

TIPS FOR A WELL-PREPARED APPLICATION PAPER

1. Indicate how your candidate would like her name to appear on the membership certificate. There is no specific line on the application for that information, but please include a note if she wants something that differs from her birth certificate plus married surname.
2. Do not write anything on a line in the application that is not confirmed in the proofs that are sent. "1855" or "ca 1855" proven are much better than "04 Jan 1855" which is not.
3. Underline in red pencil on the proofs all data that is transferred to the application. Indicate which generation is being referenced; for example, "Gen #4".
4. Do not overload with proofs. If a name, date, or location can be confirmed with one or two proofs, five will not be needed.
5. Until further notice, current National fees for new member applications total \$40 -- a \$20 application fee and \$20 for National dues. In addition, states may impose additional fees. Fees for supplemental applications are \$20, with \$3 being retained by the State Society. Checks are payable to National Treasurer, DCW, and must accompany the application or supplement.
6. RED CARDS should be filled out and accompany the application. If your supplies do not include Red Cards (so called because of the red ink), please order from the National Corresponding Secretary. Do your successor a favor and order them before you leave office.
7. DO NOT ACCEPT COPIES OF AN APPLICATION TO ANOTHER SOCIETY! Your candidate can most certainly use the proofs mentioned on that other application ... but she must furnish copies of those proofs to you.
8. Remove all staples; use paper clips to separate proofs by generation.
9. Use Internet resources wisely. Much of the information can be used as a research tool. Seldom is it acceptable as proof. Census records are one exception. The birthday calculator is very useful when translating a birth date from a death date expressed in years-months-days. Go to: <http://www.timeanddate.com/date/dateadd.html> and use the formula presented there. Please send a copy of that response with the application.
10. Proofs that require a magnifying glass are not acceptable. Use a photocopier to enlarge vital records and newspaper articles or anything else. If proofs cannot be read, they are not acceptable!
11. Present all dates as directed on the application form: dd mm yy; that is to say; "04" space "Jun" space "1785"
12. Add the county between town and state where appropriate.
13. CITATIONS: Refer to "Evidence", Elizabeth Shown Mills' 1997 publication, for

assistance in preparing the correct citation for books, newspaper articles, census records, etc. It was published in Baltimore by Genealogical Publishing Company and is a good investment of \$17.00 for 124 pages of well-informed guidelines.

14. Transcribe the handwritten proofs: church records, wills, deeds, Bible records, etc. must be accompanied by a typed transcription. Sometimes, even other records, such as draft registration documents may need this attention.

15. Contradicting proofs. On occasion items of proof from different credible sources appear to contradict one another. Look for a third reference that might confirm one proof or the other. Based on whatever information is brought to the table, the applicant or State Registrar must comment on which proof appears to be more likely correct. Do not hesitate to send contradicting proofs; just be able to explain why one seems more probable than the other. That third document will be very helpful.

16. On those few occasions when the State Registrar is requested to provide further information, it is important that she identify the candidate involved. See Item #16, above.

17. National numbers and state numbers are assigned by the National Registrar. Do not assign a number from state records. On the other hand, if you disagree with the National Registrar, please contact her immediately upon receiving the state copy of the application in question.

18. ALL SIGNATURES MUST BE IN BLACK INK - NOT BALLPOINT, NOT BLUE. Ballpoint and blue inks do not photograph as clearly as black ink. Remember, these applications become part of our official record and will be photographed for posterity.

19. Do not hesitate to contact your National Registrar if you have any questions about the application form or which is the most recent version. The application form via e-mail has been circulated for at least two years. It is interactive; download it and save it. Call up the application for any of your candidates. In the near future, each version will be dated so you will know if you have the most recent version at your disposal.

My heartfelt thanks to all the State Registrars. You are vital to the growth of the National Society Daughters of Colonial Wars.

Best wishes to all for another successful year.

National Registrar