

The Order of the Founders and Patriots of America



PROCEDURES FOR PROCESSING APPLICATIONS FOR MEMBERSHIP

The requirements for membership in the Order are contained in Article IV of the Constitution. Applicants must complete an application in writing and in duplicate and submit all photocopies of the material required to support the lineage of the applicant. Current fees and dues as prescribed by the Bylaws of the Order must accompany the application. The \$50.00 non-refundable application fee is not intended to be a source of revenue but is a fee to defray the cost of processing the application.

A. The Worksheet - Instructions for the Preparation of Worksheet

1. Initially, the applicant obtains a Worksheet from the Society Registrar as a printed form, from a computer CD ROM, a floppy disk, or by downloading it from the Order's website. The applicant then completes the form using a typewriter or computer. The completed Worksheet with all pertinent references and documentation then is submitted to the Society Registrar.

2. The Society Registrar examines the Worksheet, references, and documentation. Should this review indicate any shortcomings or deficiencies in the material submitted, the applicant will be requested to correct the papers and/or submit further proofs.

3. When the Worksheet and supporting documentation are correct and sufficient, the Society Registrar approves the papers with his signature and date and forwards them to the Registrar General.

4. The Registrar General reviews the Worksheet and documentation. He may approve the Worksheet as submitted, or he may require further information and/or documentation. In that case, the Society Registrar will be asked to obtain the additional information and/or documentation from the applicant and forward it to the Registrar General for final review.

5. After the Worksheet and documentation have been approved by the Registrar General with his signature and date, the Registrar General files the documentation and returns only the Worksheet to the Society Registrar, who then forwards the approved Worksheet to the applicant. Using the approved Worksheet, the applicant prepares the final Application, incorporating any corrections, additions, and/or deletions requested by the Registrar General.

B. The Formal Application

1. The applicant completes two (2) copies of the Application from the approved Worksheet and submits to the Society Registrar:

- a. TWO copies of the Application,
- b. The approved Worksheet,
- c. The Application processing fee, with the check made payable to "Treasurer General OFPA", and
- d. The annual National and Society dues, with a separate check made payable to the Treasurer of the Society.

2. The Society Registrar reviews the Application and verifies that the applicant has included any changes requested by the Registrar General. It is the responsibility of the Society to obtain the required signatures of a proposer and seconder from Society Associates. The Society Registrar approves and assigns a Society number to the submitted Application. Then he sends the completed Applications, along with the \$50.00 Application processing fee, to the Registrar General.

3. The Registrar General examines, approves, signs, and dates the Application and assigns a National Order Number. The documentation is retained for the Order's permanent archives. The Registrar General returns the two approved Applications to the Society Secretary for the Secretary's signature and Society election date. The Society Secretary returns one copy of the completed Application to the Registrar General for the Order's permanent archives.

OPTION NOTE: The Society Secretary may request the Registrar General to ELECT and SIGN both copies of the applicant's completed Application in the Society's behalf to save time and expense. The Registrar General then will return one approved copy of the Application to the Society Secretary.

4. The Registrar General informs the Secretary General of the mailing address of the new Associate for the Society's Master Roster. Simultaneously, the Registrar General forwards the applicant's \$50.00 processing fee to the Treasurer General.

5. The Secretary General then enters the new Associate's name, along with the National Order number and Society number, on the Master Roster of the Order and on the mailing list for the Order's publication, *The Bulletin*. The assigned identification number consists of the Order Number, a two-letter Society abbreviation, and the Society number, i.e., 4528-VA0084. A suffix letter may be assigned for Youth Associates [Y], Dual Members [D], or Life Members of a Society [L]. A suffix [S-1] after the General number indicates a Supplemental Ancestor.

C. Filling in the Spaces of the 4-Page Final Application

Page 1 of Application:

1. Fill in the name of the Society.
2. Always enter your full name—no initials.
3. Fill in your residence street address, including county, state and nine-digit zip code.
4. Fill in the full name of FOUNDER ANCESTOR, date of arrival in Colony and town where settled.
- 4a. Fill in your list of References. Abbreviate your documentation references as noted under "D. Documentation."
5. Fill in the full name of PATRIOT ANCESTOR, his Revolutionary War Service (or other qualifying service proving adherence as a Patriot to the cause of the Colonies) and places where he lived from 1775 to 1783. [Note: As defined in the Order's Constitution, the clause "adhered as patriots to the cause of the Colonies" means attachment by the claimed Patriot to the cause of the Colonies as shown by military or naval service against Great Britain, judicial service, or affirmative public or consistent acts showing adherence and loyalty to the American cause in the American Revolution.]
- 5a. Fill in your list of References. Abbreviate documentation references as noted under "D. Documentation."

