OFFICIAL HANDBOOK

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North Carolina Society SAR Handbook, Vol 5

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Introduction

What is a Chapter Registrar and what does he do? The answers to these questions vary with each Chapter and each Chapter Registrar. Some Registrars do everything and some Registrars just hold the title. The purpose of this handbook is to provide some guidelines and standards for Chapter Registrars in the State Societies of the Sons of the American Revolution.

Everything stated in this handbook is in accordance with the policies of the National Society Sons of the American Revolution (NSSAR), commonly referred to as the SAR. (When used herein, SAR refers to the organization as a whole, while NSSAR refers to the national organization specifically.)

Most Chapter, State and National Officers have very little contact with the general public in their capacity as officers. The Registrars and Secretaries of the SAR are the only officers whose principle duties require contact with the general public. You represent the SAR! If you are currently a Chapter Registrar or Secretary, you are encouraged to read this handbook. Your duties and obligations are outlined. It includes some suggestions about what you should be doing and some things that you should **not** be doing. Please pass this handbook on to your successor.

If you are considering having your name placed in nomination to become a Chapter Registrar or Secretary, you are encouraged to read this handbook. It will give you an idea of what you will be expected to do and some things you will be expected not to do.

Chapter Registrar

There is one hard and fast rule for all Chapter Registrars (and for all other SAR members as well). You can never state that any person or his "Application for Membership" will be approved for membership in the SAR. No Chapter Registrar has this authority.

You may state that a particular application might be approved. You may also state that a particular application might not be approved in its present form. No Chapter Registrar has the final approval of any application. Only the NSSAR has the final approval of any and all "Applications for Membership." The same applies to any and all Supplemental Applications. (Anytime you see Application it refers to both membership and supplemental applications unless otherwise noted.)

Think back to the time when you first became interested in joining the SAR. You might be one of those whose father or grandfather was an SAR member. In that case, your application was practically a carbon copy of your father's Record Copy.

Definition:
> A "**Record Copy**" is a photocopy of an original "Application for Membership" or an original "Supplemental Application" made after the final approval, with all the required signatures and numbers affixed.

You, however, might not have had a father or grandfather who was an SAR member. In that case, you were given an 8 ½" by 14" form, printed on both sides, resulting in 28 inches of required information (238 square inches). Your initial impression might have been, "They want me to enter my great-great-great grandmother's maiden name? Where will I ever find that?" Your next reaction might have been. "Forget this. It's too much work and possibly not worth the effort."

What a golden opportunity for the Chapter Registrar! Jump in and help this potential member. You may not be the first in your Chapter to show an interest in that person becoming a member, but you could be the one who does the most to get this applicant admitted to the SAR. Let this potential member know that there is at least one SAR member who cares about him by offering to work with him. Your efforts might result in a future President General, or your lack of effort might result in an SAR eligible who never filled out the application.

Nothing speaks more about the SAR and its three components (National, State and Chapter) than our magazines and newsletters. Consider sending a copy of one, two or all three to the prospect or, better yet, handing them to him when you meet. Ask your chapter members to pass on their copies to you instead of throwing them away.

You should also give the NCSSAR web site address, <http://www.sar.org>, to the prospective member and encourage him to visit. There is a world of information about the Sons of the American Revolution available there.

What you should not do:

Do not send the prospect the "General Information and Application Requirements" pamphlet by itself. The process and requirements for becoming a member of the SAR are not that complex, but they do need explaining. That pamphlet, as good as it is, is not for someone with little or no knowledge of our organization and its membership requirements.

When it comes time to start filling out the application form, then give him that pamphlet. You cannot and should not do it all yourself. It is very time consuming to start from scratch and find eight, nine, ten or more generations of data. It is especially difficult to find that data on a family that is not yours. Offer to help, but do not do it all yourself.

What you should do:

Keep the applicant active in the pursuit of his goal of becoming a member of the NSSAR. Encourage him, guide him and advise him. Get him and keep him involved in the application process.

At the same time, do not make a pest of yourself. You are "selling" membership in one of the world's most prestigious organizations. You are not selling used cars.

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Things you must know or have:

        1. It helps to have a burning passion for the SAR and what it stands for, but you don't have to be a fanatic about it.

        2. Being a Chapter Registrar is time consuming. Being or becoming a Chapter Registrar involves a commitment in both time and effort. You must do your best and produce quality applications in every situation. Half- hearted attempts will be returned for correction.

        3. You must have a working knowledge of genealogy (more later). The SAR application is a pedigree chart. The applicant and his "Patriot Ancestor" (defined later) need more information than their vital records provide.

Definition:

        The "**Vital Records**" are birth, marriage and death records including the date and place of the event. These are State or County government records, but substitutes might be available from other sources.

        4. You must know what resources are available in your local area. Start with your local library.

        Does it have a Genealogy Section? If it is a branch, and it does not have such a section, then check with the main library. Inquire about their genealogical holdings.

        In addition, what college and university libraries are in the area?

        Do they have Genealogy Sections?

        Are those libraries open to the public?

        Is there a local or county Genealogical Society? (Ask the Reference Librarian at your local library.)

        Do they have a library available to the public?

        Is there a Family History Center nearby? These are operated and maintained by the Church of Jesus Christ of Latter Day Saints (Mormons). They are excellent places to do genealogical research. There is no obligation involved and no admission fee is charged to use their facilities. The Family History Library in Salt Lake City has the largest collection of genealogical material in the world, and their collection is getting larger every day. Most of what they have is available on microfilm that you may rent for a nominal fee. There are thousands and thousands of rolls of film available from The Family History Library. If it has to do with genealogy, check with your local Family History Center.

        Where are the best places to do research within a day's drive?

        What is the street address and best way to get there? Most important, what is the telephone number? It pays to verify that where you want to go will be open when you want to go there.

Go to these places yourself before sending any applicant. Look it over and discover what they have available. Research your own family. You never know, you might locate the information needed for a new Supplemental Application.

If possible, offer to meet a potential member at a research facility. There is no substitute for a face to face meeting, and no better place to meet. (Hint: Have something else to research, or your time will be spent doing the applicant=s research instead of his doing it himself.)

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5. You also become the expert on Applications and Supplementals. You will get questions from potential members and from twenty year members. Some of these questions will seem to be very elemental.

Remember that the person asking the question is looking for guidance. Each question asked indicates an interest. Answer each and every question no matter how many times you have been asked for the same information.

If you do not know the answer when a question is asked, don't guess. Either refer them to someone who does know the answer, or seek out the answer yourself. Be sure to get back to them even if the question has no answer.

One question you will be asked, sooner or later, is about Collateral Lines. A Collateral Line is a bloodline based not on an ancestor but on a sibling (brother or sister) of an ancestor or the sibling's descendants. There were a great many people who were killed in the Revolutionary War before having children. Therefore, they cannot be anybody's ancestor. A Collateral Line might come through that person's brother or sister.

Only an Ancestral Line is accepted by the SAR. No Collateral Line qualifies for membership in the SAR. It must be the applicant's Patriot Ancestor who qualifies the applicant for membership, not his ancestor's brother or sister.

Two of your best resources for information are the Genealogist and the Registrar at SAR's National Headquarters. These two individuals are experts in their respective fields.

For questions about the forms, both Applications and Supplementals, and how to complete them, refer first to the Registrar of your state. Each and every application must pass the scrutiny of this officer before it is passed on to the NSSAR for final approval. If anyone in the state knows how to fill out the form so that it will be accepted by the NSSAR, it is the State Registrar.

For questions about genealogy, refer to the State Genealogist. This officer was selected because of his knowledge of genealogy. He works with the Genealogist General and with the NSSAR Staff Genealogist. Any questions you might have about proving the bloodline or the service of a Patriot Ancestor, including what type documents are required and/or acceptable, ask the State Genealogist.

6. You, the applicant, or a member of your chapter must have access to a typewriter or a computer. No handwritten or hand printed applications are acceptable! Every "Application for Membership" and every "Supplemental Application" must be either typewritten or computer printed.

Genealogy

Don't let this word scare you or a potential SAR member. Genealogy is the study of families. That's what the word means. Nothing should be more familiar to you than your own family. Genealogy as a hobby is rapidly becoming more and more popular. The research facilities are increasing at an almost geometric rate.

Except for the applicant, his spouse, and children, all the people listed on the SAR application are ancestors of the applicant.

Definition:

> An "**Ancestor**" is anyone you can call father, mother, or parent. Grandfather, great grandmother, fifth great grandparents, etc. are all ancestors. They are also "relatives", but so are Aunts, Grand Uncles, and cousins.

Everyone has ancestors going back many generations. Some have traced their families back twenty or more generations. We don't have to go back that far. In fact, we rarely enter the name of a person born before 1700. Most current applications will include between seven and ten generations. We start with the applicant and include all of his ancestors on the bloodline back to the Patriot Ancestor, but not beyond.

Definition:

> The "**Patriot Ancestor**" is the applicant's ancestor who qualifies that applicant for membership in the SAR. (More about this later- including what types of activity and lineage qualify.)

We are mainly concerned with ancestors making up the "bloodline" from the applicant to the Patriot Ancestor.

Definition:

> A "**Bloodline**" is the parent to child relationship between generations. A bloodline across several generations goes through only one parent in each generation. (See the attached "Bloodline Chart" below.)

When genealogists look at the SAR application form, they see a pedigree chart, but in a different framework. (To be technically correct, the application is a "single line" pedigree chart since it does not include all of the applicant's ancestors.) The information is the same.

It is arranged differently than on the pedigree charts genealogists normally work with, but it is the same information. That is what genealogists work with -- information. There are four very important pieces of information they search for: Names, Events, Dates, and Places.

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Names: Everyone has a name. Their first name is sometimes called a given name or a Christian name. Most people today have a middle name that is also a given or Christian name. These names are given at or near birth. The last name is the family name or birth name. In genealogy it is called the "surname" Surnames continue from generation to generation. In genealogy, women are not listed by their married name. Women are always listed by their birth surname, (sometimes called their "maiden" name) on SAR applications. There is one exception that is explained later (see "Exception: below).

Events: Events are things that happen to a person. The two events we are most interested in are birth and marriage. Military service is also an event. Buying and selling property, writing a will and burial are also events. We need to record only those events printed on the form (born, died and married).

Dates: Every event happens on a specific date or between two dates. Everyone was born on a specific date. Military service occurs between two dates. Genealogists use the "European" method for entering dates. Example: 04 Jul 1776. This is the format to be used on all applications.

Places: Every event happens at a specific place or in a given area. Everyone is born at a specific place. Of course, there are exceptions. Perhaps, an individual was born at sea or en route. (For example: in a covered wagon rolling across unknown countryside.) Military service takes place in a given area. Genealogists always start with the smallest area and end with the largest. This is the format used on the applications: Chicago/Cook County/IL, for example.

There are several good (and some not so good) books available on genealogy. One of the best is probably in your local library. It is Greenwood's The Researchers Guide to American Genealogy. If it is not there, you might suggest it to your librarian, since it is on the American Library Association's list of reference books.

Documentation

More and more genealogical information is becoming available and easier to find. Some of the information available is wrong. It is very simple to invent a family tree, but it is another matter altogether to prove that a family tree is correct.

An application can be filled in showing that George Washington is your Patriot Ancestor. (Good luck trying to get that one approved!) This is one reason that the SAR requires proof that the information entered on all applications is correct and true.

This proof is in the form of "documentation" which is a word used by genealogists.

(Documentation refers to all the individual documents sent with the application.) "Evidence" is another word which, for our purposes, means the same thing. It is the evidence, the proof, the documentation that verifies the information: names, events, dates and places.

The forms use the term,"References", which is about the same as the word, "citation", used by genealogists. A citation or reference states where the original document may be found. It refers to the attached copy of that original.

Be careful to separate proof, evidence, and documentation from references and citations. You enter references on the forms and attach the proof, or you enter citations on the form and attach the documentation.

First rule of documentation: Never, never send an original document. There is one and only one original. It can never be replaced. Always photocopy original documents, then send the copy. If the documentation is lost, it can be replaced only if you sent copies, but not if you sent originals. Store all originals in safe and secure places.

What do we need to prove?

Two things must be stated on the application. These are to be proved with the submitted documentation. Citations to all the submitted documentation must be listed on the back of the application form.

First, the Patriot Ancestor's Revolutionary War service must be proven beyond all doubt! Three lines on the application form are devoted to the citations. Include a citation for each submitted document. Do not enter a quotation from any document in the citation space. Let the documents speak for themselves. A "brief" entry of the Patriot's Revolutionary War service goes on the front page.

Second, and equally important, the bloodline between the applicant and the Patriot Ancestor must be proven beyond all doubt! There are two lines devoted to citations for each generation. (You may also enter citations in the unused space below the Patriot Ancestor's generation. Be sure to identify which generation or generations that citation is for.)

What is acceptable documentation?

In order to answer the above question, the difference between what genealogists call "primary" and "secondary" sources must be determined.

Definition:

> A "**Primary Source**" of information was made at or near the time of the event, or was made by someone who had knowledge of the event. A primary source is often called an "Original Source."

Definition:

> A "**Secondary Source**" is any source of information that is not a primary source. All indexes are secondary sources. Most books and family histories are secondary sources, even though, they were derived from primary sources.

There are two types of primary sources. The first was "made at or near the time of the event," such as a birth certificate or a military record. The other type was "made by someone who had knowledge of the event," but not necessarily at or near the time of the event. Most Affidavits would be this type. Both are equally primary sources.

