

The SONS & DAUGHTERS of the FIRST SETTLERS of Newbury, Massachusetts



SUPPLEMENTARY APPLICATION GUIDELINES AND INSTRUCTIONS

Revised 9/13

General Information before Proceeding

The Supplementary Application may **only** be used if:

- (a) you are already a member of The Sons & Daughters of the First Settlers of Newbury, or
- (b) you have already completed your application packet and now wish to also register as a descendant of an additional First Settler.

If you don't meet either of these criteria, you need to fill out a regular application. Please see our website for details.

When you are ready to begin your supplementary application, download the form at www.sonsanddaughtersofnewbury.org/membership-application.html. Some web browsers, such as Google's *Chrome*, will automatically ask you where to save the form on your computer. Other browsers, such as *Internet Explorer*, will allow you to open and view the form from your browser window.

Whatever the case, be sure to **save the blank version of the form** on your computer. This is the file that you will open each time you work on your application (if filling out electronically) or the file you will print to your printer (if filling out manually).

MANUALLY vs. ELECTRONICALLY FILLING OUT THE FORM

Manually filling out the form means that you will

- (1) open and print the form from the Sons and Daughters website, and
- (2) write in all of the pertinent information about your ancestry using **black ink**.

Electronically filling out the form means that you will

- (1) save the blank form to your computer, then
- (2) type the information into the various spaces ("fields") of the form.
When you are finished entering all of your information, you then
- (3) print your forms.

Throughout this document, we will indicate whether a direction applies to **MANUALLY** or **ELECTRONICALLY** completing the forms.

Helpful Hints for Completing Form S-A: Application for Supplementary Membership

If you are filling out the form **ELECTRONICALLY**:

1. You will need Adobe Reader (your computer may already have it pre-installed, as it is a very common PDF file reader). If your computer says that it is unable to open the PDF file, go to get.adobe.com/reader/
2. Every place that you can enter a piece of information is called a *field*.
3. You can move from field to field in one of the following ways:
 - a. Use the [TAB] key to move from one field to the next, or
 - b. Position your mouse over each field and click once to activate the box for typing
4. Type the necessary information in each of the fields.
5. Helpful “sticky notes” have been added along the way. Simply click on a yellow question mark anywhere in the form to bring up some guidance.

APPLICATION FEE

1. Supplementary Applications have a \$10 application fee.
MANUALLY: Please check the box and write \$10 in “total enclosed.”
ELECTRONICALLY: Click the box and \$10 will automatically be entered in “total enclosed.”
2. There are **no** annual dues for Supplementary Applications.

Helpful Hints for Completing Form S-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** up to the **Common Ancestor** who appears both on this form and on your original application form.
2. Sources and references already cited and photocopied from your original application need not be re-copied and re-submitted with the Supplemental Application.
3. Simply start the *Supplementary Application* with the additional **First Settler’s** name listed at the top, and then follow your lineal line, generation by generation, until you reach the **Common Ancestor** for whom you already have documentation.
4. At that point, check (or click) the **Common** box, indicating that the remaining generations’ documentation can be found with the original application.
5. Please list all **dates** in the following format: **17 April 1865 22 December 1694**
6. Fill in the appropriate *vital record* (birth, marriage, death) information, listing as much information as possible.

7. 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 relate to the areas on Form S-C for you to document your sources. For **ELECTRONIC** forms, simply click the number to toggle back and forth between Forms S-B and S-C.

Helpful Hints for Completing Form S-C: Documentation of Sources

1. It is likely that you will be skipping back and forth between Forms S-B and S-C using the numbered links provided on each line. Remember, if using **ELECTRONIC** forms, simply click the number to toggle back and forth between Form B and Form C.
2. When citing your sources on Form S-C, please list as much information as possible, including title, author, publisher, date, volume, page, etc. **ELECTRONIC** forms: If you type more information that can fit in the space, the type size will adjust accordingly so that all of the information can still be seen in the box.
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 References & Documentation"*).

Information about Sources

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.

Here are 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/links-to-sites-of-interest.html

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 S-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 S-B: Line of Descent*.

EXAMPLE: If line 32 of *Form S-B* states that John Smith died 11 March 1732 at Kittery, 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 the ancestor prior to the **Common Ancestor** 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 printouts of:

1. *Application for Supplementary Membership* (Form S-A)
2. *Line of Descent* (Form S-B)
3. *Documentation of Sources* (Form S-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. \$10 application 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