**Sonoma County Genealogical Society**
**Family Recognition Program**

Tips for a Successful Application

Our first application was from Carmen Finley, and we have included portions of her application as examples of how the documents should look:

* the Application
* the Document list, with links to some of her source documents
** The links in some of the PDF files do not "open in a new window" - you can right click on the link and select to open in a new window, or after you have looked at the linked page, you can use the tool bar's back arrow to return to the previous page.**

* Please note that each source document has the document number and the source citation at the top of the page. This was accomplished by creating a word processing document page for each source, with an image inserted. Be sure that the images are legible, using the best resolution possible. You can also photocopy the source document with the citation printed on a slip of paper placed on top of the document (like this – notice the zigzag edge to the piece with the citation.)

* Follow the suggestions in the Procedures #7 to compile your documents PRIOR to numbering them.

Find the best source document for each event. Do not include superfluous documents, although some events may require more than one, such as one for the birth date and one for the birth place. If in doubt, please refer to the books mentioned in the Procedures by Elizabeth Shown Mills and Thomas W. Jones.

Print your name and address on the back of every page. The easiest way to do this is to place the documents in your printer backwards – always try a test page first to determine which way the paper needs to be oriented. If using an inked address stamp, please be sure that the image does not bleed through to the front of the document.

Be sure to read and re-read the Procedures – incomplete applications will be returned.

The SCGS Genealogical Evidence, Documentation, and Writing [GEDW] Special Interest Group will review the applications. Depending on the complexity of the application, the review process may take a month or more. If you would like to learn more about how to improve your genealogical documentation, please consider joining our GEDW meeting – see the Special Interest Groups page on our website for more details.