As a general rule, most primary sources are acceptable as documentation - but only a few secondary sources are acceptable as documentation. There are exceptions. A lot of secondary sources are accepted, because they include citations to primary sources. That is a key to acceptance of a secondary source: does it cite a primary source?

Example: Daughters of the American Revolution (DAR) Record Copies are generally accepted by the NSSAR. Record Copies are secondary sources, but they cite primary sources.

Fortunately, each application with its documentation is judged separately and on its own merits. It is, therefore, important that both the qualifying service and the bloodline be documented on each and every application.

Revolutionary War Service

One of the first places to look for the service of a potential Patriot Ancestor is in the "DAR Patriot Index." Most libraries with a Genealogy Section will have all three volumes. They might also have copies of the previous two editions. This is an index and an undocumented secondary source. Therefore, it is not acceptable as documentation. However, if the Patriot Ancestor is listed, you will be able to find the required documentation.

(A typical entry is found on page 1366):
HAYES : HAYS
Samuel: b 3-26-1730 CT d 12-25-1801 CT m Rosanna Holcombe Capt CT
With this information, you can order the Record Copy of a DAR member who used Samuel Hayes as her Patriot Ancestor. That Record Copy will give citations for the documentation. (The DAR and SAR application forms are very similar.) Order forms for both DAR and SAR Record Copies are included in this handbook.

Just because the person you are looking for is not in the "DAR Patriot Index" does not mean that they did not have patriotic service during the Revolutionary War. It only means that no DAR member has ever used that person as her Patriot Ancestor.

If the Patriot Ancestor served in either the Militia or the Continental Line, that service is probably recorded in a book somewhere. The first place to look is in the Adjutant General's records for the State or Colony where the Patriot Ancestor lived. This book is a secondary source, but it is usually acceptable as documentation since it cites the primary source from which it was compiled.

A greatly overlooked primary source for military service is the National Archives in Washington, D C. There are two ways to obtain a copy of a Revolutionary War military record. First, copy the record from a National Archives microfilm. Second, order a copy from the National Archives using their NATF-80 form. There are indexes available for the records they have. They are difficult to get, but they are usually well worth the effort. (If you get a chance, go visit the National Archives in DC and see what they have. It is well worth the trip!)

There are several volumes of indexes to the Revolutionary War Pensions and Bounty Land Warrants. Most genealogical libraries have these indexes available. They are secondary sources, but, once again, they refer to primary sources. Libraries with a good history section may also have these indexes.

For service other than in the military, refer to the pamphlet "General Information and Application Requirements" for a discussion about "Acceptable Service." The Patriot Ancestor did not have to wear a uniform during the Revolutionary War.

If your Patriot Ancestor did not have military service during the Revolutionary War, the documentation is more difficult to find, but not impossible. The first place to look is in a county history. These sources might or might not be documented. They should lead you to some primary source material. Check the county records for public office holders. Also, check the State records for State officers.

Keep this in mind while searching (quoted from one of the NSSAR pamphlets): "or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain." Also remember that your great-great grandmother may qualify you for SAR membership. Your Patriot Ancestor did not have to be a man. Betsy Ross is an acceptable Patriot Ancestor, if you can prove your bloodline to her.

Bloodline

Several documents are acceptable as proof of a bloodline. Remember that you are looking for parent to child relationships. You need documents that show both names and state, or strongly indicate their relationship.

Birth Certificates are excellent primary sources. They should be included as documentation whenever possible. It is a requirement that the applicant's Birth Certificate be included. Birth Certificates not only prove that someone was born but they establish the bloodline between that person and their parents.

One problem with Birth Certificates and all "Vital Records" is that the various State and County governments did not require them until about 1900. This date varies from State to State and from County to County. There are several reference books that give the approximate dates when Vital Records were first required to be kept. The footnotes list two of the best. Look in the Genealogy or Reference Section of your local library.

There are substitutes for Birth Certificates. Many people living today do not have a Birth Certificate. Their birth was never recorded, even after it was required. Until Social Security, there were very few reasons to have a Birth Certificate. (Obtaining a Passport was one such reason.) Look for a "Delayed Entry." That is a Birth Certificate issued many years after the event. Many courts issued "Birth Certificates" on the testimony of someone who remembered the event.

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Most States currently maintain a central facility for vital records. Although it might be necessary to order a copy from a County, most Vital Records are available from the State. Information about ordering copies is available on the Internet at <http://cdc.gov/nchs/howto/w2w/w2welcome.htm>. This will give you the address, cost, availability and restrictions (if any) for each individual State.

It takes time to obtain a Vital Record copy. Therefore, one of the first things you should tell each prospective member is that copies of his Birth Certificate and his parents Birth Certificates and marriage documents will be needed. (If these are not available for some reason, substitutes are acceptable: Baptism Certificates, for example.)

He should also order the birth certificates and marriage documents for the ancestors in his bloodline. Most of these primary documents are available for people who were born or married in the United States about 1900.

Certified copies are not required, but are preferred. Birth and Death Certificates for parents of the bloodline are not required, but these certificates may certainly be submitted as part of the documentation package.
Treat the data which the State sends as original. Make and send a copy of that "original" with the application. Of course, if the prospective member already has these documents, then there is no need to order them from the State.

Family Bible entries are quite often accepted as substitutes for Vital Records. Do not tear out the pages showing this information! Make photocopies of the entries and note on the copy who is the current owner of the Bible and his/her address. Beware of entries recording births, marriages, and deaths over a period of years. If these entries are written in the same hand with the same pen, they are forgeries. Also, entries that are written with ball point pens are fraudulent.

Church records make excellent substitutes for Vital Records. Again, make photocopies of the pertinent pages and note where the original records are kept. At a minimum, record where you found the document you copied.

Marriage Documents. There are three documents involved in a marriage. Most counties today use a three-part form.

First is the "Marriage License" that is issued by a governmental body, usually from the county of the bride's residence. (That's a "rule of thumb" used by genealogists.) This is the piece of paper the bride and groom take to the minister or judge.

Next is the "Marriage Certificate" that is signed and given to the newlyweds by the official who conducted the ceremony. That person might be a member of the clergy or a state official. Some Marriage Certificates are real works of art. Also, Marriage Certificates were used long before governments began to keep records and require licenses.

Last, and most valuable for our purposes, is the "Marriage Return." This is the record found in the county or state (or both) which proves that the two people were married on a given date, at a given place by a particular person. It is called the "Marriage Return," because it is "returned" to the county by the official who conducted the ceremony. This, for our purposes, is the ultimate marriage document.

All three are primary sources of marriage information, with one exception. The Marriage License shows the intent of two people to get married, but it does not, without the Return or the Certificate, prove that they actually did get married. (Note: There were also Marriage Bonds.)

Death Certificates: There are three sources of information on a Death Certificate. The date, time and cause of death are provided by a medical doctor. The certificate is a primary source for that information.

When and where the person was buried is entered by the mortician or someone acting in the same capacity as a mortician. This is also primary source information. However, the only burial place, if known, which is to be entered on the application is that of the Patriot Ancestor.

Bloodline information on a Death Certificate is furnished by someone identified on the certificate, usually as the "Informant." The information they provided is only as good as their memory. The names of the deceased=s parents and any other information about them is secondary source information, unless the Informant personally knew them. Before evaluating the information on a Death Certificate, determine the relationship between the deceased and the Informant. The closer this relationship is the better the information. A husband and wife relationship usually makes this a primary source. Parent and child relationships are also very good.

United States Census forms provide primary source information that is used to establish the parent to child relationship. Next to vital records, these are probably the largest single source of bloodline information.

Not all of the Census is acceptable. From 1790, the first census, through 1840, only the name of the Head of Household was entered. The number of children and adults was entered, but not their names; because of this, no Census prior to the 1850 Census is accepted as documentation by the NSSAR to prove parent to child relationship.

Starting with the 1850 Census, the names of all the members in the household have been entered on the form. In some years, the relationship between members of the household might not be stated, but the fact that they were in the same household is a strong indication of a parent to child relationship.

These are the census years currently available: 1850 - 1860 - 1870 - 1880 - / - 1900 - 1910 - 1940. The 1890 census was lost in a fire and is not available. There is a seventy-two year moratorium on the release of the census to the public. The 1950 Census is due for release on 1 Apr 2022.

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You may need to include in the documentation copies of all the census showing the bloodline for the years 1850 through 1940. Include photocopies of the actual census pages. Census abstracts are not acceptable!

Books. These include family histories, city, county and state histories, compilations of genealogical data, and the various resources from film, CD-ROMs, and the Internet. All of these are probably secondary sources.

The first and most important question is: "Is this source documented?" Do they refer to primary sources? If "Yes," they are probably valid sources. If "No," they are questionable sources.

The next question is: "Who wrote the book (or other source)?" If that person is writing from first-hand knowledge, then it is possibly a primary source. If that person is relying on other information, then it is probably a secondary source. This is especially true, if they did not list where that information came from.

In this category, published or unpublished is not the determining factor as to validity. There are well-known published books that have known (and unknown) errors. Again, where did the author get the information and is that source listed in the book?

Note: Important: Very Important: When making copies of book entries, also make a copy of the Title Page or the Copyright Page of the book. You need something that shows the publisher and date of publication. If the book is unpublished, you need something to show the author and when it was written. Copy the equivalent information for films, CD-ROMs, and information from the Internet.

When making copies of book entries where the source of the information is not listed on the same page, make a copy of the page where the source of the information is listed.

There are many, many other sources of information. Land deeds, wills, probate records and immigration records are just a few. See the Greenwood book (listed in the footnotes) for several and where to look for them.

Application For Membership

There is some debate about who should fill in the actual application, the prospective member, or the Chapter Registrar. The Chapter Registrar probably has the edge, because he has seen at least one approved application--his! Also, the Chapter Registrar, hopefully, knows what is expected, but the applicant probably does not. Either way, follow the requirements outlined in the various NSSAR Pamphlets.

When using a typewriter, always use a fresh, clean ribbon. Use only a black ribbon. No colored printing is allowed. Clean the type face first. This should eliminate letters such as "i" and "e" from being filled in with ink.

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You do not have to be a one- hundred- words- per- minute, touch typist. The 'Hunt and Peck' method of typing has been used on more than one application. On the Record Copies, you cannot tell the difference. Neatness counts! Always type in the proper spaces, slightly above the dotted lines. Never put the letters covering the dotted lines. No letters with red tops! Do not type outside the designated areas and never in the margins. All the letters on a line are level, none above or below a straight line. Use one type face for the entire form.

Three type fonts (typefaces) are currently acceptable by NSSAR: Helvetica, Courier, and Times Roman (what you are reading now) in either normal or bold face. The form itself is printed in Times Roman which takes the least amount of space. In other words, Times Roman lets you put more information in the space allotted. Even in bold print, you get more information per inch. There are places on the form where you will need all the space provided and could use more if it was there.

Applications must be typed or printed using a computer, a computer program, and a printer. If you have a computer, there are several programs available to 'fill in the blanks' on an application. Some of these fill in the actual blanks on a pre-printed form. Others print the complete form and the information on a blank SAR - Approved form. (Available from the NSSAR Merchandise Department).

If the form is to be printed, you will need a high quality printer - not necessarily an expensive printer. Laser printers are the best for this. If you or a chapter member do not have such a printer, there are several commercial outlets where you can take a computer program and the required paper and use their computer and printer - for a fee. A good test is to print something and put it aside for a couple of days. Then, use a yellow 'highlighter' pen over the printing. If the ink smears-use a different printer!

Either way, typewriter or computer, the finished product must be on special paper which is either pre-printed or blank. This paper is available only from NSSAR! This is watermarked, acid-free, archival paper designed for long term storage. Both the pre-printed and the blank forms are available from NSSAR and only from NSSAR.

Only the form being submitted to the NSSAR needs to be printed on this special archival paper. You may print as many 'originals' as you like, but only one needs to be printed on special paper. Your Chapter's copy may be printed on plain, white, 8 ½" by 14" paper of good quality. If you are typing the form, you can have it copied at almost any 'copy shop' which has a 14" copier. Have the original signed by the Applicant, Sponsor, and Co-Sponsor before making the copies. Be sure to make the copies exactly as the original: printed on both sides of a single sheet of paper.

A computer genealogy program is a 'nice to have' accessory, but it is not a requirement. A common error is incorrect dates. Many applications are returned, because according to the dates entered, a child was born two years after the mother died! A genealogy program would catch that

error. Currently, there are no combination programs that will do common genealogical computing and enter the data onto an SAR application.

Form

The online form should be used to complete the application. (https://www.sar.org/). You may use one of the forms found on the NSSAR website as well.

Filling in the Blanks

It is best if you look over the form before beginning to fill in the blanks. It might be a good idea to have a blank form handy to refer to while filling in the blanks. With few exceptions, there is a dotted line for all the information required. It helps to know ahead of time where the information goes.

Starting at the top of the form, there is space for the "National number" and the "State number." Leave these blank on the Application form but enter the correct numbers on the Supplemental form.

Enter the complete and correct name of your chapter. Enter the state, "California," for example, which is the correct entry for the State Society. Caution: Be careful about entering any information using all CAPITOL LETTERS. For one thing, you will run out of room on some entries.

Enter the name of the Patriot Ancestor exactly as given in the attached documentation. You may include titles such as Jr, Sr, Dr, Rev, etc. Military titles are not normally included unless they are given as part of the Patriot Ancestor's name in the documentation.

