

Standard Instructions for Completion of Application

(rev. 07/20)

READ THIS DOCUMENT BEFORE PREPARING YOUR APPLICATION

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DELAY OR RETURN OF YOUR APPLICATION AND MATERIALS.

This Instruction document contains nine pages of DOs and DON'Ts. Please try not to feel overwhelmed. Many are not full pages. This document also contains general information about the Society. Please retain it for future reference.

These instructions are intended to be a thorough guide. Do not skim them; read them carefully. Our Society receives many applications from prospective members who have never before completed lineage society applications. These instructions may benefit you in the future if you make application to other Societies. You will find most of the instructions to be common sense and easy to follow. By following these instructions, often our Record Copy applications are accepted by other Societies in lieu of a requirement for submitting the documentation necessary to re-prove the same lineage. However, we cannot guarantee this.

REQUIREMENTS

Membership Stipulations

There are **NO** membership restrictions with regard to age, gender, race, religion or sexual orientation. **However**, descent by blood line must be established. Descent through adoption is not permitted. Collateral descent is not permitted.

All applicants must be Americans. Applicants **DO NOT** have to reside in the United States.

This Application is designed to **ESTABLISH INITIAL MEMBERSHIP** or to make **SUPPLEMENTAL SUBMISSION**.

Computer Requirements

This Application is in PDF form and is designed to be a tab-and-type document, using fields. It should be completed on your computer using Adobe Acrobat. If you do not have Adobe on your computer, please visit their website and download their program. The program is free and their site is safe. Most computers already come with the program installed.

On completion of the Application using the following instructions, send it by e-mail to the Keeper of the Tavern Records at TavernRecordsKeeper@gmail.com.

Again, this document has been created in **.PDF** format. The document you return to the Keeper **must be** returned as a .PDF file. You may have to rename the file when you download the document onto your computer. **DO NOT** complete this document in your mail server. **DOWNLOAD** it as a resident file **ON** your computer and complete it. When you return it by e-mail, it will need to be attached to a fresh e-mail message. Don't just click on "reply."

(Go to "General Information," next)

GENERAL INFORMATION

About Colonial Taverners and Innkeepers

The qualifying Taverner or Innkeeper (as stated on the Application at mid-page on page 1, and at Number 1 at the top of page 2) is a person (male or female) who was licensed to sell spirituous liquors or keep an inn or other hostelry no later than July 4, 1776. **Evidence will be required in support of this claim, regardless of whether your Taverner/Innkeeper is shown on our list of qualifying ancestors.** (See below for a list of acceptable proof documents.)

Individuals who were licensed to brew, but otherwise did not operate a tavern or an inn, or did not specifically sell to the general public, **do not qualify**. People who posted a bond for another person to operate a tavern- or inn-keeping business **do not qualify**.

Evidence of Service may come from

- court minutes that indicate a license was granted. (“Business Licenses” in colonial times were not slips of paper as they are today.)
- wills or estate documents of the qualifying ancestor, when the service is noted or obvious
- deeds or land records, when the service is noted
- published town or county histories where the date of operation is clearly stated; there may be only a year indicated; this **will** qualify under most circumstances
- published lists of individuals having service, as found in other reliable sources
- family genealogies, **IF** they provide source documentation for their claim of service

Remember: most colonial taverns and inns were established in the home, rather than in a separate building, and may not have had a specific name (such as “Black Horse,” or “White Dove”). However, in many cases they may have been known by the owner’s last name (such as “Baker’s Inn” or “Samuelson’s”)

About Society Communications and Meetings

- Flagon & Trencher communicates with its members ONCE each year – usually in March or April – regarding the arrangements for our Annual Meeting. This notification comes in the form of **Flagon and Trencher News**, our newsletter, which also contains other useful information about the affairs of the Society.
- Assuming a meeting venue is able to accommodate the number of attendees anticipated, each year’s annual meeting usually takes place on the Saturday **of the first full, seven-day week in June**, so depending on the calendar, the earliest day of our meeting would be June 7, and the latest day of our meeting would be June 13. The exception to this rule is when the desired venue is unable to accommodate our function on our normal weekend, in which case we may move the meeting date to a time later in June.
- Our meetings are always held in June. Please mark your calendar accordingly. Every effort will be made to ensure our meeting occurs between the dates expressly noted above.
- The location of the meeting varies from year to year.

