

## The Huron County Chapter of the Ohio Genealogical Society

### RULES and APPLICATION PROCEDURES

The following rules and procedures apply to all applications for FIRST FAMILY and CIVIL WAR FAMILY of Huron County. These two divisions are separate entities. Applicants must submit an application, the application fee and full documentation to each division they wish to join because documentation is not shared between the FIRST FAMILY and CIVIL WAR FAMILY committees. Please read these pages carefully before beginning the application process.

#### Section A: Membership Requirement and General Information

1. Applicant must be a current member of the Huron County Chapter of the Ohio Genealogical Society.
2. Applicants must prove:
  - For **First Family of Huron County** that their ancestor(s) first resided in Huron County by 31 DEC 1820 (**Pioneer**), by 31 DEC 1850 (**Settler**), by 31 DEC 1870 (**Builder**), or 100 years prior to the present date (**Century**).
  - For **Civil War Family of Huron County** that their ancestor(s) and/or collateral relative(s) served in the Civil War, for the Union or Confederacy. The subject must have lived in or served from Huron County. Dates of service must be between 12 APR 1861 and 18 APR 1865. Service is not limited to a Huron County outfit. Squirrel Hunters, spies, those with documented civilian service and female ancestors who served in some capacity (e.g. nurses) are eligible.
3. Only blood lines are eligible. Adoptive lines are not eligible.
4. Illegitimacy is not grounds for denial.
5. Eligible Ancestors:
  - Applications for ancestors, who have already been proven as **Pioneer**, may not later be submitted for **Settler**, **Builder** or **Century**. However ancestors proven previously as Settler, Builder, or Century maybe apply for earlier designation if new evidence is discovered that they resided in Huron County at an earlier date than was proven in the prior application. For example, if an ancestor was proven as a **Builder** but later new evidence supports him living in Huron County by 31 DEC 1820, application may be submitted to make that ancestor a **Pioneer** First Family.
6. A \$10.00 FEE must accompany the application. Supplemental applicants are \$5.00 each. Subsequent applications to prove ancestor earlier in county is \$5.00. These fees are non-refundable. Upon application approval, the applicant will be presented with a certificate and pin at the HCCOGS Annual Banquet in April. Replacement pins and certificates may be purchased for a \$5.00 fee each.
7. Deadline for applications is 31 DEC of each year.
8. Applicants will be notified as soon as possible if their application has or has not been accepted.
9. Applications and accompanying documents become the property of the Huron County Chapter of the Ohio Genealogical Society and kept on file at the Firelands Historical Society Library at Norwalk, Ohio.
10. Applications must be signed by the applicant or the person that prepared the application for the applicant. Unsigned applications will not be reviewed.
11. The final approval decision rests with the division committee chair(s). Please remember that all HCCOGS chairs and committee members are volunteers.

## **Section B: Application and Evidence Document Preparation Procedures**

1. Use INK in dark blue or black when filling out applications by hand. Not pencil.
2. Submit the completed application with PHOTOCOPIES of evidence documents. Do not send original documents as they will not be returned.
3. All photocopies submitted must be legible or must be accompanied by a transcription certified as a TRUE COPY by a third party not related to the applicant, preferably a librarian or court official. A TRUE COPY certification means that a third party has viewed the original and transcription and finds them to be identical.
4. When a photocopy is not possible, applicants may substitute a typed, hand-printed, or written transcription of documents. Transcriptions must be certified as TRUE COPIES as defined in #3 above.
5. Only one photocopy of any document is necessary even though that document may be used as evidence for more than one event, more than one generation, or more than one applicant. If you are submitting applications for multiple family members, HCCOGS only needs one photocopy of documentation for common ancestors. Multiple photocopies of the same document will be discarded due to storage limitations.
6. For CIVIL WAR FAMILY military service, do not submit the entire file. Include only those documents necessary to prove service.
7. If you are submitting a supplemental application, do not duplicate the documents that were included with your original application.
8. Submit a five or more generation PEDIGREE CHART showing all lines submitted in the application.
9. Organize evidence documents by generation, according to your pedigree chart, before beginning to NUMBER them. For example, your birth certificate should be Document #1; your marriage certificate is Document #2. Number each piece of evidence in the upper right-hand corner according to its corresponding number on the DOCUMENT LIST page. All submitted documents must be identified on this list.
10. Fill out the application blanks using the evidence documents that will accompany the application.
11. In each generation, the vital information for the male always should be written first and the information for the female second, no matter which ancestral line(s) you are following in the application.
12. Documentation must be provided for each DATE, PLACE, or NAME written on the application. If you do not have an acceptable evidence document, leave that application space blank.
13. Dates should be written in DAY, MONTH, and YEAR format, i.e. 12 DEC 2012. Dates may be estimated using censuses or tombstones. If estimating a date (circa), write it like this: c 1815. Dates calculated (e.g. from age at death on tombstones) must have *cal* written after the date.
14. Write the number of the evidence document for each fact in the space provided at the end of each application line.
15. All females must be identified by their MAIDEN NAMES in order to be approved. Exceptions are made only in the cases when ethnicity dictates as for African Americans and Native Americans.
16. List and submit documentation for as many spouses as possible, even if they are not in the ancestral lines(s) you are following in the application.
17. All documents submitted are to measure the standard letter-size 8.5x11 inches in order to fit the archival folder in which they will be stored by the HCCOGS. Re-copy smaller items onto letter-size paper so they don't get lost. Documents that are larger, if you are unable to reduce them, will be folded in order to fit the archival folder.
  - **DO NOT USE THE FOLLOWING: No highlighter, staples, tape of any kind, white-out products, gummed labels, sheet protectors or binders.**
  - To indicate specific evidence use a red pen or red pencil to mark an arrow in the margin of the