If you have penciled in the information on a Worksheet (*highly recommended*), you know the generation of the Patriot Ancestor. Enter that generation number in the space provided.

Next comes a brief description of what the Patriot Ancestor did to qualify the applicant for membership. Although there are almost two lines for this activity, you do not need to use all of it. Spell out the Colony=s name instead of using an abbreviation. If the Patriot Ancestor served in a military unit, give information, if known, as to whether he was in the Militia or Continental Line. Remember, this description must be proven by the attached documents.

Include the date and the place of the Patriot Ancestor's death. If the Patriot Ancestor was killed or otherwise died during his military tour of duty, include Pension and Bounty Land Warrant information if received for his Revolutionary War service.
When filling in the applicant's name the first time, near the top of the form, enter his first name, middle name, and last name above the locations noted under the dotted line. In the event the applicant has no middle name, enter "(none)" in the appropriate place. This is the only place it needs to be indicated that there is no middle name.

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If the applicant has two or more middle names, position them above and centered on "(Middle)" that is under the dotted line. All the places on the form where the applicant's name appears, enter his complete name--no initials.

In the event the applicant's name is substantially different from that on his birth certificate, enter the name he prefers. Then enter an explanation in the References section for the first (his) generation. This is primarily for cases in which the applicant was adopted and took the name of his adopted parents (include a copy of the adoption papers). He still must be a "blood" descendant of the Patriot Ancestor.

Fill in the current mailing address of the applicant. Read ahead and notice that the city, the state, and the Zip code have their own designated locations. This information is important, because all correspondence from the SAR goes to this address. This includes all the magazines, newsletters, and most importantly, his notice of acceptance into the SAR.

Enter the applicant's telephone number using this format: (805) 524-4231. At the end of the line, enter the applicant's current age.

If you have one of the older forms, there may be a space for the applicant's Social Security Number. Leave this blank! It is not required and has been omitted from the current forms. SAR no longer wants the information on the applicant has children. Just leave that blank.

The format for the next three items is consistent throughout the form. All dates are entered in the same format. All places are entered in the same format. All States are entered using a two-letter abbreviation.

Entering Dates

Dates are always entered in "04 Jul 1776" format. The leading zero is optional-but preferred. If the exact date is unknown, you may enter "Jul 1776." If only the year is known, "1776" may be entered. Always use the three-letter abbreviation for the month. Do not use a period after the abbreviation for the month. Always include all four digits of the year. Any exact date, month, and/or year entered must be documented if it is on the bloodline.

Never, never, never guess about a date! Always base an approximate date on something that is included in the documentation. If in doubt, leave the date blank!

Genealogists use several "rules of thumb." Here are a few. Men marry when they are about 25 years old. Women marry when they are about 20 years old. Their first child is born in the second year of marriage. Their children are born at two year intervals.

When approximating a date, base it on some evidence being submitted, and use the following:

"BEF 21 Mar 1856" = Before March 21, 1856. (Before a documented event.)
"AFT Mar 1856" = After March, 1856. (After a documented event.)
"ABT 1856" = About 1856. (This is an "educated" guess. Undocumented!)

"BET 1861/1865" = Between 1861 and 1865 (Be very, very careful of this one.)
Use these abbreviations sparingly, if at all.

These are a few of the date problems you may encounter. The birth date is not known, but the baptism date is documented: Use "BEF" and the baptism date. The death date is not known, but the date a will was signed is documented: Use "AFT" and the date the will was signed. If the Probate date is known, make a BEF entry. The form only has entries for birth, marriage and death events. Do not enter other events as substitutes. Use the above methods and include the supporting documentation.

If both the will signing and Probate dates are known, use one or the other. A BET entry probably will not fit in the space allotted. Example: "BET 21 Jul 1801/19 Aug 1802" is too long for the space allotted.

Entering Places

"Place" information entered on the form does not need to be complete. Anyone interested in the data will refer to the documentation that does have the complete information. You might have to adjust the information by deleting something in order for the entry to fit in the space allotted.

Do not use more space than is underlined by the dotted lines.

Enter the State or Colony as the two-letter postal abbreviation. If only the State or Colony is known, the entire name may be spelled out. This is preferred over the use of the two-letter abbreviation.

All Canadian Provinces and United States Possessions have a two-letter abbreviation that should be used. Do not enter "USA" or "Canada" when using a two-letter abbreviation for a State, Possession, or Province. A list is included on page 19 with all the acceptable and recommended two-letter abbreviations.

If a country, other than the United States or Canada, is to be entered, use the complete spelling of the country=s name. Enter the city only if space permits. Do not abbreviate in this situation. Do not use three-letter abbreviations for countries.

It is preferred and recommended to enter "City/County/ST" in that order, with forward slashes ("/ / ") to separate the elements. (It is preferred that the "/ST" be placed over the last dots on the line, but it is not required.) If the county is not known (nothing unusual), enter "City//ST" with a single space between the two slashes, providing there is room. If there is no city, or it is unknown, but the county is known, enter "/County/ST". Notice the leading slash to indicate that the city is not entered. Do not enter "Co" or "Par" to indicate a county or parish. Do not abbreviate the city's or county's name.

If a Township is used instead of a city, enter "Name Twp /County/ST" with "Twp" indicating that it is a township's name and not a city's name. Use "nr" sparingly, if at all. Itis used to indicate "near" and only with a City. "nr Chicago/Cook/IL".

"Probably" is unacceptable! If you do not have evidence to substantiate the information, do not guess. Without some evidence to prove it, leave the location blank--especially, on the bloodline.

If the entry takes too much room, delete either the city or the county. If the Township/County/ST will not fit, do not enter the Township. The only acceptable abbreviations for places are "Twp" and "nr" and the two-letter State, Possession and Province abbreviations.

Be very careful about States and Colonies. All thirteen Colonies became States with the same name, but several included much more territory as a Colony. Example: West Virginia was part of Virginia until the Civil War. How could anybody be born in West Virginia in 1820? It did not exist. Vermont, Maine, Kentucky, and Tennessee were parts of Colonies. They later became States.

It is always best to enter the place where the event was recorded or the current location of the original record. A record of someone born in Wheeling in 1820 would probably be in Virginia, not in West Virginia. There are exceptions, but beware. The same applies to counties that are still changing their lines. Check the documentation.

Statement of Bloodline

Each generation is numbered starting with "1." for the applicant. Enter the prospective member's full name in the space provided. In the event that his full name does not fit, drop his middle name or names, but include as much as possible. It is preferred not to use initials for first or middle names. Enter the event dates and places using the formats discussed above.

Enter the information for the applicant's wife. Be sure to use her maiden surname. Remember that all the women on the form are listed by their birth surnames. Exception: The NSSAR prefers that if the mother was previously married, enter her maiden surname in parenthesis followed by her previous married name. Example: Mary Elizabeth (Jones) Smith. "Jones" is her maiden surname.

If she, or anyone else on the form, is still living, leave the "died" areas blank. Do not enter any notations in this space. Nothing further is required.

Both the "and my wife" and the "and his wife" entries are tricky. If there was only one marriage in that generation, you may leave the area blank. To enter "1st" implies that the father had a second wife. If, however, it was the father's second wife who was the mother of the next generation, enter "2nd".

Notice that in each generation the husband (and father of the next generation) is listed first. The applicant's relationship is given for each generation. Great3Grandson is the same as Great-Great-Great Grandson or Third Great Grandson. The bloodline between the applicant and the Patriot Ancestor might not go through the father, but he is still listed first. His wife (and mother of the next generation) is listed after him. The bloodline might go through her, but she is still listed second.

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Some of the current forms have check boxes, G, to indicate the bloodline parent. Be sure to check the appropriate box, in each generation. Also, check those generations in which the father and mother have different surnames. (See the attached Bloodline Chart below)

There will be applications where, in one generation, the father and mother have the same surname. If the form has a check box, check the appropriate box. If the form does not have a check box, a different method may be used to indicate the bloodline. Indicating which is the bloodline parent will save time and effort when the application is being checked for accuracy. Note: There are many cases in which cousins marry. Both parents in one generation might be bloodline descendants of the Patriot Ancestor. On any particular application only one parent is in the bloodline as listed on the form. This is the key. How is the bloodline listed?

4. Great-Grandson of John Jones born Preferred and his wife Sally Jones (dtr of) born on the form?

Determine which parent is the bloodline parent. Preferred: If space permits, enter "(son of)" or "(dtr of)" after the person's name. Alternative: If space does not permit, under the dotted line for the bloodline parent's name, enter "(son of)" or "(daughter of)" to indicate that that person is the bloodline parent. Be very careful when doing this. Put the additional information in a place where it will not interfere with the line below.

5. Great$_2$Grandson of Jack Jones born Alternative and his wife Sally Jones born (daughter of) There are spaces in which you can enter the membership number of NSDAR and NSSAR members. NSDAR (National Society of the Daughters of the American Revolution). If you are using their record copy as a document, it is important that their membership number be entered. It is optional to include their record copy, except when basing the applicant's membership on his parent's or grandparent's membership.

If there is no printed space for NSDAR or NSSAR membership on the form, enter "NSSAR#" or "NSDAR#" followed by the number. It is not necessary to include the dotted line. This is only necessary in those generations where one or both parents were members, but the space was not printed on the form.

If more than eight generations are necessary, continue on the back of the form. Do not enter any generations beyond the Patriot Ancestor's generation. In other words, do not list the Patriot Ancestor's parents, grandparents, etc.

Next is a space for the Patriot Ancestor's "Generation." This is followed on the next line by "Buried in the ... Cemetery at ... ". Enter only known and verifiable information. This information does not require documentation. However, it should be included in the documentation package.

References

Nothing on the form proves that any of the entered information is valid. The "proof" is in the documentation that will accompany the application to the NSSAR. This is the section that ties the information to the accompanying documents and also where the citations are entered.

It is not necessary to provide a full academic citation for each document submitted. In fact, the space provided might not allow for such entries. It is important that each document be positively identified, and its citation put in the appropriate place. It is very important that the citations for each piece of information on the bloodline be placed in this section. As the instructions on the form say, "Proof is needed only for individuals in the bloodline."

Do not include documents that are not cited in this section. Bloodline citations and documents have priority over all other citations and documents. As space permits, you may include as many documents as you like and are able to locate, but only if their citations are in this section. A citation for the documentation about the Patriot Ancestor's burial should be included with that generation's citations.

Less than two lines are provided for each of the twelve generations. All documents accompanying the applications must be listed for each generation to which it applies.

Exceptions: A Birth Certificate provides the name of the child and the child's parents. Its citation needs to be entered only in the child's generation. When using a death certificate, enter the certificate's citation in only one generation, even though it might contain names from other generations.
Vital Record citations (birth, death and marriage) need not give the names of the individuals concerned, since they will apply mainly to people in that particular generation. Typical entries might be: "Birth Certificates" and "Marriage Return".

Census citations should be entered in each person's generation whose name is on that census sheet. This could involve two or three generations having the same citation. There probably will not be room on the form for the full census citation. Use common sense to shorten it to something that does fit. "1850 Census; Huron Co, Ohio" Enter the same shortened citation in each generation as required. Note: Only one copy is required to be submitted as documentation.

Citations for books, family histories, etc., are usually entered in more than that one generation. Except for the page number, all the entries might be identical. After the first citation, the subsequent entries may be shortened to conserve space.

Space provided for References in generations not included on the form may be used as needed. Be certain to separate this area from the generations that require proof. One way to do this is to draw a short, solid line between the two areas.

One method to save space in a generation is to place a full "academic" citation in that unused space and only a single word reference to the full citation and a page number in the generations

as needed. Be certain that there can be no doubt that the shortened reference is a substitute for the full reference.

Under no circumstances may you use any area off the dotted lines in this section. With proper planning, you will be able to fit it all in the space allotted.

There is usually plenty of room for the citations for the Patriot "Ancestor's Revolutionary War Service". It might be possible to give a full "academic" citation, instead of an abbreviated citation.

Signatures

All signatures must be in black ink and only in black ink.
Type or print the applicant's name on the dotted line: "I, ". The name you put in this section should be the same as that entered on the front of the form. Do not use the "(none)" from the front of the form, if that was used instead of a middle name.

The applicant may sign his full name or his normal signature. **Do not submit the application without his signature.** Do not print his name in the "Signature of Applicant" area. That area is for the applicant's signature only.

The date the applicant signs the form should be either typed or printed. It may also be handwritten or hand printed. Use the same date format as that used throughout the form.

Type or print the Sponsor's name, address and NSSAR number (required). Leave the signature line blank for the Sponsor's signature. **The Sponsor must sign the form before it is submitted!**

Type or print the Co-Sponsor's name and NSSAR number (required). Leave the signature line blank for the Co-Sponsor's signature. **The Co-Sponsor must sign the form before it is submitted!**

_Do not submit the form without all of these signatures: Applicant, Sponsor, Co-Sponsor, State Registrar, and State Secretary.

Do not enter anything for the State Registrar, the State Secretary, or any National information. Leave it all blank!

State Registrar's and State Secretary's Package

The Chapter Registrar must send the original application, printed on NSSAR paper, to the State Registrar. Keep a copy for your Chapter's files. If your Chapter requires its copy on NSSAR paper, be sure that all parties sign that copy. (See the above discussion about copies and signatures.)

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Only one set of all the documents cited in the References section must be included. Documents not cited should not be included. All the documents should be in generation order starting with the applicant's birth certificate on top.

To facilitate the verification process, write the generation number to which the document applies in the upper left-hand corner. Then, underline that number to set it off from the rest of the document. You might use red ink for this. If the document pertains to more than one generation, enter and underline each generation's number. Do this only on the copy. Never do this on the original.