Our Web Page can be found at www.flagonandtrencher.org and every effort is made to keep it updated. It recently has been reorganized and updated, so the page may be down from time to time. Additionally, we will be enlarging our list of qualifying tavern- and inn-keepers in all colonies, as time and resources permit. Please check back frequently, and be patient as we strive to always be better and more informational. We are preparing to post a new list of nearly 5,500 colonial tavern- and inn-keepers.

(Go to Step 1, next)

The following four steps, if properly completed, will result in a successful application.

STEP 1: PREPARATION OF YOUR APPLICATION

Completing the First Page

- Provide complete information for all places on Page 1. Using the drop-down menu provided, begin by selecting whether your application is your Initial application, or a Supplementary application to your existing membership.

Include your FULL name (first, middle, maiden and last).

Use your two-letter State abbreviation. If you live in a foreign country, include that information with your City.

If your telephone number is unpublished, provide the phone number and mark the box noting it is unpublished. Your information is **never** sold or shared outside the membership and is strictly for use in contacting you, if necessary.

Enter your telephone number and your ZIP+4 WITHOUT hyphens. The program will reformat those items automatically when you leave those fields. ZIP+4 is mandatory. Your +4 can be found on any of your utility bills. Omitting this information will delay processing of your application.

Completing the Lineage Paragraphs (all subsequent pages)

- In the genealogy blocks (from page 2, on), **women** should be listed with their **maiden** names, not their married names.
- **DO** follow the blood-line, stating the name of the person in the blood-line in each generation FIRST. Indicate “son” or “daughter,” as appropriate, by marking the appropriate box provided at each generation.
- **DO** give all dates as **04 Oct 1734**.
 - **DO** use double-dates as given in your proofs (example: 23 Jan 1641/2 **is a real date**).
 - **DO NOT** speculate about dates.
 - **DO NOT** convert dates. Write all dates as you find them in the records. (Example: 18, 11th mo. 1742, which is NOT November 18. A professional will convert the date if necessary, based on several factors about which you may not have specific knowledge)
- **DO** state places as City, County, ST
 - Again, **DO** use **2-letter** abbreviations for all states. A list of abbreviations can be found in numerous places on the internet, including at www.usps.com.
- **DO leave the blank empty** if information is unknown or not applicable for a specific item. **DO NOT** indicate “living,” use a hyphen, zero, or other markings when events have not happened.
- **DO** complete each generational paragraph to resemble the example in yellow, below.
- **DO** try to use proper bibliographic citations (as shown below) when you define your proofs. A guide to proper citations can be found on the internet at <http://bibliography.com>.

EXAMPLE

4. James Falsinghampton

- | | | |
|----|----------------------------------|------------------------------|
| b. | 23 Jan 1641/2 | at Fairfield, Fairfield, CT |
| d. | 8 th day, 11 mo. 1728 | at Duxbury, Plymouth, MA |
| m. | 12 Oct 1668 | at Boston, Suffolk, MA |
| to | Mehitable Cromwich | |
| b. | 25 Feb 1643/4 | at Harrison Twp., Gallia, OH |
| d. | 02 Nov 1723 | at Plymouth, Plymouth, MA |

Proofs: B/C; D/C; M/C; TS – Old Hill Cemetery, Burlington, VT; 1900 Census-VT; SSDI; TAG, Vol. 22, pp. 88-96; *Thumpton, RI Death Rec. to the Year 1850*, James Falsinghampton bible, 1719; Civil War Pension App. of James Falsinghampton, #844379; *Boston Marriages Before 1900*, L.L. Commoner (Boston: 1922), p. 313; Will of Mehitable (Cromwich) Falsinghampton, Plymouth Court Records, Will Book L, pp. 6-9; E.P. Rice, *Vital Records of Duxbury, Massachusetts* (Boston: 1992), pp. 70-71

ACCEPTABLE PROOF DOCUMENTS

It is necessary to LINK each generation to the previous generation. Note the linking document in each generation in the space provided, as appropriate.