Pages 2 and 3 of Application - Line of Ancestry:

1. Fill in applicant's name in full, giving birth, marriage and death date of spouse (if applicable). Give complete name of wife—no initials. Give maiden name, including any middle name(s), e.g. *Olivia Newton Black*. If a widow, or previously married, indicate by including maiden name in parentheses, e.g., *Olivia Newton (Smith)Black*. Include marriage location—town or city and state.
2. Give all dates using—<day/month/year>—, e.g. 02 Nov 1900, 12 Apr 2000, etc.
3. Continue filling in following qualified ancestors from previous generation in same format, giving full names of each with all known dates — <day/month/year>—in all fields. If information is unavailable, leave the field space blank.
4. In *References* spaces, cite documentation with authorized abbreviations as noted below.

Page 4 of Application - Signature and Date:

1. List the living children and adopted children, indicating if a son <son>, or a daughter <dau>; give date of birth and current mailing address for each child—street address, town and state.
2. Fill in membership in various societies/organizations (use abbreviations) and offices held in each.
3. Give name(s) of College or University attended, years and degree(s) granted. Use standard abbreviations.
4. List present occupation; list military service and highest rank held. Use standard abbreviations.
5. Sign and date the two Applications. Forward both to the Society Registrar.

D. Documentation

1. Proof of the parentage of the applicant's line of descent is required for each ancestor in the line.
2. Documentation must meet the current standards of proof. This requires that the applicant provide primary documents, e.g., such as vital statistics (official records for birth, marriage, divorce and death). Submit photocopies ONLY. Mark each page at the top with the generation it supports. Use an arrow or otherwise identify the applicable person(s) named. Do not use a highlight pen. Enclose one (1) copy only of each pertinent document. Do NOT use staples.
3. The Founder Ancestor (F) must be a colonist who settled in one of the Thirteen Original States between 13 May 1607 and 13 May 1657. One excellent source for applicants seeking membership eligibility through an emigrant ancestor from Europe is *Founders of Early American Families*, Second Revised edition, by Meredith B. Colket, Jr., published by the General Court of the OFPA, Cleveland OH 2002. This volume of 443 pages offers a great variety of published material which an applicant may wish to consult for source proof. The Founder ancestry CANNOT be based upon a family tradition, a family association statement, allegation of fact, or unsupported family histories. Other lineage organizations such as Mayflower, DAR, SAR, SR, Jamestowne, 1812, etc., may be used as a guide in locating authentic references but may NOT be cited as a source relied upon to support the application.
4. The Patriot Ancestor (P) must be referenced by his full name. Authorities may include published Revolutionary War records, muster rolls, payrolls, Minutes of Town meetings and Treasurer's account books showing payment for services connected with the Revolutionary War effort, pension records from National and State archives, and similar official records. The DAR Patriot Index is a helpful source indicating how or where supporting documentation may be located.
5. Other published records. In citing published records, give the author, title and date of publications, the volume and page number. If using unpublished or limited edition documents, cite as above and include photocopies of the document. Published histories and genealogies are secondary sources and NOT acceptable unless they are based upon a primary sources for evidence. A published genealogy without thorough research references is NOT acceptable. Many local county histories frequently have been found to include inaccuracies but may contain clues for further research to find acceptable documentation. Bible records may be used but must include a photocopy of the title page and publication date of the Bible, and all the inscribed pages recording births, deaths and marriages. If privately owned, the name and address of the present owner of the Bible must be given.
6. Every blank space in the application must be filled in whenever practicable, as the information requested will distinguish each person from others with the same name, and/or same location, from other persons of that same name, to ensure the identity of each with records in which he or she appears. If a name, date, or place is missing or has not yet been found, leave that space blank. Do NOT use "unknown" or other note. Later, the information may be located and can be filled in.
7. Unquestioned proof of the male line is essential. That same degree of proof for wives in the earliest generations may be unavailable, but it is important to provide every bit of proof available. Instances of a missing detail should be referred to the Society Registrar who may be able to help, or he can request help from the Registrar General.
8. The limited space for citing *References* for each generation requires maximum use of abbreviations. As an example, on the line for Generation 1 for the father (who is William Archibald Hamilton) and the mother (who s Helen Anne Butterworth), you are listing birth and death certificates, the 1910 census for your mother's birth, and a marriage certificate for your parents. This may be abbreviated as follows: "WAH B/C; HAB birth 1910 PA census; WAH & HAB M/C"
9. Preferred evidentiary documents are birth certificates showing names of both parents, marriage certificates showing names and birthplaces of parents of the spouse, and death certificates showing names and birthplaces of the parents of the deceased. Also acceptable are census records, wills, probate records, deeds and land records, church records, family bibles, and cemetery markers when accompanied by a clear and readable photograph of the tombstone with a complete inscription. Much of this information is available as public information in federal, state, county and municipal records (courthouses, churches, libraries, cemeteries, etc.).