document.

- All documents submitted must have the applicant's name and address on the back of each document. *Do not use gummed labels.* An inked address stamp is acceptable.

18. Married applicants must include records for their marriage.

19. Each legal name change for anyone listed on the application must be documented.

20. Application pages may be photocopied to provide space for additional ancestors.

21. Applicants should keep photocopies of the application and all accompanying documents.

### **Evidence Citation**

**All documents must include a full citation to the original source.** This requirement is true for electronic format, internet and traditional source documents. Other researcher should be able to use the citation to find the document themselves. Citations may be written in any accessible location on the front of the photocopy or you may include a photocopy of the title page showing all bibliographic information. Some citation requirements are:

- **Court Documents:** Give state, county, volume and page number.
- **Books** and other published works: Give all bibliographical information (author/editor, title, and publisher, city of publication, page number, and copyright date.)
- **Compiled Military Service Record (CMSR):** List soldier's name, unit, state and repository where the record is stored (NARA, state archives, etc.). If the record is on microfilm, cite publication and roll numbers.
- **Pension File:** List soldier's name (or widow's or other dependent's name if filed by other than the soldier) and certificate number.
- **Family Bible Pages:** Must be accompanied by a photocopy (or True Copy transcription; see #3 above) of the Bible's title page and of any section showing the publication date of the Bible. Bibles must be contemporary with the information they prove. Please list the Bible's provenance and the current owner.
- **Family Records:** Old family papers may be accepted if the provenance of the family papers is stated and the application contains other documents that support the information these papers prove.
- **Census Photocopies:** Must show, or have written on the front of the copy, all necessary finding information, i.e. town, county, state, year and date of census. Do not send abstracted summaries typically found on such websites as Ancestry.
- **Photographs** must be identified, preferably on the back side.
- **Tombstone Photographs:** Must be identified by cemetery name and location. If the inscription on the tombstone is not legible in the photograph, a written transcription must be included.
- **Newspaper Articles and Obituaries:** Should show the name and city of the newspaper and the date and page of publication. If the newspaper item has been clipped out and no identifying information exists, please state the provenance of the clipping, e.g. "my grandmother saved these in an old shoebox and gave them to me in 1957".
- **Microfilm:** The microfilm's number and the repository where you used it must be indicated.
- **Internet Documents:** The website's address must be indicated. Do not copy and paste long web addresses leading to a specific document. Citing the web site name, URL and date of access is sufficient for future researchers to find the same document later.
- **Electronic Format Publications:** Cite as if it were the printed copy of the publication but include the web page URL and date accessed or the title and other bibliographic information for the CD (or other media storage) publication.