If a document is not easily identifiable as belonging to a particular person or generation, then some means of identification must be attached to the document. The preferred method is to copy the citation onto the document (the copy only--not the original).

A yellow "highlighter" pen may be used to accent the essential information on the document copy (only on the copy--never on the original). Do not use any other color. Over time, colors (other than the original yellow) tend to obliterate what they are supposed to accent. Multiple page documents, such as book copies, may be stapled together. The title or copyright page may be copied on the opposite side of the sheet. This shows the evidence, but only if it is a two-page document. If there are three or more pages, put the title or copyright page on its own sheet.

A paper clip or a binder clip may be used to hold the entire package together. Never staple or pin the whole package. An "inventory" of documents may be included. It is not required. It might be a good idea to keep a copy of all the documents in your Chapter's files. If the documents are lost or damaged in transit, you can easily replace them. Some of those same documents may be used on future Supplementals submitted by the applicant.
Note: Supplementals may not be submitted until the applicant is a member of the SAR.

A check must accompany the application. It is a good idea to put the check in an envelope placed on top of the application. The check is to be payable to the NCSSAR. Consult with the State Registrar for current amounts or check the website for current fees (http://ncssar.org).

As you assemble the package, go over the material one more time. **Do not send any applications to the State Registrar until you are sure they will be approved!**

After you have sent off the package, there is nothing to do but sit and wait. If you and the applicant have done a thorough job, the next thing you will hear is that the application has been approved.

Bloodline Chart

1. I am .... Jay Clark Wood ....
   and my .... wife ....
   NSDAR#...........................
                    (If Remarried)
   my .... wife ....
   NSDAR#...........................

2. I am the son of..................... Clark Jay Wood ....
   NSSAR# ....
   and his .... wife .... Francez Ellen Chance ....
   NSDAR#...........................
   Who is the son ☒ /daughter ☐ of

3. Grandson of..................... Harley John Wood ....
   NSSAR# ....
   and his .... wife .... Grace Belle Hewit .....
   NSDAR#...........................
   Who is the son ☐ /daughter ☒ of

4. Great-Grandson of................... John Jay Hewit ....
   NSSAR# ....
   and his .... wife .... Harriet Isabel Stuntz ....
   NSDAR#...........................
   Who is the son ☐ /daughter ☒ of

5. Great² Grandson of............. Edward Wells Stuntz .....
   NSSAR# ....
   and his .... wife .... Isabel Hilborn ....
   NSDAR#...........................
   Who is the son ☒ /daughter ☐ of

6. Great³ Grandson of................... George Stuntz ....
   NSSAR# ....
   and his .... wife .... Mary Randall ....
   NSDAR#...........................
   Who is the son ☐ /daughter ☒ of

7. Great⁴ Grandson of............... Stephen Randall ....
   NSSAR# ....
   and his .... wife .... Cynthia Wells ....

Stephen Randall
Lieutenant in Colonel Schuyler=s Sixth
Regiment, Albany County, New York
Militia
\
Jay Clark Wood
fourth great grandson
Application form Blood
Line
_ **Jay Clark Wood**
[
_ **Clark Jay Wood**
[
Harley John Wood
(Prove Marriage to)
_ **Grace Belle Hewit**
John Jay Hewit
(Prove Marriage to)
_ **Harriet Isabel Stuntz**
[
_ **Edward Wells Stuntz**
George Stuntz
(Prove Marriage to)
_ **Mary Randall**
[
_ **Stephen Randall**

Guide for Using the SAR Online System
Version 1.0
25 June 2016

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Section 1.0 Setting up an Account on the Online System

To setup a new account, first go to https://www.sar.org. you will see this screen. Click on "Login".

You will be taken to the Log In/Sign Up screen. If you don't already have an account. Click on the "Sign Up" tab.
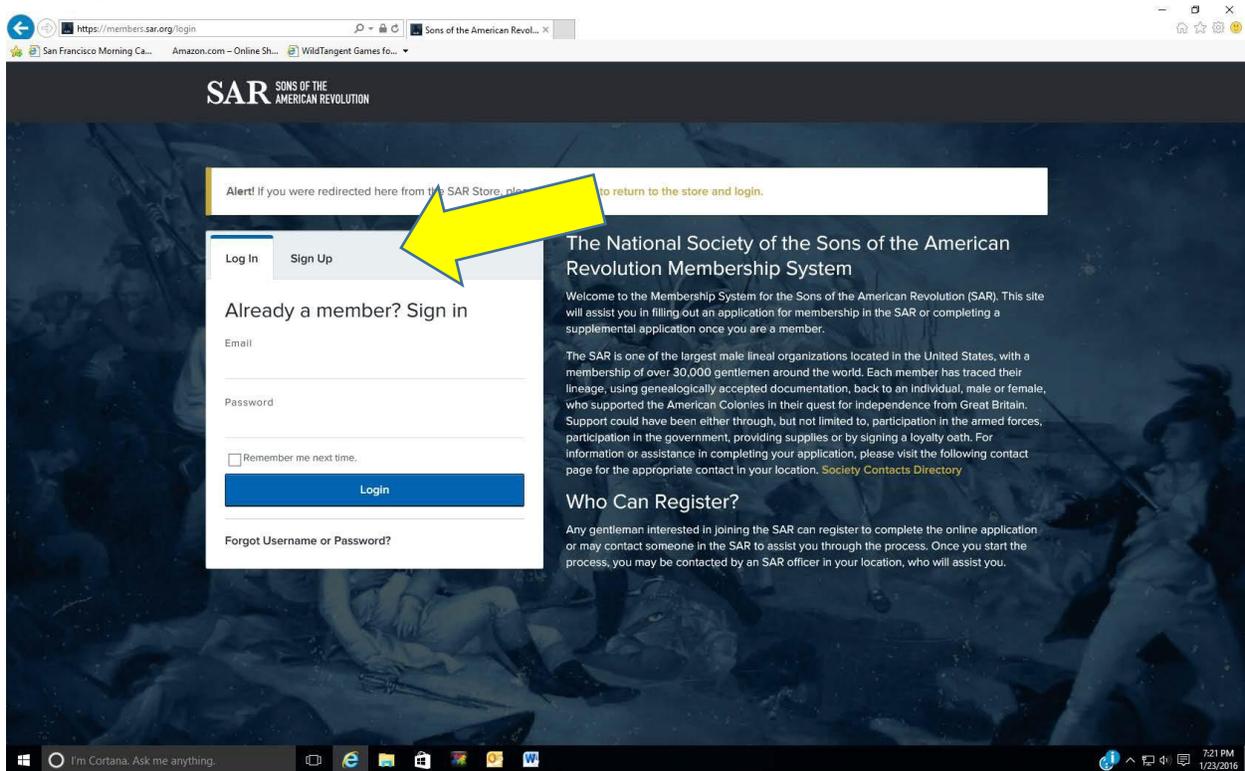
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To create a new account so you can prepare membership applications or register for SAR events, you must first sign up. Click on the "Sign Up" tab on the screen above and this screen will appear. Enter you first and last name, your email address, a password and a password confirmation (this password will be needed for all future logins). Then click on the blue "Sign Up" button. Once this is done, logoff and don't log back in until the next step is completed. *NOTE: it is very important that your email address is entered correctly since the address will be used to send back an email from the NSSAR to confirm and complete your registration.*
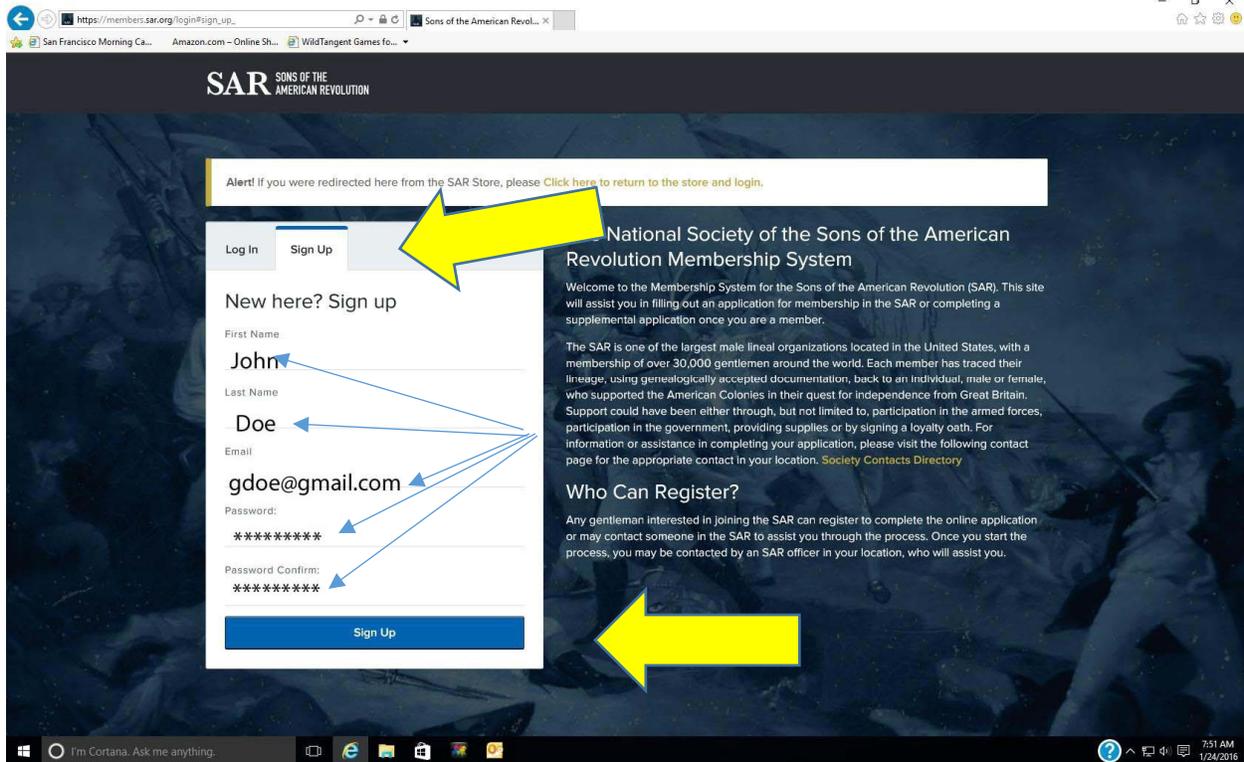
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Once you submit this sign-in information, you will be sent an activation email from the Sons of the American Revolution like the one below. Click on the link "Please click to activate account" link. Wait until this email is received before proceeding. If the activation email is not received within a few minutes, be sure to check your junk or spam mail folders.
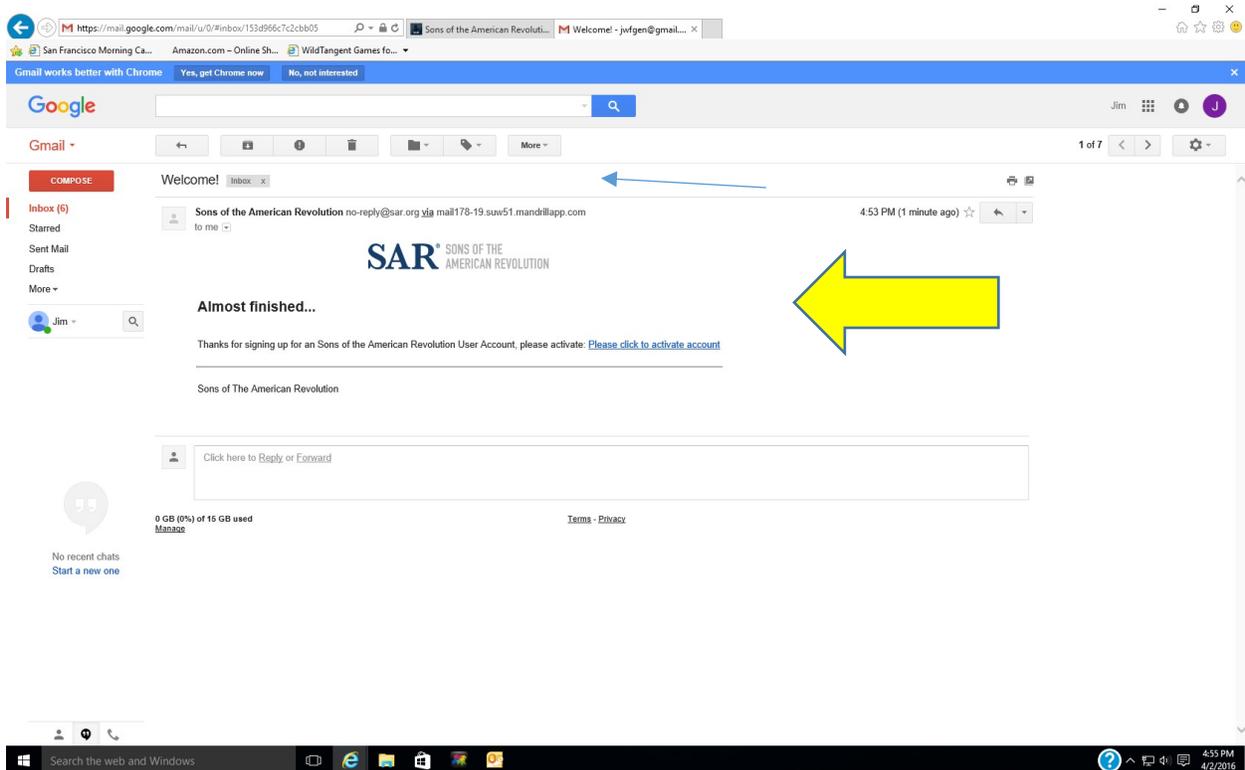
Clicking on the link in the email will returned you to the SAR login page where you now enter your email address and the password you selected and click on the blue "Login" button. Once you've logged in, you will be taken to your personal "dashboard" screen.
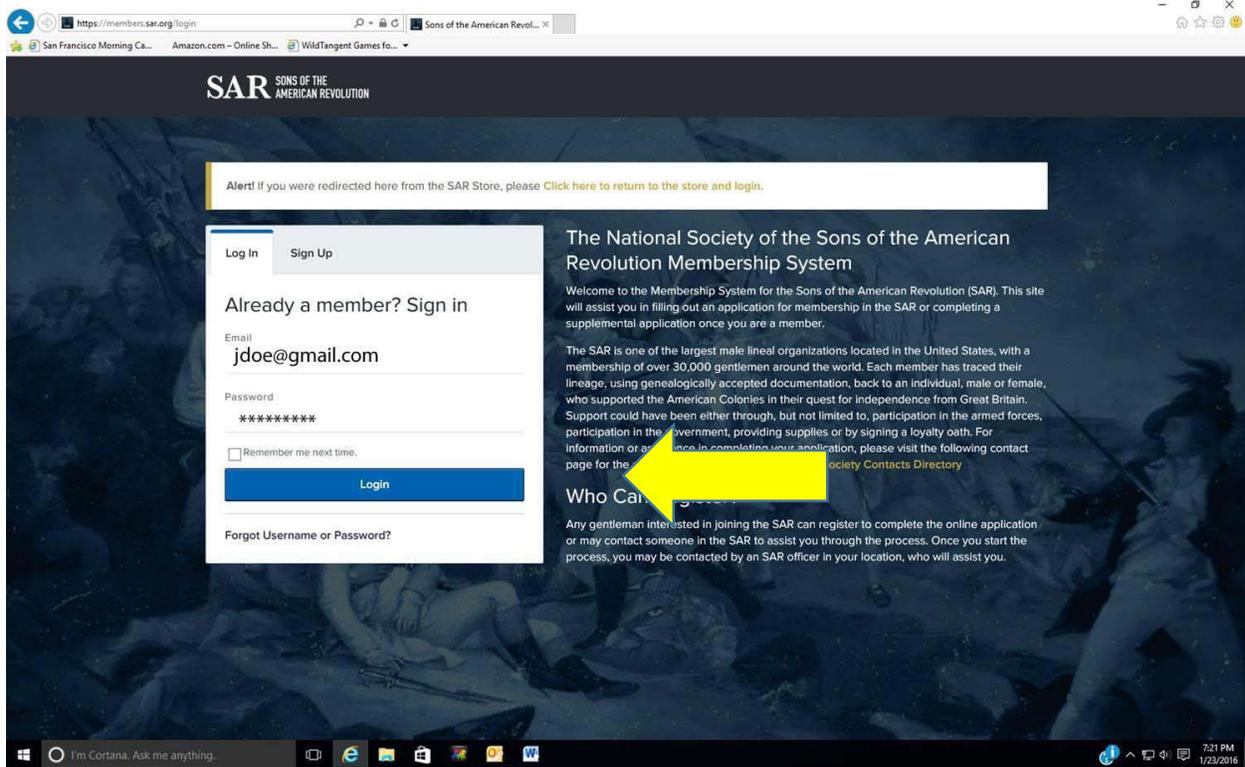
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You will be taken to a personal dashboard screen. Note there are three options on the left; SAR Website, My Applications, and Events.