E. Submitting Computer-Prepared Final Application Papers

1. Applicants may utilize one of the electronic versions of the Worksheet and the Application available on the Order's website (www.founderspatriots.org).

2. The printer paper used for OFPA Applications must be archival quality, i.e., 24 lb., acid free, bright white 8.5" by 11" size. One such acceptable paper is "Hammermill Premium Laser Paper, 24", that is available from local office supply stores.
3. The ink jet or laser printers produce satisfactory results. Black ink and printing on both sides of the sheet is required for both the Worksheet and Final Application forms.
4. All fields accept alphanumeric information. Simply 'TAB' or 'right-arrow (→)' from one 'Form Field' to the next To backtrack, use 'shift-TAB' or 'left-arrow (←)'. You can also select any 'Form Field' with the mouse.
5. Complete the Application forms and process as required in Sections A, B and/or C above.
6. When the printing is completed, use a CLEAR 1/2" 'magic' tape to join the application sheets together. Do NOT use STAPLES! Do NOT use a PAPER CLIPS! ***A SUGGESTION: Place the pages of the Application form sheets side-by-side on a level, flat and clean surface. Apply two short pieces of double-sided 'magic' tape to the top of the pages. This will hold the sheets together and allow you to use one long strip of the clear 'magic' tape to join the two sheets together and create the final Application form—11" by 17", and folded to size 8 1/2" by 11".***

F. Using the Short Form Application—Preparation and Submission

1. The Short Form Application may be used in lieu of the standard Application by an applicant who has an ancestor, within the first four (4) generations (*counting parents as Generation 2*) in the line of descent, who is a blood-relative OFPA Associate, PROVIDED THAT: The OFPA Associate from whom he descends has a National Order number assigned after 3900, that is, approved by the Registrar General in 1975 or later. If the applicant does NOT meet this standard, usually he does NOT qualify to use the Short Form Application, and the Standard Application Form and documentation requirements be submitted. However, the Registrar General will consider pre-1975 applications on a case-by-case basis, and it is possible that a Short Form could be accepted despite a pre-1975 date.
2. The applicant must submit to the Registrar General a copy of his Associate ancestor's Application Form and \ documentation. If these papers are unavailable from his Associate relative, he may request assistance from The Society Registrar. It may be necessary to obtain assistance from the OFPA archive storage facility at The University of Baltimore, Langsdale Library, 1420 Maryland Ave., Baltimore, MD 21201-5779. The Society Registrar can provide information, directions and search fees if a contact with the Langsdale Library is necessary. In any case, the Associate's Application and documentation will have to be updated and reviewed by the Society Registrar and the Genealogist General following the same approval process as other new applicants.
3. Fill out the Short Form Application ONLY as far as the joint ancestor. Give the full name, National Order number, and Society number of the Associate ancestor. Be sure to complete the joint ancestor's lineage information for birth and death—dates and locations; the marriage information, and the wife's birth and death—dates and locations. As part of the enclosures, include a photocopy of the Associate ancestor's Application, and any other required proofs in the same manner as prescribed under "D. Documentation" above.
4. Submit the two SIGNED Short Form Applications, all other documents (be sure to include applicant's BC and MC, and children's information), the checks for the \$50.00 processing fee, and dues to the Society Registrar. The Society Registrar will examine and approve the Application and, when necessary, request additional information from the applicant.
5. Once the Society Registrar completes his review and approves the Short Form Application, signatures of a Society proposer and seconder are obtained. The Society Registrar then assigns a Society number and forwards the Application papers, together with the \$50.00 processing fee, to the Registrar General. The Registrar General, when satisfied that the application and documentation are correct, gives his final approval and assigns the National Order number. The Registrar General retains the documentation for his permanent records.
6. The Registrar General returns the two Short Form Applications he has approved to the Society Secretary for the Secretary's signature and the Society election date. The Society Secretary returns one copy of the completed Short Form Application to the Registrar General for the Order's permanent archives. ***OPTION NOTE: The Society Secretary may request the Registrar General to ELECT and SIGN both copies of the applicant's completed Application in the Society's behalf to save time and expense. The Registrar General will then return one approved copy of the Application to the Society Secretary.***