local hospitals, organizations, patients, and camps

- a) Cystic Fibrosis \$ _____
- b) Asthma (to include Better Breathing, etc.) \$ _____
- c) TB and Other respiratory diseases \$ _____
- d) Local Hospital, Families \$ _____
- e) Camperships (designate CF or Asthma) \$ _____

AMERICAN LUNG ASSOCIATION EASTER & CHRISTMAS SEALS

- a) Purchased by Salon _____
- b) Purchased by Partners _____

RESEARCH: Donations by Salon or Partners

- a) Cystic Fibrosis _____
- b) Asthma _____
- c) TB and other respiratory diseases _____

NATIONAL JEWISH HEALTH:

- a) Pediatric Fund _____
- b) Recreation Fund _____
- c) All Partners Fund (Nat'l Chapeau Project) _____
- d) Shower of Checks _____
- e) Ditty Bags _____

AMERICAN LEGION CHILD WELFARE FOUNDATION \$ _____

EIGHT AND FORTY FOUNDATION \$ _____

TOTAL OF ALL CONTRIBUTIONS \$ _____

VOLUNTEER HOURS (Include Transportation time)

- a) Hours spent in homes, hospitals, clinics, camps, etc _____
- b) Hours for clerical assistance _____

TOTAL VOLUNTEER HOURS _____

Number of children adopted locally _____ (You may count 80 children at NJH if you made any contributions of any amount, **ONE TIME** only.)

Did your Salon participate in the ALCWF 100% per capita program? _____

PETIT SALON CONSTITUTION AND BYLAWS REPORT

Each Petit Salon Constitution and Bylaws Chairman shall send a report to their
Departemental Constitution and Bylaws Chairman by **June 15, 20201**.

PETIT SALON INFORMATION

1. Does your Petit Salon have adopted Constitution and Bylaws? Yes _____ No _____
2. Was your Petit Salon Constitution and Bylaws approved by your Departemental Constitution and Bylaws Chairman? Yes _____ No _____
3. Does your Petit Salon have a copy of your Constitution and Bylaws for each Partner?
Yes _____ No _____
4. Is there a copy of your Petit Constitution and Bylaws filed with your Secretaire Departementale?
Yes ___ No ___ L'Avocate? Yes _____ No _____ Departemental Chairman? Yes
_____ No _____
5. Was your name and address sent to your Departemental Constitution and Bylaws Chairman?
Yes _____ No _____ If yes, When? _____
6. If your Petit Salon does not have Petit Salon Constitution and Bylaws, do you plan to
prepare one this year? Yes _____ No _____
7. Does your Salon have an up-to-date Departemental Constitution and Bylaws on hand to
follow? Yes _____ No _____ An up-to-date National Constitution and Bylaws on hand?
Yes _____ No _____
8. Is your Salon making a suggestion for a revision or amendment to your Departemental
Constitution and Bylaws? Yes _____ No _____
9. Date your Petit Constitution and Bylaws were last revised? _____
10. Has your Petit Salon reviewed their Standing Rules this past year? Yes _____ No _____
11. Have you revised or added Standing Rules this past year? Yes _____ No _____
12. If so, do they comply with your Departemental and Nationale? Yes _____ No _____

SPECIAL NOTE: Please attach any comments to assist and improve the importance of this
program, which is so vital to the success of our Eight and Forty.

Petit Salon Constitution and Bylaws Chairman

Petit Salon Name and Number _____ Departemental _____

Petit Constitution and Bylaws Chairman mail this report to the Departemental Constitution
and Bylaws Chairman by June 15, 2021 (unless your Departemental has designated another).

PETIT SALON LA CONCIERGE REPORT

Departemental _____ Petit Salon No. _____ Goal _____

Petit Salon Chairman, Address _____

1. Did you receive material, information, or instructions from your Departemental?
Yes _____ No _____
2. Did you make use of information sent to you? Yes _____ No _____ Please explain. (may use other side)
3. Did you send for any comic books, Flag etiquette pamphlets or other resources?
Yes _____ No _____
 - a) Other resources: From? _____ What? _____
How many? _____ (may use other side)
 - b) Who did you distribute them to? _____
4. How many Partners read to children about the Flag?
Own children? _____ Grandchildren? _____ School Children? _____
5. Number of certificates given for flying/displaying the American Flag properly? _____
6. Number of Flags distributed? _____
7. Did you instruct Partners on?
 - a) Proper presentation of the Flag? Yes _____ No _____
 - b) Proper salute to the Flag? Yes _____ No _____
 - c) Proper salute when the Flag is displayed and National Anthem sung? Yes _____ No _____
8. Does your Salon have colors (3X5 flag & 8-40 banner) to be advanced? Yes _____ No _____
9. Does you Salon have a table or desk set of colors? Yes _____ No _____
10. Are your Salon meetings opened according to the ritual? Yes _____ No _____
11. Is the National Anthem sung at your meetings? Yes _____ No _____ Other Patriotic Songs? Yes _____ No _____
12. Number of Partners participating in parades or patriotic ceremonies? _____
13. Average number of Partners who attend Salon meetings? _____
Average number of Partners who attend Departemental meetings? _____
14. How did your Salon educate our Special Children about the Flag of our Country?