It is necessary to prove, through acceptable documentation, **EVERY** name, date and place you submit on this Application. Acceptable documentation includes:

- birth, death and marriage certificates or similar records (cited as “B/C,” “D/C” or “M/C” as appropriate; the name or initials of the individual may be used in the “Proofs” section of a generation, if desired, but are not necessary – for instance, “B/C,” “B/C-James” or “B/C-JF”);
- federal and state censuses (citing year and state, as above, “1900 Census-VT”);
- Social Security death index transcripts (cited as “SSDI”);
- tombstone transcriptions (as found in a published source);
- photographs of tombstones (with the name and location of cemetery stated on reverse of photograph, cited as “TS – Name of Cemetery, City, ST”);
- bible records (must include copyright page, cited as “Person’s name, year of publication”);
- wills, estate documents and deeds (cited to include Person’s name, location of Will Book or Deed Book, number or letter of Will Book or Deed Book, page number”);
- military pension records (cited to include name of soldier and pension number);
- obituaries (cited to include the words “obituary of” and the name of decedent and the name and date of newspaper);
- published genealogies (cited as above in yellow under “Proofs”), and
- other similar genealogical records.

Published genealogies that do not provide original source citations **may not be** acceptable. Manuscripts and family letters will be considered on a case-by-case basis.

- Whenever possible, **DO** provide **only one** proof document in support of an event. Choose the **best source** to document each event. If you provide a birth certificate, **do not** also include a birth announcement, a baptismal record, &c. If you provide a death certificate, **do not** also include an obituary, a funeral card, a picture of a tombstone, &c.
- **The last three generations** (that is, you, your parents, and your grandparents) **must be supported** by birth, death **and** marriage certificates or ledger records, as appropriate. All states required recordation of births, deaths and marriages by approximately 1910 in order to comply with Federal law. Only rarely did compliance not occur.

- As stated above, each generation **must be LINKED** to the one preceding it and supported by evidence. Just because family members are buried in the same cemetery, this does not prove generational connection unless the tombstones (or other cemetery documentation) submitted specifically state kinship.
- Find-a-Grave entries **MAY NOT BE** acceptable. They are reviewed on a case-by-case basis.
- **DO NOT** use GEDCOMS, IGI and other family-related Internet sources. These are **unacceptable** forms of evidence. Published records from birth, marriage, and death indexes **MAY be** acceptable and are reviewed on a case-by-case basis.
- **This society DOES NOT accept record copies of proven applications to other societies.**

Once you have completed and reviewed your Application, e-mail it to the Keeper of the Tavern Records at TavernRecordsKeeper@gmail.com.

(you are now more than half-way finished with your review of these instructions)

(Go to Step 2, next)

STEP 2: PREPARATION OF PROOF DOCUMENTS

Once you have **e-mailed** your Application to the Keeper of the Tavern Records (TavernRecordsKeeper@gmail.com), prepare your hard-copy proofs as follows:

- Submit only one set of proofs.
- **STAPLE** all pages (including Title or Cover Pages) from a given source together and in order, with the Title or Cover Page on top of each stapled document. **A copy of the Title Page must be included from each published source.**
- **LABEL** or mark each generation's proofs with the generation(s) it supports. This may be done in the top right-hand corner of each document. If multiple generations are proved by a given source, indicate all generations proved by that source.
- **HIGHLIGHT** (or underscore in a color other than black or gray) **ALL** information you wish to have considered for review. **Failure to do this will delay processing of your Application.**
- **DO NOT** bind your proofs. (In other words, do not use 3-ring, velo, spiral, or other similar forms of binding.)
- **DO NOT** "explain" what information each proof document contains. In almost all cases, it is obvious.
- *If you have questions or doubts about acceptability of a source*, **DO** contact the Keeper of the Tavern Records **BEFORE** submitting your Application by e-mail.
- **Three (3) generations** must appear in their entirety on each page, including the proof references for those generations. Use only the space provided. You will have to strike the TAB key on your keyboard at the end of each line in the Proofs sections. All proof citations must appear with their respective lineage paragraphs. Again, for proper citation format, refer to the sample in **yellow** on page 4 of these instructions. NOTE: the font-size in the Proofs sections is considerably smaller than in the genealogy blocks. This is deliberate in order to provide you with as much space as possible to state your citations.
- **DO** keep your Application and these Instructions on your computer until you receive notification of approval. If there are significant errors or revisions, the Application then can be modified without retyping.
- All people making application for membership must present a full Application. There no longer is a short-form application. By keeping your Application on your computer, only new generations will have to be added should family members wish to join later.
- **DO review these instructions again before submitting your Application by e-mail in order to ensure you have followed them properly.**

(Go to Step 3, next)

STEP 3: SUBMISSION OF PROOFS, AND PAYMENT

Once you have assembled your proof documents:

- **SEND** your **proof documents and payment** by U.S. Postal Mail to the Keeper of the Tavern Records with your check, payable to “Flagon & Trencher,” in the amount of **\$200**. The address is located at the end of these Instructions.

Your \$200 payment includes:

- Registration fee
- Life dues
- Membership certificate
- Membership insigne (on ribbon or clutch-pin) **NOTE:** A medal on ribbon is our standard insigne. However, we offer a clutch-pin style insigne as an alternative. Be sure to note specifically which insigne you prefer, by marking the appropriate box on page 1 of the Application, just below the space provided for your name as you wish it to appear on your Membership Certificate.

Ladies: the medal on ribbon is suitable for mounting on a branch-bar, necklace, or charm bracelet.

- **IF THIS IS A SUPPLEMENTAL SUBMISSION**, the fee for review and approval is \$50.

Your \$50 payment includes:

- Registration fee
- Supplemental certificate

If you wish to obtain a push-through supplemental pin, include an additional \$6. This pin is available only once, and no society ribbon should contain more than one cluster pin.

- **DO NOT** send your proofs and check via “registered” or “certified” mail. They will not be retrieved from the Post Office and your Application will not be processed.
- If you send materials by Priority Mail, **DO NOT** request a signature. No one may be available to sign for them when they arrive. Priority Mail comes with a tracking number. Confirm delivery with the Postal Service by following their instructions as given on your receipt.
- **DO KEEP IN MIND:** depending on the proofs you submit, additional documentation may be required. If so, you will be notified. Such notification may occur by either e-mail or telephone. Please be prepared to answer questions, should they arise.

(Go to Step 4, next)

STEP 4: RECEIPT OF YOUR MEMBERSHIP MATERIALS

Once all of Steps 1-3, above, have been completed:

- **DO *please be patient*** regarding notification of approval.
 - Although every effort is made to process applications swiftly, occasionally (depending on uncontrollable circumstances) it may take several weeks or months to process your application. You will learn that your Application has been approved when you receive an e-mail message or welcome letter saying so.
 - If you receive notification by e-mail, soon afterward (usually within a week or two) you will receive the following via Postal Mail:
 - A welcome letter
 - A Membership Certificate
 - Your Membership Insigne
 - The first two items will be shipped together. To avoid damage to letters and certificates, your insigne will be shipped separately.
 - All items **may not arrive the same day**.
- **DO AVOID** requesting that Applications be processed in time for birthdays or holidays. While every effort is made to accommodate such requests, review and approval steps prevent a guarantee.
 - If you wish to make a gift of a membership:
 - **DO ALLOW NO LESS THAN 6 MONTHS** for your submission to be processed.
 - **DO** be certain to include a notation that it is being submitted as a gift, and indicate to whom the welcome letter, Membership Certificate and Insigne should be shipped.
- **YOUR CHECK** likely will be cashed **before** your Application is processed. This does not mean your Application has been reviewed and approved. Checks are cashed prior to application review in order to avoid depositing stale checks, and to allow you to balance your checkbook.
- **IN THE EVENT YOUR APPLICATION FAILS** and must be returned to you, \$90 of your funds will be retained by the Society (\$35, if you are submitting a supplemental application). Every effort will be made to assist in preventing this from occurring, but
 - **DO REMEMBER:** it is your responsibility to prove your descent completely and accurately.

(Go to Final Information, next)

FINAL INFORMATION

- **DO REMEMBER:** If you have questions, please contact the Keeper of the Tavern Records:

mail: 1716 Bigley Avenue, Charleston, WV 25302-3938

telephone: 304/346-6646

e-mail: TavernRecordsKeeper@gmail.com

- **DO REMEMBER:**

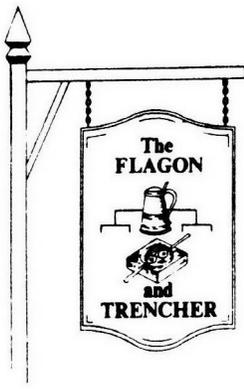
- **DO NOT DELETE your Application or these instructions from your computer. You may need these items again before the application process is complete.**

- **DO REMEMBER:**

- **ALWAYS** keep your personal contact information *current* with the Society. A change-of-address form can be found on our web page. Places are provided on that form for changes of telephone numbers and e-mail addresses.

THANK YOU for your interest in Flagon & Trencher. We look forward to working with you and to welcoming you to membership. We are confident you will find your membership rewarding for the rest of your life.

(End)



FLAGON AND TRENCHER

DESCENDANTS OF COLONIAL TAVERN KEEPERS

Read the Instructions before attempting to complete this Application for submission.
Submissions that do not follow the Instructions may be returned for correction.

Application for Membership

FULL Name: _____

Name as I wish it on my Certificate: _____

Insigne desired (use this field **ONLY** if this is an Initial Application):

Address: _____

City: _____ State: _____ ZIP+4 _____

Telephone: _____ (required) If unpublished, check here:

E-mail: _____ (required)

Name of Taverner/Innkeeper: _____

Location of Tavern/Inn (town and colony): _____

Date of Service/License: _____

Proof of my Ancestor's Service (give full source citation): _____

By completing and dating this application, and submitting it electronically, I confirm that this application is true and correct to the best of my knowledge and belief.

Date Transmitted: _____

Please see the Instructions regarding fees.

	Member # (Primary) _____
	Supp No. _____
Date approved _____	
Check No. _____	Fee _____
_____ Secretary of the Registry	

My qualifying ancestor (Taverner/Innkeeper, &c.) is:

1. (name) _____
b. _____ at _____
d. _____ at _____
m. _____ at _____
to _____
b. _____ at _____
d. _____ at _____

Proofs: (NOTE: **DO NOT** provide explanations of the evidences. Refer to the instructions for proper citation of all evidences.)

Their (check one) son daughter was

2. (name in blood line) _____
b. _____ at _____
d. _____ at _____
m. _____ at _____
to _____
b. _____ at _____
d. _____ at _____

Proofs:

Their (check one) son daughter was

3. (name in blood line) _____
b. _____ at _____
d. _____ at _____
m. _____ at _____
to _____
b. _____ at _____
d. _____ at _____

Proofs:

Their (check one) son daughter was

4. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

5. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

6. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

7. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

8. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

9. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

10. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

11. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

12. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

13. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

14. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Their (check one) son daughter was

15. (name in blood line) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs: