

# Standard Instructions for Completion of Application

(rev. 01/17)

**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 eight pages of DOs and DON'Ts. Please try not to feel overwhelmed. Most are not full pages. It also contains general information about the Society. Please retain this document 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 designed to be a tab-and-type document, using fields, and can be completed on your computer using Microsoft WORD.

If you have a MAC, it will be necessary to convert the document for use by your software. If you need to convert the document, refer to your software instructions.

If you do not have WORD, visit [www.OpenOffice.org](http://www.OpenOffice.org) and download their program. OpenOffice is completely compatible with WORD, it is free, and it is devoid of viruses.

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

This document has been created in **.DOC** format. The document you return to the Keeper **must be** returned as a **.DOC (not .DOCX)** file. Refer to your program instructions on how to save the document as a **.DOC** file. If you use OpenOffice, your document will be saved as a **.ODT** file. You may email **.ODT** files.

**(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 (see below for a list of acceptable proof documents) in support of this claim.

Individuals who were licensed to brew, but otherwise did not have 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
- deeds or land records, when the service is noted
- published town or county histories
- 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 did not have a name.

### 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.
- Assuming a meeting venue is able to accommodate the Society, each year’s annual meeting 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.
- 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](http://www.flagonandtrencher.org) and every effort is made to keep it updated. Presently, it is being reorganized and updated, so the page may be down from time to time. Please check back frequently.

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

**(Go to Step 1, next)**

## STEP 1: PREPARATION OF YOUR APPLICATION

### Completing the First Page

- Provide complete information for all places on Page 1. If your telephone number is unpublished, provide the phone number and mark the box noting that it is unpublished. Your information is **never** sold or shared outside the membership and is strictly for use in contacting you, if necessary.

### Completing the Lineage Paragraphs (all subsequent pages)

- **DO** indicate whether this application is a **NEW** membership or a **SUPPLEMENTAL** submission.
- **DO** provide **FULL** names (first, middle and last) wherever possible.
  - **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, 11<sup>th</sup> mo. 1742)
- **DO** state places as City, County, ST
  - **DO** use **2-letter** abbreviations for all states. A list of abbreviations can be found in numerous places on the internet.
- **DO leave the blank empty** if information is unknown or not applicable for a specific item.
- **DO** complete each generational paragraph to resemble the example in yellow, below.
- **DO** 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 <sup>th</sup> 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 Co., 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: Harvard Publishers, 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: New England Press, 1992), pp. 70-71

## ACCEPTABLE PROOF DOCUMENTS

It is necessary to prove, through acceptable documentation, **EVERY** name, date and place submitted 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 1910 in order to comply with Federal law. Only rarely did compliance not occur.
- 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 Internet sources. These are **unacceptable** forms of evidence.
- **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, AlexNBannerman@aol.com.

**(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 (AlexNBannerman@aol.com), prepare your 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 all published sources.**
- **LABEL** or mark each generation's proofs with the generation(s) they support. 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 it proves.
- **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.
- **DO NOT** "explain" what information each proof contains. In almost all cases, that 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. All proof citations must appear with their respective lineage paragraphs. For proper citation format, refer to the sample in **yellow** on page 3 of these instructions.
- **DO** keep your Application and these Instructions on your computer until you receive notification of approval. If there are 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 assembled:

- **SEND** your **proofs 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.

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

Your \$50 payment includes:

- Registration fee
  - Supplemental certificate
- **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.

**(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.
  - Applications may take several months to process. You will learn that your Application has been approved when you receive an e-mail message saying so.
  - Soon after you receive an e-mail message, 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, 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.
- **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)**

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

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

telephone: 304/340-0200

e-mail: AlexNBannerman@aol.com

- **DO REMEMBER:**

- **DO NOT DELETE your Application or these instructions from your computer. You may need these items 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)