Use another sheet of paper or the back of this form to describe additional information and/or highlight all special activities.

Report is due to your Departemental La Concierge by June 15, 2021 (unless your Departemental has designated another).

PETIT SALON L'ARCHIVISTE REPORT

PETIT SALON L'ARCHIVISTE: Please have this report to your L'Archiviste Departementale no later than June 15, 2021 (unless your Departemental has designated another).

NAME _____

ADDRESS _____

TELEPHONE _____ E-MAIL _____

Name of Salon _____ Number _____

Date Organized _____

Partnership Goal _____ Renewals _____ New Partners _____ Total _____
% of goal _____

Did you submit a Histoire for Departemental judging? Yes _____ No _____

Did you submit a personal Histoire of yourself to L'Archiviste Nationale? Yes _____ No _____

2020-2021 PETIT SALON OFFICERS

CHAPEAU _____

LE DEMI CHAPEAU PREMIERE _____

LE DEMI DEUXIEME _____

L'ARCHIVISTE _____

L'AUMONIER _____

LA SECRETAIRE _____

LA CAISSIERE _____

LA CONCIERGE _____

L'AVOCATE _____

NATIONAL POUVOIR MEMBER _____

Names of Partners who are Officers or Chairmen, either National or Departemental in the Eight and Forty.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

(USE SEPARATE SHEET IF NECESSARY)

Please include a narrative about the activities of your Petit Salon, to include special projects, camps, scholarships, etc. Also include Fellowship and Fun programs.

PETIT SALON - L'AUMONIER REPORT

L'Aumonier Departemental - NAME _____
ADDRESS _____

Petit Salon complete and mail to L'Aumonier Departemental by June 15, 2021 (unless your Departemental has designated another).

Prayers and Inspirational Messages to Nationale should be received by July 31, 2021.

Petit Salon Name _____ Number _____ Departemental _____
Le Petit Salon L'Aumonier Name _____
Address _____

1. Number of Partners in your Petit Salon _____.
2. Does your Petit Salon send cards during the year? Yes___ No____
How many – Get Well _____ Sympathy _____ Thinking of you _____
Other_____
3. Did your Petit Salon conduct a Memorial Service for deceased Partners? Yes____
No_____
4. Did your Petit Salon drape the Charter for deceased Partners? Yes____ No____
5. Did your Petit Salon prepare a Book of Prayers for the Petit Chapeau? Yes____
No_____
6. Number of Partners submitting prayers and inspirational message for Prayer Book
for Le Chapeau National _____
7. Describe other activities you may have initiated as Petit Salon L'Aumonier

List only those deceased Partners for 2020 – 2021. Please give their title.

NAME	SALON	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL NOTE. If a Partner should pass away after the Annual Report is mailed and before July 31, 2021, please send notification to the **NATIONAL L'AUMONIER** Lorene Bartos, 7441 San Mateo Lane, Lincoln, Nebraska 68516-5835, immediately so that the name can be included in the Memorial Roster at National La Marche.

**PETIT SALON LEADERSHIP REPORT
FOR 2020 – 2021**

PLEASE COMPLETE THIS ANNUAL REPORT AND MAIL TO THE
DEPARTEMENTAL LEADERSHIP CHAIRMAN by June 15, 2021 (unless your
Departemental has designated another).

1. Salon Number & Name _____

2. **NAME AND ADDRESS OF PETIT SALON LEADERSHIP CHAIRMAN:**

3. Did you receive any material on Leadership from your Departemental or National?

Yes _____ No _____

If so, was it useful? _____ Please explain:

4. Did you conduct any leadership sessions in your Salon? Yes _____ No _____

How many? _____

5. Describe some of the programs or items that were covered

6. Did the subjects discussed help your partners understand more about our Eight and
Forty? Yes _____ No _____

7. Did you participate in a Leadership Session at your Departemental Pouvoir or La
Marche? Yes _____ No _____

8. Did your Salon initiate a mentoring program? Yes _____ No _____

9. Is your Salon submitting a narrative report of Leadership programs?

Yes _____ No _____

PLEASE ATTACH NARRATIVE.

PETIT SALON NURSES SCHOLARSHIP REPORT

(Covering period from May 1, 2020 to April 30, 2021)

(Project if necessary)

PETIT SALON CHAIRMAN: Complete both copies. Send one copy to your Departmental Nurses Scholarship Chairman by June 15, 2021 (unless your Departmental designates another). Keep one copy for Salon files.

