

APPLICATION GUIDELINES & INSTRUCTIONS

for Hand-Printed Forms rev. 8/23/08

Thank you for your interest in The Sons and Daughters of the First Settlers of Newbury, Massachusetts. Instructions for completing your application are outlined below. Please follow the directions carefully.

You must be descended from a **First Settler of Newbury**
(see *List of First Settlers* online) to be a member of this organization.

Completing Form A: *Application for Membership*

1. All first-time applications require a \$25.00 Application Fee. If you were formerly a member of the society and wish to reinstate your membership, there is a \$10.00 reinstatement fee.
2. A **Life Membership** requires a one-time payment of \$350.00. Membership benefits never expire.
3. The **Annual Membership** is the most common type of membership. Your membership is complimentary from the date you apply through July 31st. Beginning August 1st you will be billed for dues of \$25 per year as long as you wish to remain a member.
4. The **Associate Membership** is for the spouse of a deceased member. The Associate Membership continues the benefits of membership in the organization for the widow/widower. A \$25 per year membership fee is due each August 1st.
5. A **Family Membership** extends the benefits of membership to both the descendant of the First Settler and his/her spouse. *Note: Children are NOT included in this level of membership. They may be enrolled as Junior Members.* Your membership is complimentary from the date you apply through July 31st. Beginning August 1st you will be billed for dues of \$37.50 per year as long as you both wish to remain members of the organization.
6. A **Junior Membership** provides all the benefits of the Annual Membership at a reduced fee. Junior members must be under the age of 15 as of next August 1st. Beginning August 1st, you will be billed for dues of \$12.50 per year as long as you wish to remain a member of the organization.
7. Check the box in front of the level of membership you desire.
8. Enter the total amount of money you will be enclosing with your application (either \$375 for a Life Membership, or \$25 to cover the Application Fee for one of the other levels of membership).

9. If you are descended from *more than one* **First Settler**, you may choose to submit one or more *Supplementary Applications* to register yourself as a descendant of additional **First Settlers**. These *Supplementary Applications* are available from the website.

Completing Form B: Line of Descent

1. You must tie the generations together with documented proof between the parents and child of each generation, proving a direct lineage from the **First Settler** to you.
2. The name you list under “1st Generation” will be the same as the **First Settler** ancestor that you wrote in the yellow box on Form A.
3. Please list all **dates** in the following format: **17 April 1865 22 December 1694**
4. Fill in the appropriate *vital record* (birth, marriage, death) information, listing as much information as possible.
5. You need to cite the *source* of the vital record information you have entered. You’ll notice that each line on the form is numbered. These line numbers correspond to the spaces on Form C: Documentation of Sources.

Completing Form C: Documentation of Sources

1. You will probably skip between Form B and Form C quite often. Be sure to use the correct line reference number.
2. When citing your sources on Form C, please list as much information as possible, including title, author, publisher, date, volume, page, etc. Use the reverse side of sheets if you need additional space.
3. You will need to make a **photocopy** of the page of text which you are citing. On the photocopy, please be sure to **highlight** the information that you are citing, and write the corresponding line number on the photocopy (*more information is listed below, under “Organizing Your Documentation”*).

Guidelines for Citing References & Documentation

Primary sources are always best. Whenever possible, please submit more than one piece of evidence to verify and support the information you are providing. In many cases, written genealogies have inadvertently skipped generations, have incorrect dates and locations, and are subject to mistakes based on unfamiliar handwriting. Please try to verify what you have using other types of sources, as well.

On the next page you will find some examples of sources you may wish to use, with a list of what information and/or materials we would need with your application packet, should you decide to use one or more of those particular sources.

TYPE OF SOURCE	WHAT TO INCLUDE WITH APPLICATION PACKET
Web/Internet – Personal genealogies & personal web pages	Web and internet personal genealogies and personal web pages are not accepted .
Web/Internet – Electronic copies of official <i>Vital Records</i> or other previously-published books	<ol style="list-style-type: none"> 1. Paper printout of title page 2. Paper printout of all pertinent information 3. Full web address of the location of the online books
Printed <i>Vital Records</i> , Town Histories, or Genealogies	<ol style="list-style-type: none"> 1. Photocopy of title page 2. Photocopies of all pertinent information
Birth, marriage, or death certificates	Photocopies
Bible Records	<ol style="list-style-type: none"> 1. Photocopy of title page 2. Photocopies of all pertinent information 3. Location of repository
Deed, land, or probate records	<ol style="list-style-type: none"> 1. Photocopies of all pertinent information 2. Identifying references (<i>volume/book, page numbers, file numbers, or docket numbers</i>)
Census Records (State or Federal)	<ol style="list-style-type: none"> 1. Photocopies of all pertinent information 2. Identifying references
Church Records, cemetery records, burial records, divorce records	<ol style="list-style-type: none"> 1. Photocopies of all pertinent information 2. Identifying references 3. Location of repository
Military, pension, and bounty land warrants	<ol style="list-style-type: none"> 1. Photocopies of all pertinent information 2. Identifying references
Printed, dated, documented records (<i>e.g. newspapers, magazines</i>)	<ol style="list-style-type: none"> 1. Photocopies of all pertinent information 2. Identifying references

Do You Need Help Finding Information?

Genealogy questions should be directed to the Registrar.

E-mail registrar@sonsanddaughtersofnewbury.org

Several links to **online genealogical resources** can be found on our website:

www.sonsanddaughtersofnewbury.org

If you would like to **hire a researcher**, a list can be obtained from The New England Historical and Genealogical Society. www.newenglandancestors.org

We are a volunteer organization, which keeps us busy; However, there may be someone able to do some light research from local information for the first few generations to help you get started. We will try to find someone if you need some help! E-mail registrar@sonsanddaughtersofnewbury.org

Organizing Your References & Documentation

1. Your documentation will most likely include many photocopied materials (See "Completing Form C" instruction #3, above).
2. **Underline or highlight** the pertinent information that you are referencing so that the committee will not need to search the entire page for names and/or dates.
3. **Label** each piece of paper using the corresponding line numbers from *Form B: Line of Descent*.

EXAMPLE: If line 32 of *Form B* states that John Smith died 11 March 1732 at Newburyport, Mass., label the photocopy containing that information with a "32" at the top.

4. Separate each generation's documentation and fasten each generation's materials together **with a paper clip** (no staples, please!)
5. Now assemble each generation's materials in **chronological order**, with the **First Settler** (1st generation) on the top of the pile, down through your own birth (and marriage, if applicable) on the bottom of the pile.
6. You should make a **master copy** of all materials you will be submitting – **Materials are not returned – they become property of the organization.**

Assembling Your Application Packet

Complete application packets **must** contain:

Completed forms:

1. *Application for Membership* (Form A)
2. *Line of Descent* (Form B)
3. *Documentation of Sources* (Form C)
4. Each generation's materials (probably photocopies) correctly labeled, sorted, and paper-clipped together, with the 1st Generation's materials on the top of the pile.

Please make a copy for your personal records!
Submitted applications and materials will not be returned.

5. \$25 application fee *or* \$10 reinstatement fee
If you are choosing to join as a life member you would submit \$375 (\$25 + \$250 life membership fee,)
6. Make checks payable to SONS & DAUGHTERS OF THE FIRST SETTLERS.
7. Mail your application packet to:

Membership
PO Box 444
Newburyport MA 01950