On the top right is "View/Change Profile". To complete the initial setup, click on the "View/Change Profile" link.

Note: If you don't see the three options and only the icons on the left, hold down the "Windows" or "Apple" key and press the minus "-" key to change the webpage resolution.

This screen will come up to allow completion of the setup. Click on the "Search for your NSSAR #" button. Do not fill in any other information at this point. A search box for your NSSAR # will be appear (next page). DO NOT fill in any of the other fields.

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This screen will appear next. Enter your National SAR Number. When you enter your National Number and press "Enter", the next screen will appear (p. 8) to verify your name.
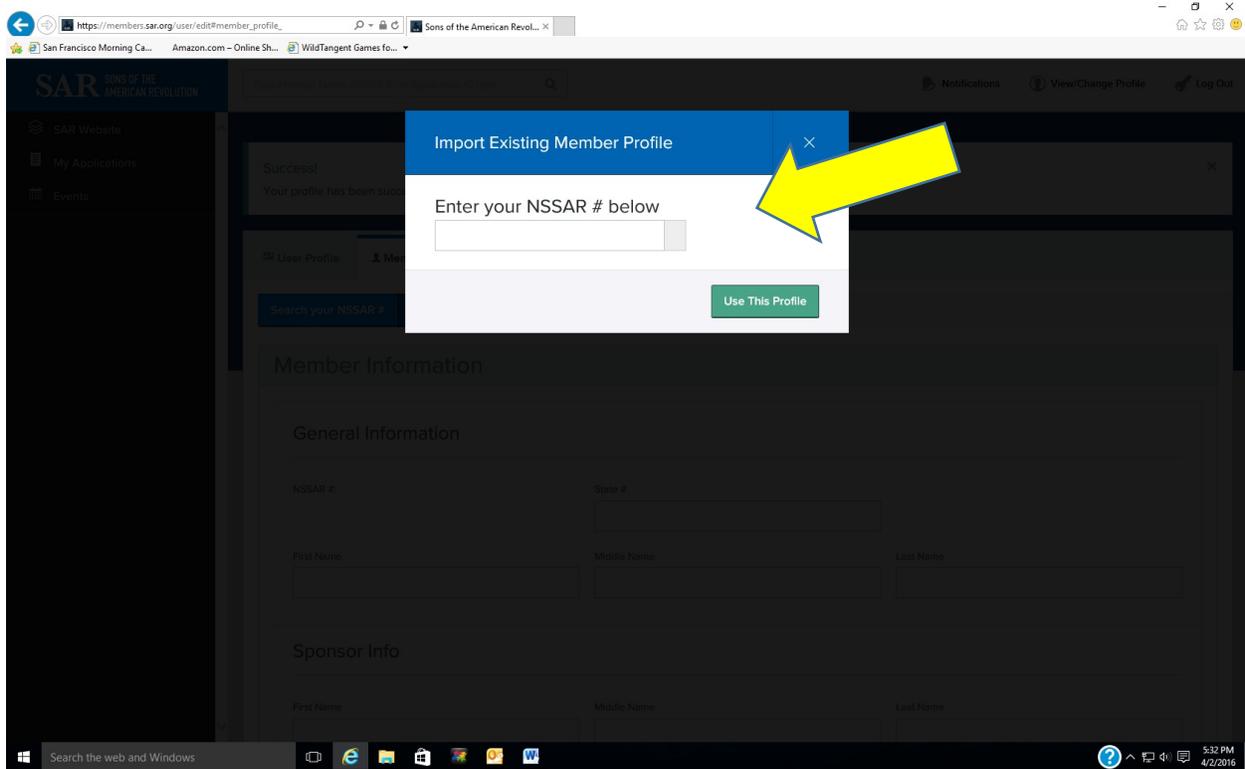
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When you enter the NSSAR number on the previous screen, the information from the SAR Member Database will populate this screen.
With your name, State Society, and State Number. If this is you, check the acknowledgement box and click the "Use this Profile" button to activate your account.

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Once the account is activated, whenever you log in, the following screen will appear with the default going to the "My Applications" screen. In the left-hand sidebar are three icons with titles for accessing the new SAR website, "My Applications", and "Events". Click on the "SAR Website" to go to the new website. The "Events" screen is used for registering for SAR events. Registration for all future events (Leadership Meetings, Congress, etc.) can only accomplished via this screen for online registration. To begin a new or supplemental application click on the "Start New Application" button. If you are a State or Chapter President, Secretary, or Registrar, let you State Secretary know since he will have to assign special permissions for your position.

Section 2.0 Using the new online Application System

To use the online membership application program, an account with the new SAR system is required. Once you have setup an account, use your web browser to go to https://www.sar.org where you will see the screen below. Enter the email address and password that you used to setup your account, then click on "Login".
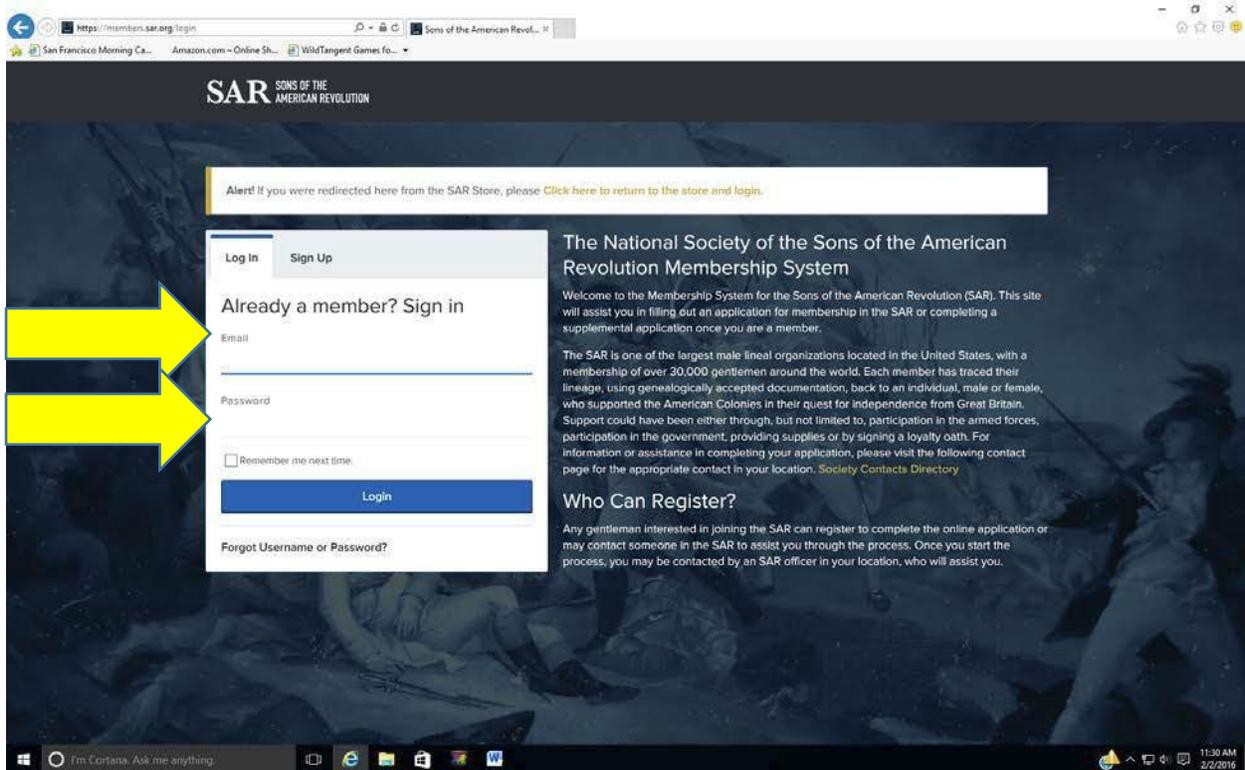
Next you will see your personal "Welcome" screen similar to the one below. If this is your first application, nothing will show under "All My Applications". To begin a new application, click on the blue "Start New Application" button. Note on the far left, the icons and titles "SAR Website" where the SAR Store is found, "My Applications", and "Events". Clicking on those icons will take you to either the new SAR website, "My Applications" which is your Welcome screen, or "Events" where you can register for future National Society Events.

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This initial screen will then appear. Start by entering the applicant's First and Last Name and then use the down arrow "v" to open the pulldown menu for the "Application Type" (Regular [the default], Junior, Memorial, or Supplemental). The "Load From Existing" pulldown is only for use with a family plan or supplemental and will be discussed later; ignore this field for now. Use the pulldown menu for "State" to select the state society for membership. Once the state society has been selected, a new pulldown menu will appear to select the chapter within that State Society. Once the applicant name has been entered and type, state society, and chapter have been selected from the pulldown menus, click on "Start Application"

For this example, the applicant's name will be John Doe, a regular member for membership in the Delta Chapter of the California Society.
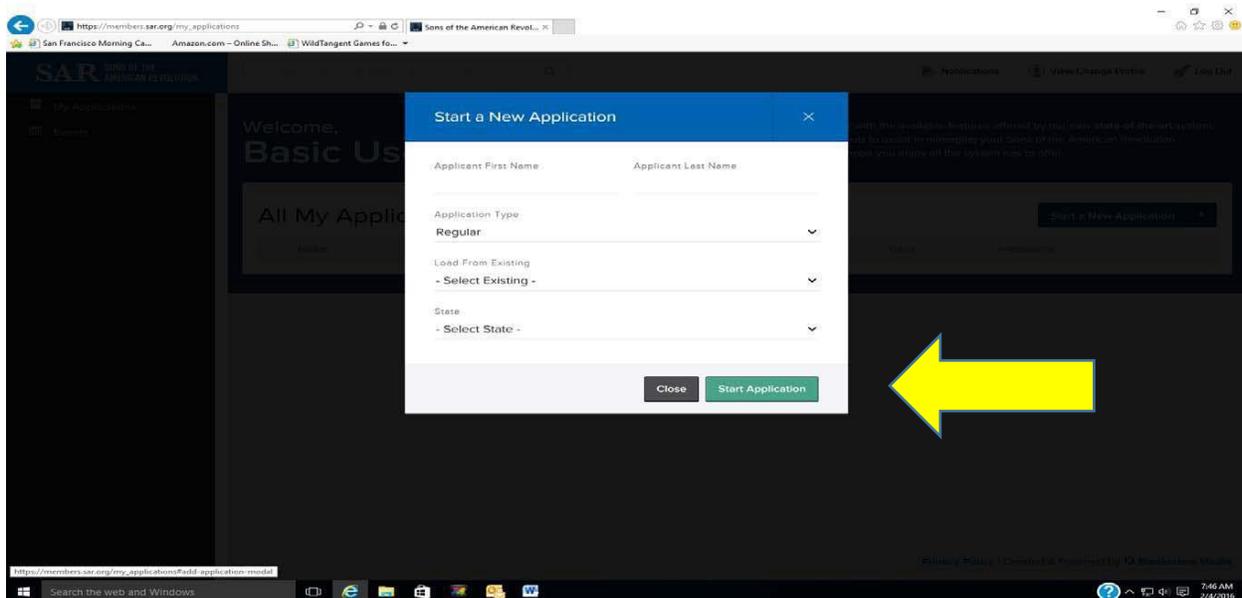
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The next screen to appear is for the applicant's personal information. Note that the first and last name, the State of Application, and the Chapter are automatically filled in from the previous screen. Enter the remainder of the fields --- Middle Name, DOB*, street address, city*, State* [by pulldown menu], Zip Code*, email*, and telephone number*. Note that the date of birth (DOB) is entered using the mm/dd/yyyy format so it can calculate the applicant's age. A calendar appears when the DOB field is entered to confirm the date selected. Tab to the next field (using the "enter" key will wipe out the date entered). Those fields marked with "*" are required before you can go on to the Next Section.
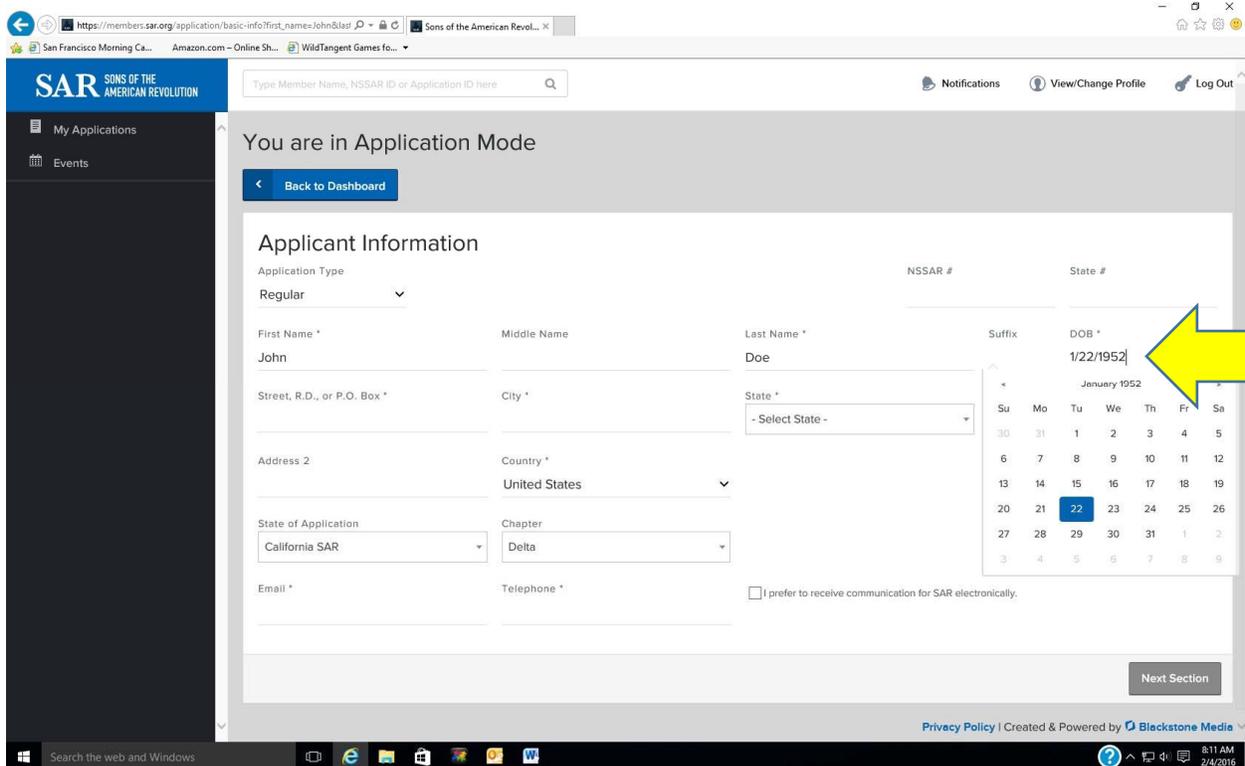
Continue filling in the applicant information. Remember, the fields with "*" must be entered to proceed --- a missed field will be highlighted for entry. Once all information has been entered, click on the gray "Next Section" button.

Any information entered may be edited later.

The following screen will appear when "Next Section" is clicked. Note the green status bar under "Basic Info" and "Generations". The four sections listed above the bar (Basic Info, Generations, Children, Finalize) are where information is input. If at a later time, an edit is needed, by clicking on the blue highlighted section names above that bar, you can go directly to that section. The "Generations" section is where the lineage is input. The applicant's name and birth date are populated for first generation based on the information in the previous Basic Info screen and is automatically reformatted into the standard genealogical date format for printing.
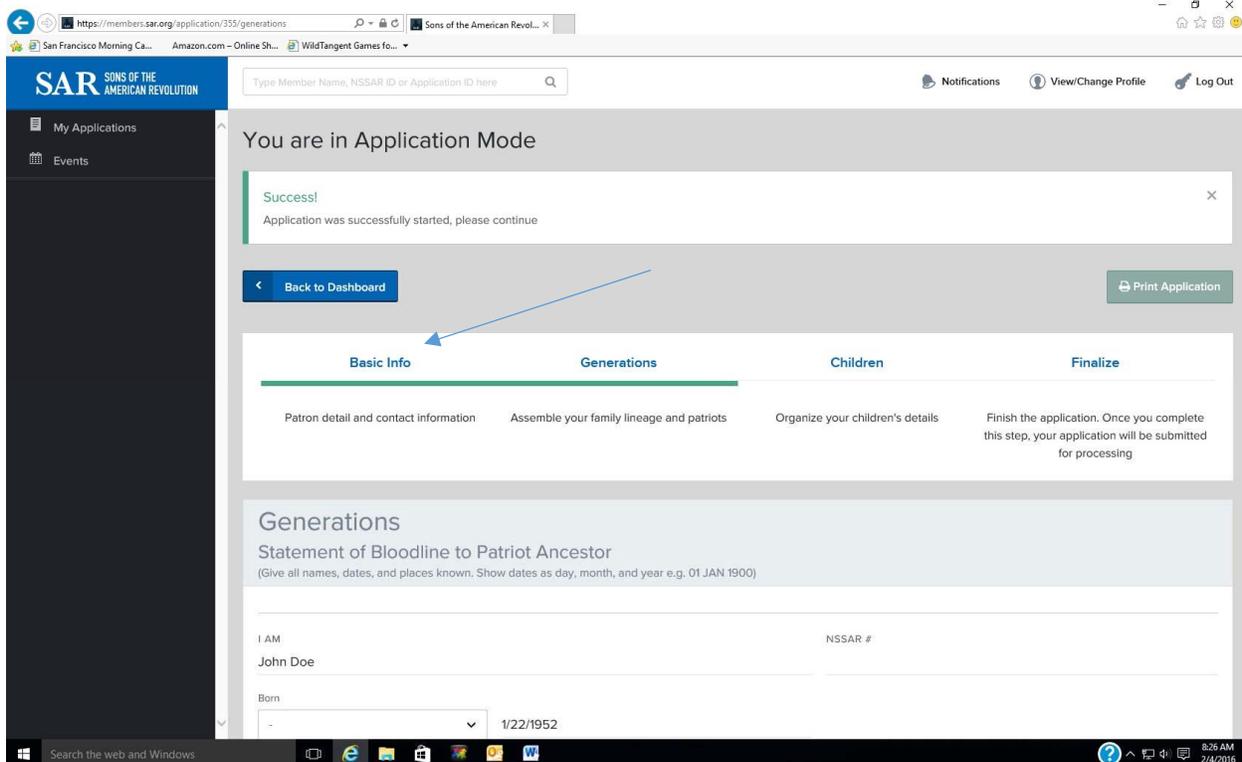
Scroll down on the screen and you will find fields to enter the applicant's place of birth and field to enter information about his wife if applicable. If there is more than one wife, information for another wife can be added by clicking on "Add Wife". Note the arrow "v" pulldown menus. These menus provide a place to put "Abt:", "Bef" or "Aft" if the date information is not precise but based on another document such as
a will, deed, or census record.

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Once the information about spouses has been entered, continue scrolling down and add references for the applicant's generation. Note that the References box is dynamic and the final output will automatically determine how many lines are needed to list all references listed. The references listed should comply with the requirements listed in the Genealogy Policy Manual as elaborated upon in the Application Preparation Manual.

At this point you can save your work ("Save Generation") or go on and add another generation ("+Add Next Generation").
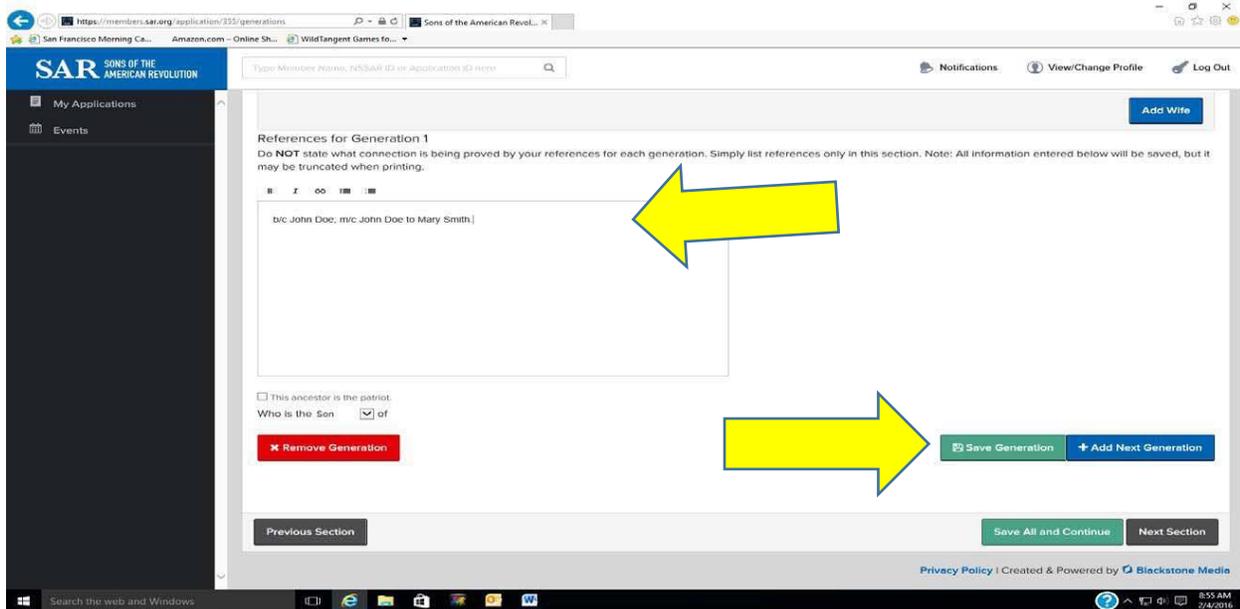
Clicking on the "+Add Next Generation" extends the entry screen for the entering information for the next generation, in this case, Generation 2. Begin entering information on the applicant's parents. There are two other pull-down menus that can be used if the dates of birth, death, or marriage are not known but can be qualified as "before", "about", or "after" (use the pulldown arrow ("v") to open the menu if an actual date isn't known but it is known to be about, after, or before a given date).

Continue scrolling down to enter the information on the wife. In this example, the lineage goes through the wife. Note that at the after the references section, there is a pull-down arrow ("v") for the "Who is the son/daughter of". Use this to select whether the lineage goes through the husband or wife. When all information has been entered, you should save the information for that generation by clicking on the "Save Generation" button, then click on the "+Add Next Generation" button to proceed to the next generation.

