

Huron County Chapter of the Ohio Genealogical Society

FIRST FAMILIES RULES AND APPLICATION PROCEDURES

The following rules and procedures apply to all divisions of FIRST FAMILIES of Huron County. Applicants must submit an application, application fee, and full documentation for each division they wish to join. 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 be able to prove:
That their ancestor(s) resided in Huron County by 31 Dec 1830 (**Pioneer**), by 31 Dec 1850 (**Settler**), by 31 Dec 1870 (**Builder**) or 100 years prior to the present year (**Century**).
3. Only bloodlines are eligible. Adoptive lines are not eligible.
4. Illegitimacy is not grounds for denial.
5. Eligible Ancestors:
Applications of 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 may apply for earlier designation if new evidence is discovered that they resided in **Huron County at an earlier date than 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 1830, an application may be submitted to make that ancestor a Pioneer First Family.**
6. A \$10.00 fee must accompany the application. Supplemental applications are \$5.00 each for a member who wishes to add on to a line already proven at a later date. Also, a member, at the current time of their original application, can add a parent or child as a First Family member for a fee of \$5.00, without that parent or child being a member of the society. These fees are non-refundable. Upon application approval, the applicant will be presented with a certificate and pin at the chapter's Annual Banquet in April. Replacement pins and certificates may be purchased for a \$5.00 fee each.
7. Deadline for applications is 31 December of each year.
8. Applicants will be notified as soon as possible if their application has been accepted.
9. Applications and accompanying documents become the property of the Huron County Chapter of the Ohio Genealogical Society and will be kept on file at the Firelands Historical Society Library at Norwalk, Ohio.
10. Applications must be signed by the applicant or the person who prepared the application for the applicant. Unsigned applications will not be reviewed.
11. The final approval decision rests with the committee chair(s). Please remember that all HCCOGS chairs are committee member volunteers.

Section B: Application and Evidence Document Preparation Procedures

1. Use INK in dark blue or black when filling out applications. No pencil please.
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 the 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 the document(s). Transcriptions must be certified as TRUE COPIES as defined in #3.
5. Only one photocopy of any document is necessary even though that document may be used as evidence for more than one event or more than one generation. If you are submitting applications for multiple family members, only one photocopy of the documentation for a common ancestor is needed. Multiple photocopies of the same document become confusing to the reviewer and will be discarded due to storage limitations.
6. If you are submitting a supplemental application, submit documents that show direct lineage, even if they have been submitted with the original application.
7. Submit a five or more generation PEDIGREE CHART showing all lines submitted in the application.
8. 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 the corresponding number on the DOCUMENT LIST sheet. All submitted documents must be identified on this list.
9. Fill out the application blanks using the evidence documents that will accompany the application.
10. 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.
11. Documentation must be provided for each DATE, PLACE, or NAME written on the application.
12. Dates should be written in DAY, MONTH, AND YEAR format, i.e. 12 Dec 2012.
13. Write the number of the evidence document for each fact in the space provided at the end of each application line.
14. 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 or for an early Huron County resident that has been identified in early history records as truly living in this area.
15. List and submit documentation for as many spouses as possible, even if they are not in the ancestral lines you are following in the application.
16. All documents submitted are to be on standard letter size 8.5 x 11 inches in order to fit the archival folder in which they will be stored. Re-copy smaller items on 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.

17. Do not use staples, tape, white-out products, gummed labels, sheet protectors or binders.
18. To indicate specific evidence use a red pen or pencil to mark an arrow in the margin of the document.
19. Married applicants must include records for their marriage.
20. Each legal name change for anyone listed on the application must be documented.
21. Application pages may be photo copied to provide space for additional ancestors.
22. 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. Citations may be written in any accessible location on the front of the photocopy or/and include a photocopy of the title page showing all bibliographic information.

Some citation requirements are:

- **Court House:** 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.)
- **Family Bible Pages:** Must be accompanied by a photocopy or True Copy transcription 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 findings 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 city, state, name and date of the newspaper. 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 number and repository where you used it should be recorded.
- **Internet Documents:** The website's address must be indicated. Do not copy and paste long web addresses leading to a specific document. Citing the website name, URL and date of access is sufficient for future researchers to find the same document later.

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 and 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. Materials authored by the applicant or his/her family CANNOT be considered to be proof.
7. Documents used as proof must ACTUALLY STATE THE FACT TO BE PROVEN.
 - ✓ Census records that ONLY state the head of the household cannot be used to prove relationship to others in the household.
 - ✓ A father is not proven as being in the area just because this 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 recorder 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 is a must. The same rule is true of county 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 tombstone and are considered good proof.