**REMEMBER A STATEMENT IS NOT NECESSARILY TRUE JUST BECAUSE IT IS IN PRINT!**

**Please read the following RULES OF EVIDENCE carefully:**

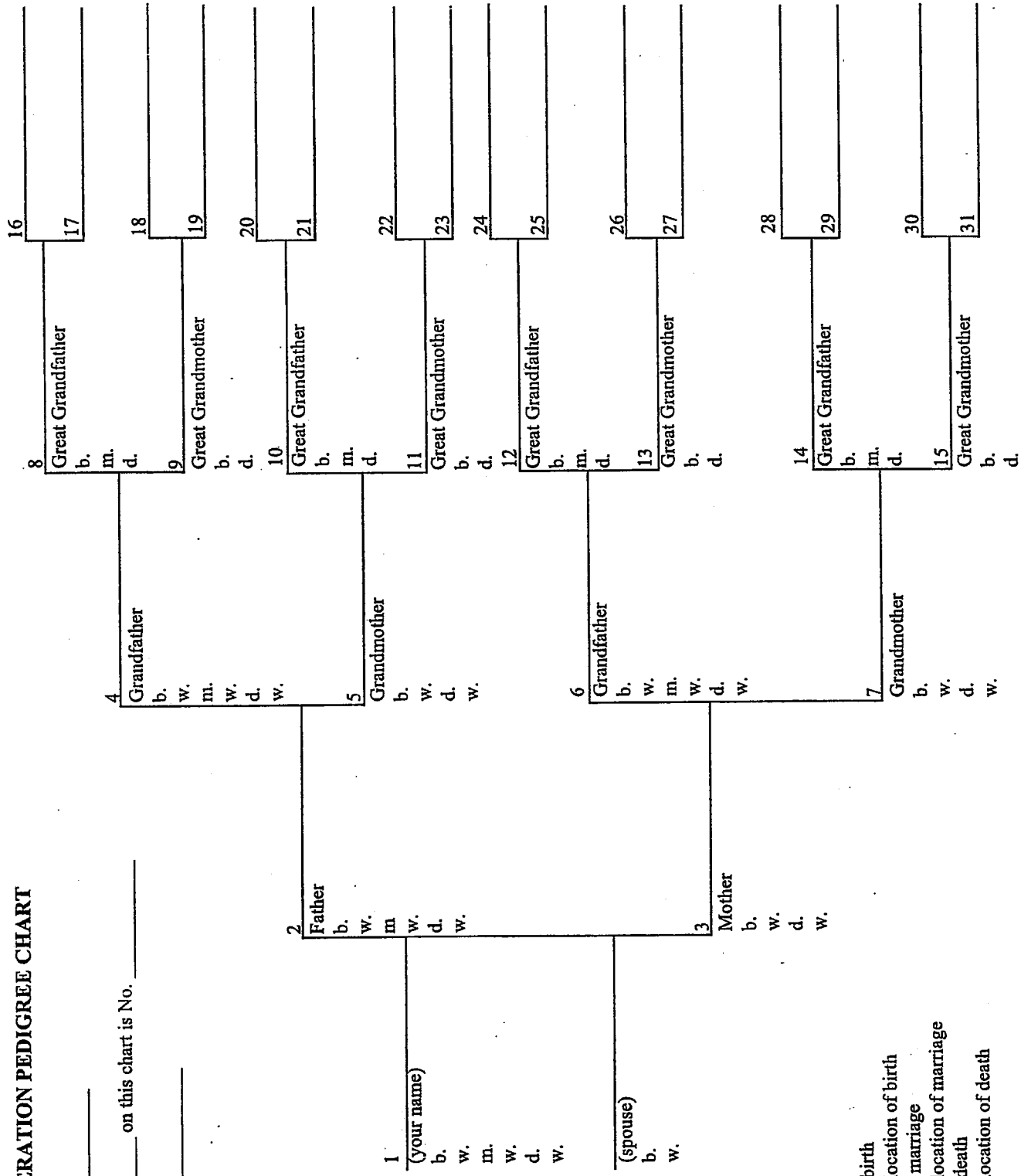
1. **PRIMARY** evidence from vital statistics, court house, or other government records, church and school records are considered usually to be beyond a doubt excellent proof.
2. **SECONDARY** evidence such as census records, newspaper clippings, old letters, old bible or other family records **CONTEMPORARY TO THE FACTS REPORTED** are almost as good.
3. Circumstantial evidence, implied facts, or hearsay are not considered proof, unless backed up by primary or secondary evidence.
4. Oral, written, or published family traditions are often incorrect, so are **NOT** accepted as proof.
5. Printed or manuscript genealogies, genealogical records, or genealogical compilations are **NOT** acceptable proof, unless they are well documented. Family group sheets and unsupported information from an amateur or professional genealogist are **NOT** acceptable as proof.
6. Material authored by the applicant or his/her family **CANNOT** be considered proof.
7. Documents used as proof must **ACTUALLY STATE THE FACT TO BE PROVEN**.
  - ✓ Census records that **ONLY** state the head of household cannot be used to prove relationship to others in that household.
  - ✓ A father is not proven as being in the area just because his child was born there.
  - ✓ Blood descent is not necessarily proven by owning the same land as an earlier owner by the same name, whether the land was received by inheritance or purchase.
  - ✓ Old letters, family records, etc., can be accepted as proof for only the facts the writer of the letter or record would have actual knowledge. They cannot be accepted as proof for facts the writer could only have obtained by hearsay from older generations or other sources. Identification of the writer and date of the letter or record are a must. The same rule is true of country histories or other published biographies.
  - ✓ Land transactions can only be accepted as evidence of settlement in Huron County, Ohio if the record **ACTUALLY STATES** the individual was living in "this county". There were many absentee land owners and speculators in early Ohio who never set foot in the county.
  - ✓ A tax list can prove residence if the individual is shown as a "resident" not an "absentee owner."
  - ✓ Females must be proven by their MAIDEN NAME. Marriage records, church records, newspaper obituaries, family bibles, and birth and death records can help determine a maiden name.
  - ✓ When a mother/father are above the normal age for having children, the parentage claimed is suspect and must be proven through other sources.
  - ✓ Photographs of tombstones usually prove only birth and death dates. However, sometimes relationships are shown on tombstones and are considered good proof.