At any time, you can see what the progress on the actual application will look like by saving the generation ("Save Generation") which takes you back to the "Generations" screen. Then click on "Print Application". This button will give you a preview of what the actual application looks like based on the information already submitted.
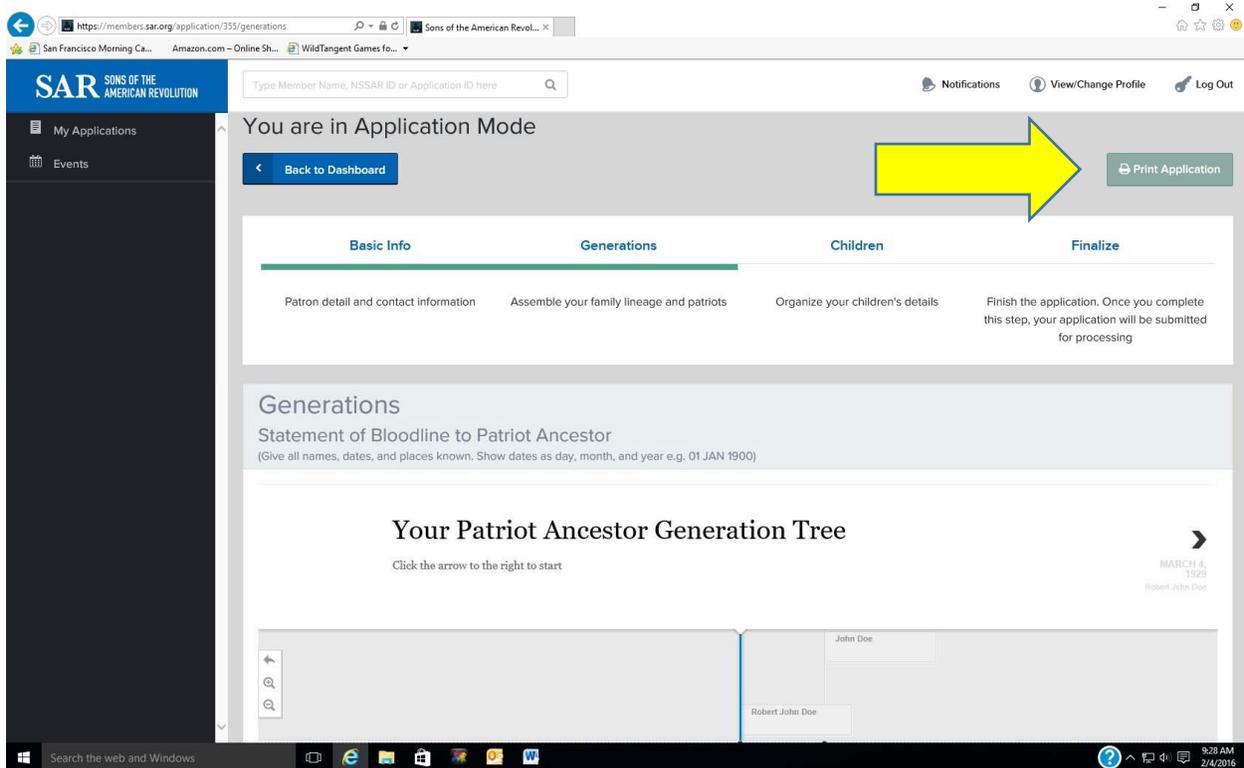
In this example, only the first two generations have been entered. The actual form which would be printed only shows the information thus far. The entry of children, patriotic service and the proofs of service, and sponsors will take place after all of the generations to the patriot have been entered. If there is no spouse and/or children of the applicant, nothing will show up on the form. This screen shows the form that would actually be printed. The references are highlighted with the sidebar immediately below the generation. If the "Print" button is clicked, the form will be sent to the printer. The default format is letter size but legal SAR watermarked paper is required for the final and can be selected on the print menu. The printout uses dynamic allocation of lines for the reference block thus by adding blank lines (using enter key) spacing for a generational page break for the 2nd page can be made. *NOTE: Be sure your browser supports suppression of headers and footers or the application will be printed with unwanted page numbers in the header and the SAR's URL and date in the footer*.

Continue adding generational information until you have completed the lineage to the patriot ancestor. On the screen for the patriot ancestor's information, mark him/her as the patriot.

Click on "Save All and Continue" so save the work thus far.

This would be a good time to "Print Application" to check for any corrections that might be needed.

If corrections are needed, they can be edited by scrolling down and clicking on the generation toggle needed to be edited. That will bring up the input screen for that generation.

Once the lineage data is completed and any edits made, scroll down to the bottom and click on "Next Section".

This will take you to the next section for input information about the applicant's children. If no information is entered, the final printed form will not show a section for children. ~~If there were more than one wife, the arrowed pulldown menu would list all wives that were entered in the Basic Info screen, so the child's mother can be selected~~. (This entry has a software glitch and should not be used.) (This section may be not be available in future on-line forms; the Trustees voted to eliminate children from applications for privacy concerns.)

Enter the child's name, relationship (son or daughter), select the wife from the pulldown menu, enter the date of birth (the calendar function will appear), and the place of birth. Additional children can be added using the blue "+" key. The red "-" key can be used to delete a child. When done entering children, click on "Save and Continue".

The "Finalize" section screen now appears. A dropdown menu is provided that lists each generation in the lineage. Use this dropdown menu to select the patriot ancestor.

Scroll down to the box for entering the patriot's service. This is also a dynamic box which will figure out how many lines of text are needed on the final application form.

Continue scrolling down to enter the references for proof of service, and then the sponsor and co-sponsor information. **Don't** enter information regarding the Registrar or other officers.

Continue scrolling down and click on "Save Draft and View".
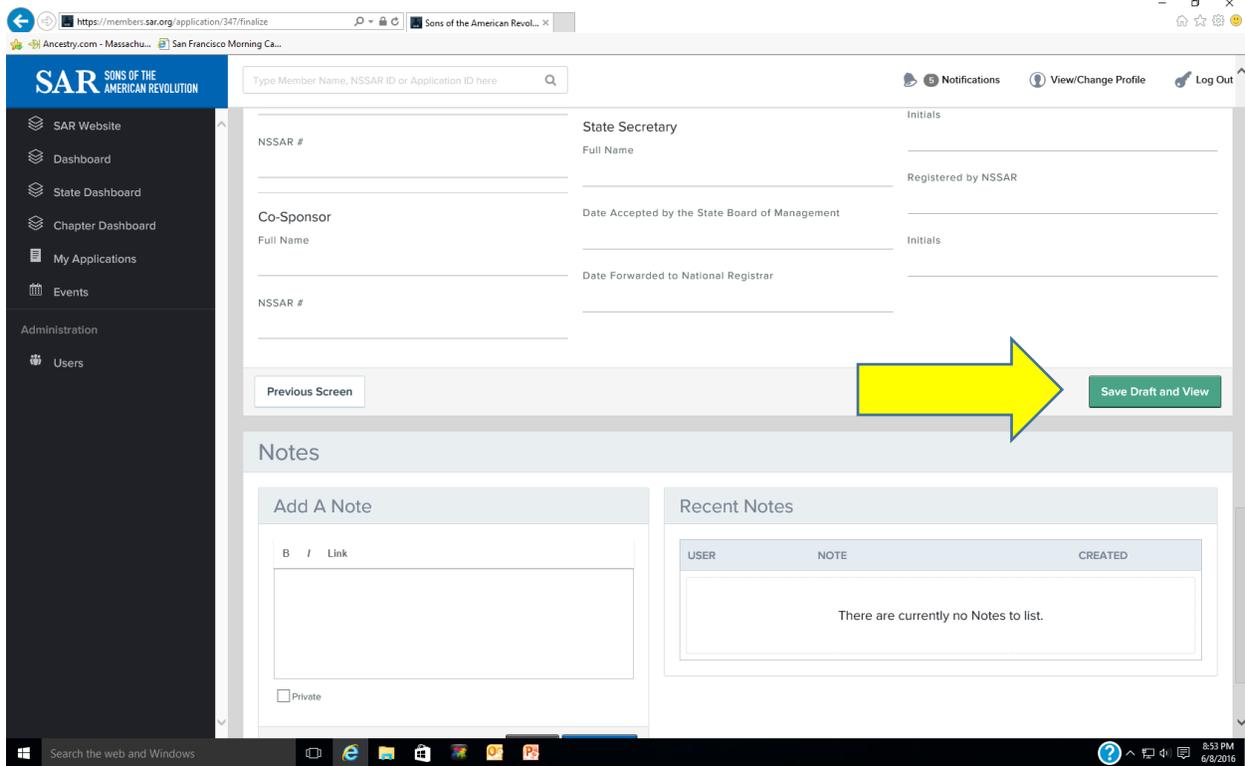
This brings up the "Success" screen. At this point you can print the application draft, go back to edit the information submitted. Once you are satisfied that everything is correct, print the final of the SAR Watermarked legal size paper, get the signatures of the applicant and sponsors, and submit it with the documentation package and application fees to your Chapter Registrar for processing.

Final Application Example on next two pages.

SAR® SONS OF THE
AMERICAN REVOLUTION
APPLICATION FOR MEMBERSHIP

Application Type: Regular	ACN: 1466690673	National Number: _____
State Society: Kentucky SAR	Chapter: Louisville-Thruston	State Number: _____

NAME OF APPLICANT: John Doe McCrum Smith   Age: 72

Address: 3205 Main road Louisville Kentucky 40299-3000

Phone: (502) 555-1212   Email: jdoe@jdoe.com

Name as you wish it to appear on SAR Certificate: John Doe McCrum Smith

REVOLUTIONARY PATRIOT ANCESTOR

I hereby apply for membership in this Society by the right of bloodline descent from _____ Gen # _____
who assisted in establishing American Independence while acting in the capacity of:

> Captain, Virginia Continental Line

PROOF OF SERVICE

> Military Warrant No 2174 for 3 years service in Continental Line

PATRIOT RESIDENCE & BURIAL

Burial Location:

> Gray
> Louisville, KY

APPLICANT CHILDREN

Child Given Name	Date/Place of Birth	Spouse Name
James Smith	01 Jan 2000 / Kentucky	
Mary Smith	01 Jan 2002 / Kentucky	
Anabell	01 Jan 2004 / Kentucky	

STATEMENT OF BLOODLINE TO PATRIOT ANCESTOR

		DATE	CITY/COUNTY/STATE
1 - I am John Doe Smith	born	16 Jan 1944	Louisville, Jefferson Co., KY

References:

> B/C John Doe Smith; KY Genealogist, V 13 # 4 p 127; SAR 107100, The Virginia Genealogist, V 50 #2- pp 148 - 151;
> Military Land Warrant # 2174 & 242SAR 107100, The Virginia Genealogist, V 50 #2- pp 148 - 151; Military Land
> Warrant # 2174 & 242

		DATE	CITY/COUNTY/STATE
2 - I am the son of Angereau Gray Smith	born	03 Mar 1904	Louisville Jefferson Co., KY
NSSAR#	died	10 JAN 1972	Las Angeles, CA
and his wife Eleanor Francis Jones	born	21 FEB 1909	Pittsburgh, Allegeny Co., PA
NSDAR#	died	18 APR 1977	Louisville Jefferson Co., KY
Who is the son X /daughter ___ of	married	bef 31 OCT 1934	Jeffersonville, Clark Co., IN

References:

> SAR 107100: SSClaim; KY Death Index; KY Genealogist, V 13 # 4 p 127; M/L Angereau Smith to Eleamora jones;
> KY Death Index; Social Security Claims Index; SAR 107100, The Virginia Genealogist, V 50 #2- pp 148 - 151;
> Military Land Warrant # 2174 & 242SAR 107100, The Virginia Genealogist, V 50 #2- pp 148 - 151; Military Land
> Warrant # 2174 & 242

		DATE	CITY/COUNTY/STATE
3 - Grandson of Angereau Gray Smith	born	21 Jan 1860	Louisville Jefferson Co., KY
NSSAR#	died	20 OCT 1930	Jeffersontown, Jefferson Co., KY
and his wife Nell Lee Moore	born	16 JUL 1883	Louisville Jefferson Co., KY
NSDAR#	died	bef 02 MAY 1967	Louisville Jefferson Co., KY
Who is the son X /daughter ___ of	married	25 SEP 1901	Louisville Jefferson Co., KY

References:

> SAR 107100; KY Genealogist, V 13 # 4 p 127; D/C Angereau Gray Smith; KY Death Index, Nell Moore; SSDI;
> KY Marriages 1785 - 1979; Kentucky Opinions, p 159 - 161;

		DATE	CITY/COUNTY/STATE
4 - Great Grandson of Robert James Smith	born	22 Jan 1822	Louisville/Jefferson/KY
NSSAR#	died	Aft 20 Feb 1879	Louisville/Jefferson/KY
and his wife Eliza Rootes McCrum	born	28 Feb 1829	Louisville/Jefferson/KY
NSDAR#	died	27 Jul 1877	Louisville/Jefferson/KY
Who is the son X /daughter ___ of	married	17 Oct 1850	Louisville/Jefferson/KY

References:

> SAR 107100; KY Genealogist, V 13 # 4 p 127; D/C Angereau Gray Smith; KY Death Index, Nell Moore; SSDI;
> KY Marriages 1785 - 1979; Kentucky Opinions, p 159 - 161;

5 - Great [2] Grandson of George Gray	born	13 May 1745	
NSSAR#	died	02 DEC 1823	Louisville Jefferson Co., KY
and his wife Mildred Thompson	born	1761	
NSDAR#	died		
Who is the son **X** /daughter ___ of	married		

References:

> SAR 107100, The Virginia Genealogist, V 50 #2- pp 148 - 151; Military Land Warrant # 2174 & 242

APPLICATION CERTIFICATION

I,   John Doe McCrum Smith   the applicant, assert that, I have examined this completed application

and its proofs (documentation) and the facts and statements herein are true and correct to the best of my knowledge and belief.