Petit Salon No. _____ Location _____

Petit Salon Chairman Name _____

Address _____

FUNDS CONTRIBUTED TO NATIONAL SCHOLARSHIP PROGRAM

- 1. Contributions from Petit Salons budgeted \$ _____
- 2. Contributions from individuals and partners \$ _____
- 3. Contributions through Petit Salon from sources other than Eight & Forty (Give details on reverse side or on a separate Sheet) \$ _____
- 4. Memorial Donations \$ _____
- 5. Number of Memorial cards used \$ _____
- 6. Number of Nurses Scholarship brochures distributed _____
- 7. Contributions from individual Partners (value of items donated by Partners to help raise funds, i.e. postage, items for auction, etc.) Itemize on reverse side or on a separate sheet. \$ _____

NOTE: The total of #1-4 must equal the monies sent to your Departmental.

Please report the details of your fund raising activities on the reverse side or in your supplemental report.

NOTE: All monies must be into your Departmental in time so they can be mailed on to National. Monies must be received at National by May 31, 2021 to count towards rewards.

PETIT SALON CHAIRMAN: PLEASE MAIL REPORT TO YOUR DEPARTEMENTAL CHAIRMAN

PETIT SALON PUBLIC RELATIONS REPORT
(Covering period from May 1, 2020 to April 30, 2021)

Please complete and mail in time to reach Departmental Public Relations Chairman on or before June 15, 2021 (unless your Departmental designates earlier).

Departmental Chairman Name _____
Address _____
Petit Salon No. _____ Location _____
Petit Salon Chairman Name _____
Address _____

1. Petit Salon Partnership Goal for 2021 _____
2. Did your Salon have publicity printed in newspaper? Yes _____ No _____
Give total number of inches published _____
(Measure width of column and multiply by length, including pictures)
How many articles were published? _____ Specify type of publicity (check those that apply with number of articles) Salon activities _____ Nurses Scholarship _____
Children and Youth _____ Others _____ Did your Salon submit articles that were not printed? Yes _____ No _____
3. Total number of programs on: Radio _____ Television _____
Total number of minutes of broadcast time: Radio _____ Television _____
4. Did your Salon send a bulletin or newsletter to Partners? Yes _____ No _____
If so, was it sent: Monthly _____ Quarterly _____ Bi-monthly _____ Occasionally _____
5. Did your Salon use any social media to publicize your events? Yes _____ No _____
If yes, what was used?
Website _____ Facebook _____ Twitter _____ Email _____ Other _____
6. Did your Salon place pamphlets about National Jewish Health, The American Legion Child Welfare Foundation or Nurses Scholarships in any clinic or hospital waiting rooms?
Yes _____ No _____
7. Did any of your Partners speak before other organizations about Eight and Forty programs?
Yes _____ No _____ If so, how many Partners? _____ How many times? _____
8. Did your Salon receive a Departmental Publication or Newsletter? Yes _____ No _____ If so, how many articles did your Salon submit? _____ (Articles from Departmental Officers and Chairman who are Partners in your Salon should not be counted.)
9. Did you send a Letter of Appreciation or present a Citation of Recognition to the news media? Yes _____ No _____ How many? _____
10. Are you compiling a Petit Salon Publicity Book? Yes _____ No _____
Are you entering it in Departmental competition? Yes _____ No _____

Have you submitted two (2) copies of your publicity articles, including name and date of publication for each article to your Departmental Chairman? Yes _____ No _____

Winning articles must be received by Departmental Chairman by June 15, 2021 (unless your Departmental designates earlier). Only those entries that have return postage attached will be returned.

PETIT SALON RITUAL AND EMBLEM REPORT
2020 – 2021

Salon Name _____ Number _____

Departmental Name and Number _____

Petit Salon Ritual and Emblem Chairman _____

2021 Petit Salon Partnership Goal? _____

TWO (2) copies to be completed by EACH Petit Salon Ritual and Emblem Chairman and ONE (1) copy to be sent to the Departmental Ritual and Emblem Chairman by June 15, 2021 (unless your Departmental designates another) and the SECOND copy placed in Petit Salon files.

1. Are all Partners encouraged to wear **White or Red and White** to their meetings?
Yes _____ No _____
2. Do all Partners wear the Eight and Forty Lug to all meetings? Yes _____ No _____
3. Do Partners practice the handclasp and use the Password at all Petit Salon meetings?
Yes _____ No _____
4. Are the Eight and Forty Colors displayed at all Eight and Forty meetings? Yes ___ No ___
5. Is the Obligation given at the close of each Petit Salon meeting? Yes _____ No _____
6. Is the Eight and Forty Ritual used at Petit Salon meetings? Yes _____ No _____
7. How many Petit Salon Partners have a copy of the Ritual? _____
8. Did your Petit Salon order New Colors this year? Yes _____ No _____
9. Do you use the White Room Initiation when you have your Installation Ceremony each year? Yes _____ No _____