Sons and Daughters of Virginia Founding Fathers

Instructions for Preparation of Lineage Papers

1. Please do not submit your application for membership until you have received an email invitation to join from the Governor General. The Membership Inquiry form to begin this process is on the website with the instructions and application form. The Genealogist General will be cc'd on your invitation to join and can then address any application questions/concerns.
2. Please read these instructions in their entirety. Failure to follow directions can result in a delay in the processing of your application.
3. The application must be typed using the approved form from the Society. Please do NOT staple the application or any of the proofs submitted. Paper clips are acceptable to keep documents organized and together.
4. Names should be written in full. Include maiden names of spouses when known. Do NOT enter MNU for unknown surnames of wives.
5. You may choose to either list the male line first in each generation or the surname of the line being traced. Either will be accepted. For clarity the line of descent may be empathized by capitalizing the surname of that ancestor in each generation. While this is helpful, it is not required.
6. Type dates using the following format: DD MMM YYY, for example, 04 Jun 1689. Inserting the zero shows that a digit is not missing.
7. If the information is unknown, please leave the space empty.
8. Each generation needs to be proved as well as the connection between the generations. Documents are required for information entered in each line of the generation. Do not enter information in the generation that is not substantiated by submitted proof.
9. Documents submitted as proof should have the relevant generation denoted in the top right corner of the document. For example, G4 or G12. The information in the document that supports the submission should be underlined in red on each proof paper for easy verification.
10. Acceptable proof documents may include: birth, death and marriage certificates, federal and state census records from 1850 or later, tombstone photos (readable please) and transcriptions with the name and location of the cemetery clearly provided, Bible records (with copyright page included), published town histories and vital records and published family genealogies IF sources are cited.
11. A copy of the title page and publication information is required on any book submissions.

12. Sometimes direct proof is not available, and an analysis is required to connect information. One analysis per application may be accepted. It is up to the Genealogist General to determine if the analysis is acceptable or additional information is needed.
13. Guidelines for DNA use have not been finalized so DNA is NOT acceptable as standalone proof at this point. It can be used in analysis as long as there is other documentation included supporting the indications.
14. Record copies from other lineage societies MAY be acceptable. Acceptance is at the discretion of the Genealogist General. Please contact the Genealogist General to verify if your proposed record copy meets the criteria. Record copies must have marks on them to show the information was verified by the that society's registrar/genealogist. Clean unmarked record copies will not be accepted. A record copy that does NOT provide information on the husband and wife (such as in older SAR papers) and those whose proof is only a reference to another paper (as is in some DAR papers) will NOT be accepted. Only ONE record copy ay be used in an application.
15. If a record copy is used, the information must be typed exactly as it is in the record copy, including any updates provide. Type the list of proofs to match exactly. Do NOT type things like "Record copy of XXXXXXX member number ######" as a proof. Papers with this will be returned.
16. Do not send applications in progress to the Genealogist General for prior review or to check legitimacy of an application before submission. Questions for clarity or guidance or assistance are welcome.
17. Only ONE copy of the application should be provided. Application is letter sized and should be printed single-sided.
18. Your signed application, proofs and checks should be mailed to the Genealogist General in ONE envelope at the address below. Do not send with a receipt signature required.
19. If the original application is not approved, an alternative pedigree may be submitted within one year. If an extension is needed, please contact the Genealogist General for approval.
20. Membership Fees are as follows:
    a. Life Membership and application fee is $300. The Genealogist fee is $60. If the application is not approved, the $200 Lifetime membership fee will be refunded. The $100 application fee and Genealogist fee are not refundable.
    b. Two checks should be prepared. Once check, for $300, should be made payable to SDVAFF. A second check for $60 should be made to the Genealogist General listed below.

c. Supplemental applications may be submitted for a total cost of $30. One check, payable to SDVAFF for $20 and a separate $10 check made payable to the Genealogist should be included with the submission. The same application form as the original membership for is to be used.
d. If a certificate for a supplemental application is desired, please include an additional $20. This should be added to the check payable to SDVAFF, making the total $40.

The Genealogist General's contact information is:

Suzanna Rawlins
108 Willow Creek South Lane
Alabaster, AL 35007

205-821-7994

Leaveyourlegacy@att.net

If you have any questions, please do not hesitate to contact the Genealogist General using the information above. We look forward to welcoming you as a new member of SDVAFF.