# FIVE GENERATION PEDIGREE CHART

Chart No. \_\_\_\_\_

No. \_\_\_\_\_ on this chart is No. \_\_\_\_\_

on chart No. \_\_\_\_\_



b = date of birth  
 w = where/location of birth  
 m = date of marriage  
 w = where/location of marriage  
 d = date of death  
 w = where/location of death



## Huron County Chapter of the Ohio Genealogical Society

### Application for First Families of Huron County, Ohio

Applicant's Full Name	Street Address	County
Full Name of Spouse	City and State	Zip + 4

#### ANCESTORS WHO SETTLED IN HURON COUNTY

			Proven as: Pioneer, Settler, Builder or Century Family
Name of Ancestor	Year first proved in Huron Co.	Township first proved in Huron Co.	

My Huron County Chapter, OGS, dues are paid for the year \_\_\_\_\_.

I, \_\_\_\_\_, do hereby swear that the statements set forth in this application are true, to the best of my knowledge.

Applicant's signature \_\_\_\_\_ Date-\_\_\_\_\_

#### For Society Use Only

First Family number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Fee received: \_\_\_\_\_

Approved: \_\_\_\_\_  
Chairman, First Family
Co-Chairman
Date







## First Families of Ohio—Application

1.	I,	<div style="display: flex; justify-content: space-between; font-size: 8px; margin-bottom: 2px;"> <span>First</span> <span>Middle and/or Maiden Name</span> <span>Surname</span> </div>	Doc #
	was born on	at _____ <small>City /County/ State</small>	Doc #
	on	at _____ <small>City /County/ State</small>	Doc #
	married to		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
2.	I am the child of		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	and spouse		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	married on	at _____ <small>City /County/ State</small>	Doc #
3.	The said	_____ is the <input type="checkbox"/> son <input type="checkbox"/> daughter	Doc #
	of		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	and spouse		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	married on	at _____ <small>City /County/ State</small>	Doc #
4.	The said	_____ is the <input type="checkbox"/> son <input type="checkbox"/> daughter	Doc #
	of		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	and spouse		Doc #
	born on	at _____ <small>City /County/ State</small>	Doc #
	died on	at _____ <small>City /County/ State</small>	Doc #
	married on	at _____ <small>City /County/ State</small>	Doc #

## First Families of Ohio—Application

5. The said \_\_\_\_\_ is the  son  daughter \_\_\_\_\_ Doc # \_\_\_\_\_  
of \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
and spouse \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
married on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_
6. The said \_\_\_\_\_ is the  son  daughter \_\_\_\_\_ Doc # \_\_\_\_\_  
of \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
and spouse \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
married on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_
7. The said \_\_\_\_\_ is the  son  daughter \_\_\_\_\_ Doc # \_\_\_\_\_  
of \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
and spouse \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
married on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_
8. The said \_\_\_\_\_ is the  son  daughter \_\_\_\_\_ Doc # \_\_\_\_\_  
of \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
and spouse \_\_\_\_\_ Doc # \_\_\_\_\_  
born on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
died on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_  
married on \_\_\_\_\_ at \_\_\_\_\_ City /County/ State Doc # \_\_\_\_\_