Signature of Applicant: _____   Date: _____

SPONSOR CERTIFICATION

SPONSOR (New Member Only)

Printed Name: John Doe Sr _____   NSSAR# _____   Signature: John Doe Sr _____

CO-SPONSOR (New Member Only)

Printed Name: john Doe Jr. _____   NSSAR# _____   Signature: john Doe Jr. _____

STATE SOCIETY CERTIFICATION

State Registrar: _____   Approved: _____

State Secretary: _____   Approved: _____

Accepted by the State Board of Management (optional): _____   Accepted: _____

Sent to National Headquarters: _____   Date: _____

NATIONAL SOCIETY CERTIFICATION

Received at National Headquarters: _____   Date: _____

Staff Genealogist: _____   Approved: _____

Registrar General: _____   Registered on: _____

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Section 2.1 Creating a "Family Plan" application using a previous application in your Dashboard

To start an application for the son of the previous applicant, go back to the "Welcome" screen which should now list the application just created under "All My Application". Click the "Start a New Application" button.
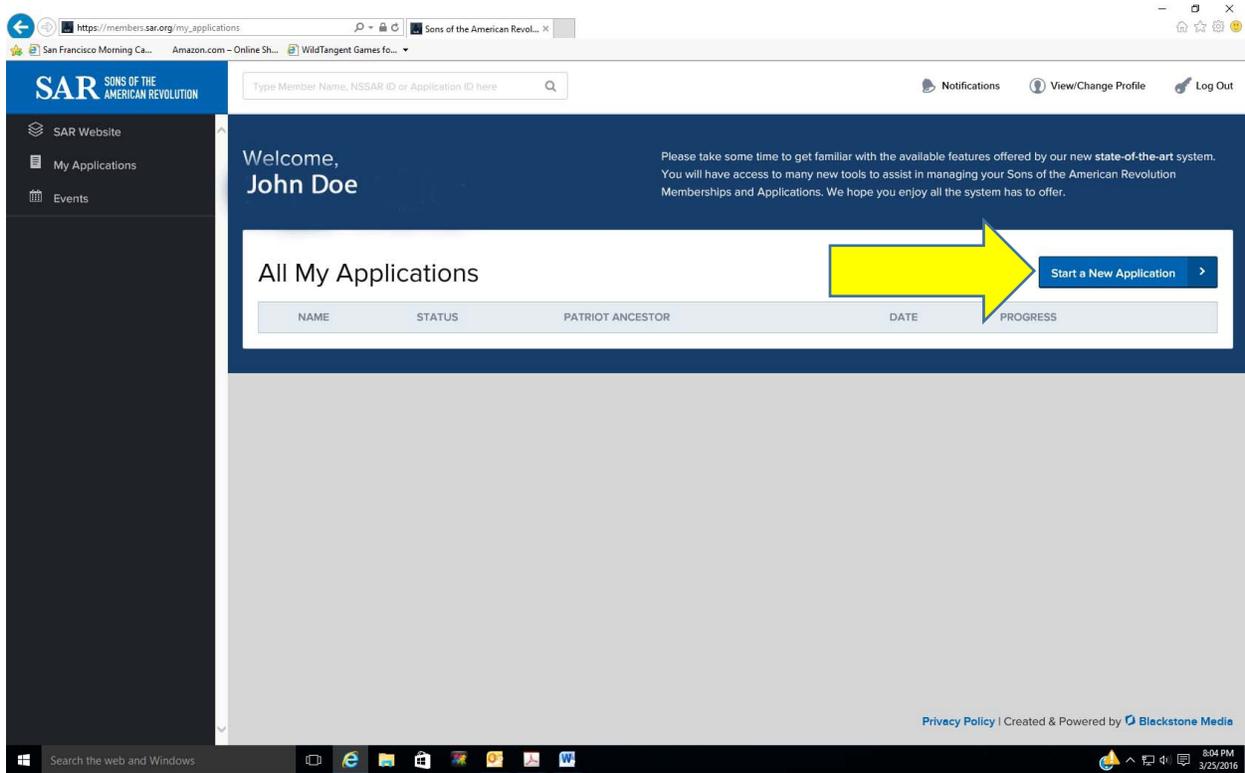
North Carolina Society SAR Handbook, Vol 5

By clicking on the "Start a New Application" button, this screen appears. This is the screen used to enter the name of the new applicant, the type of application, and by using the "Load From Existing" pulldown menu, the previously entered application that contains the lineage in common. The State Society for membership must be selected and a dropdown with the chapters in that Society opens and must be selected. See next page. *NOTE that only applications previously entered in your personal dashboard can be selected for use in loading an existing application*.

North Carolina Society SAR Handbook, Vol 5

Fill in the initial screen but this time use the "Load From Existing" pulldown menu which will have the application of the father, John Doe, on the list. Select that entry and click on "Start Application".
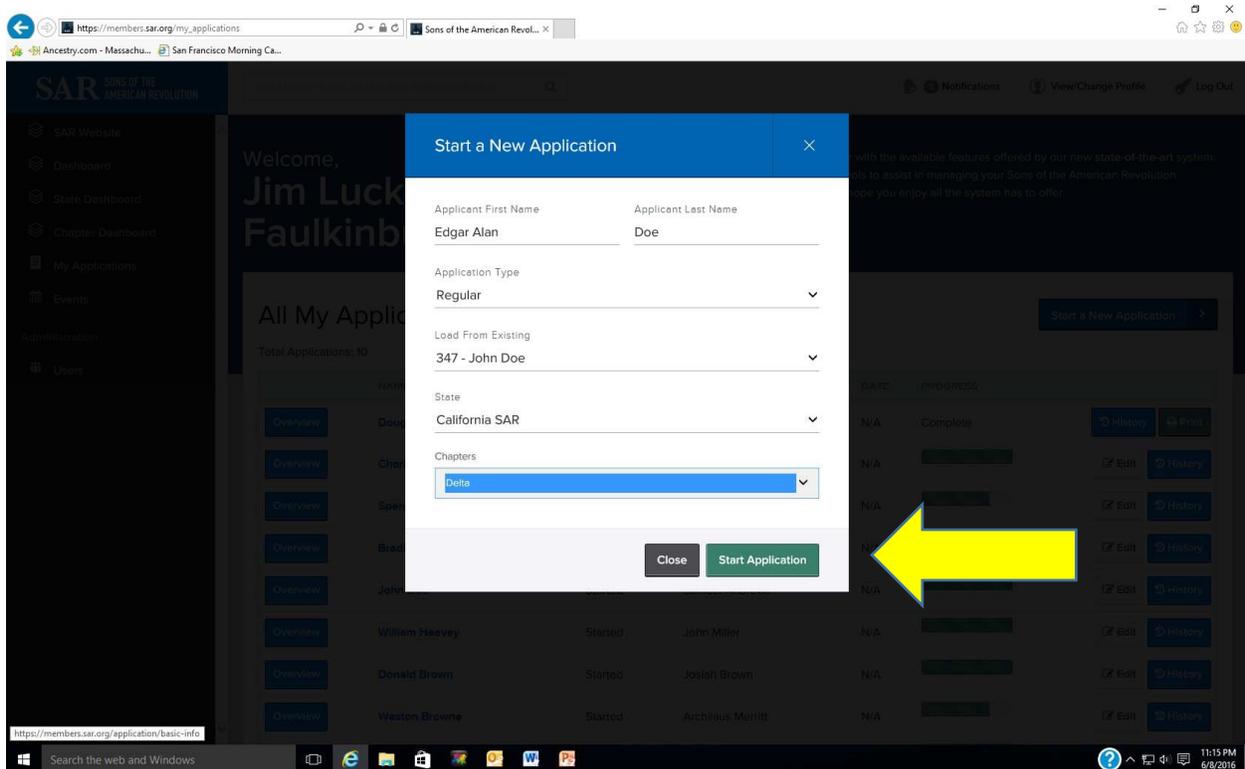
This time, the basic information screen will appear with the new applicant's name but also with all of the DOB, address, email, and telephone # information for the father. This information will have to be replaced with the correct information for the son including any prefix or suffix to the name. Then click on "Update and Continue".

That will bring up the screen from the father's application. Scroll down to the generation # toggles and click on the toggle to edit generation 1.

On the next screen click on the "Insert Generation Before This".

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Now an entry screen for the new applicant as generation #1 appears and the information for him (and spouse(s) if there are any) should be filled in. Scroll down to "Save Generation" and click on that button.

Now you go to the "Children" link and see that the children of the father are listed. Use the red "-" button to delete them and then if there are any children for this applicant, use the blue "+" button to add them as before. When finished click on the "Save and Continue" button to go to the Finalize section.

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On this screen, you will have to use the pulldown menu to select the generation that is the patriot ancestor. The patriot's service and proof of service entries from the imported application will automatically be populated but the sponsor information will have to be reentered. When that is done, scroll down to "Save Draft and View". The Success screen will appear and you can either print a draft or edit, or if satisfied, print the final application on the SAR paper.
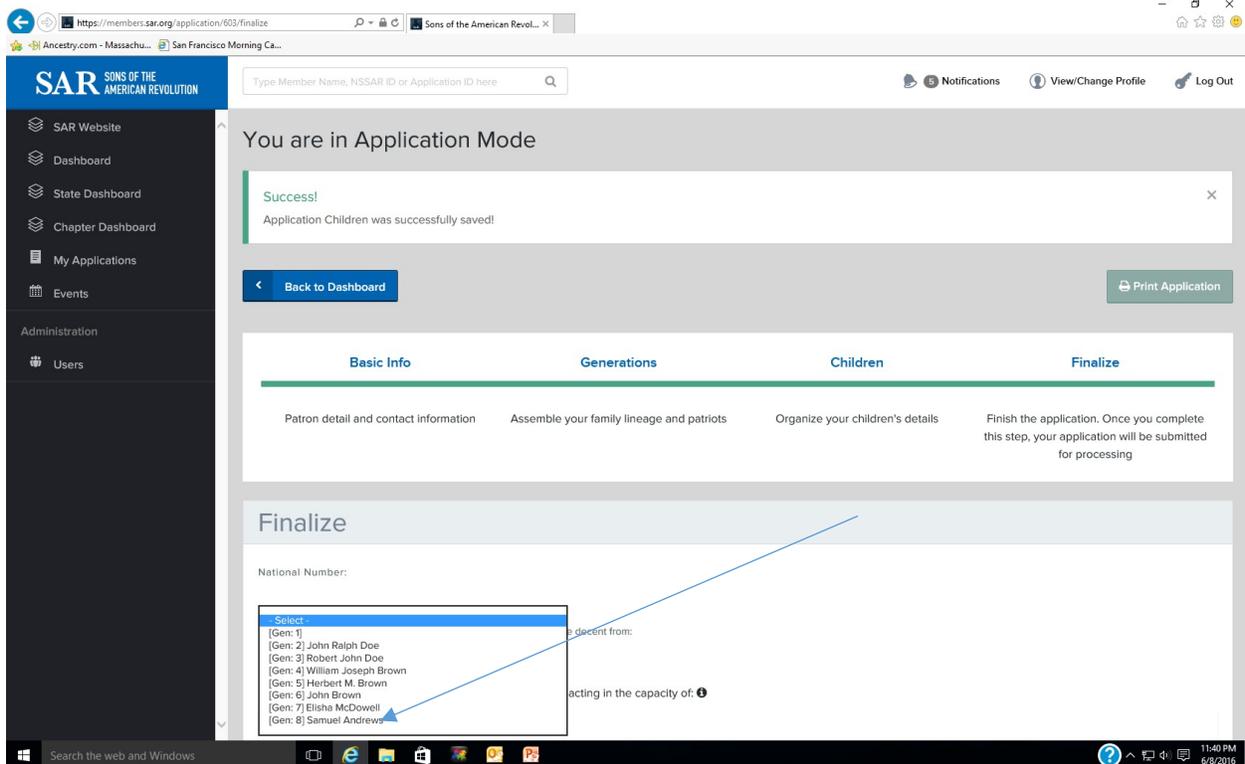
North Carolina Society SAR Handbook, Vol 5

Section 2.2 Creating a supplemental application using a previous application in your Dashboard

To begin a Supplemental application, start by clicking on the "Start New Application" button on the "Welcome" screen and follow the same process as used for the previous application by entering your first and last name. Select "Supplemental" from the pulldown menu for "Application Type". On the "Load from Existing", select a previously created application that contains most of the lineage in common with the supplemental application that you want to create. Enter the State Society and Chapter and then click on "Start Application". This will bring up the same screen as is shown on page 31 (for creating a "family plan" application. Since you have entered your own name for the applicant, all of the information will be populated (name, address, DOB, email, and telephone # from the original application. Make any changes needed if there have been any address, email, or telephone # changes and click on "Update and Continue".

On this screen, starting at the patriot generation and moving up, one-by-one, toggle the generations that will not be part of the supplemental application; in this example only generations 1-4 will be in common.

As each generation is toggled, the data input screen for that generation is opened. Scroll down and by clicking on the red "Remove Generation" button, that generation is removed from the supplemental lineage. Continue this process until only the generations in common are remaining.

Now go back and toggle on the earliest generation and common with the supplemental and toggle back to it.

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Scroll down and click on the blue "+Add Next Generation" button to open the next generation for the lineage to the new patriot ancestor. Continue adding generations in the same way the original application was created. On the "Children" section, the information on the previously listed children will already be populated so no action is necessary. Click on "Save and Continue" to go to the "Finalize" section. On that page, enter the new patriot's service and proof of service. Since the application type was identified as a Supplemental, the sponsor information will not appear since sponsors are not needed on supplementals. Click on "Save Draft and View" and once again the option to edit, print a draft, or print the final on SAR paper can be used to complete the application.