

## Instructions on preparing your Mayflower application

You should have received a worksheet from the Deputy Historian or Historian. If you have not, please contact one of us for a copy. The worksheet is a rough draft document. It is your responsibility to complete it and make any corrections necessary.

Completed worksheets and documentation should only be sent to the Historian. No documents or fees should ever be sent to the Deputy Historian.

Remember, your Historian and Deputy Historian are volunteers. The more closely you follow these instructions, the faster we will be able to turn your application around and get it mailed to the General Society for review by the Historian General.

- You only need one copy of your worksheet. It must be signed. If you made corrections to the one that was sent to you on your computer, please highlight them so those same changes get made on your finished application.
- If you hand-write your worksheet, please make sure it is legible.
- When you record sources on the worksheet, abbreviate so we know which document you mean – you do not need a full citation as we will be sending the documents themselves to the Historian General in Plymouth. Examples of preferred abbreviations are on page 3.
- If the information you want us to use is difficult to find on the document, please use a post it note to point out the relevant data. If I can't find it, I can't use it. This is critical on old, hand-written documents that may be hard to decipher like wills and deeds. Please DO NOT use post-its on legible documents. It can take you hours to put them on, and us hours to remove them!
- Submit 2 photocopies of each piece of documentation (keep the originals in your own files). One copy will be sent to Plymouth and the second remain in the files of the Ohio Society until your file is put into storage at the Ohio Genealogical Society library. We DO NOT need certified copies.
- We DO NOT need copies of documents we already have! That includes pages from the MF books, Barbour records, or any other record that was listed on your worksheet when you received it unless we specifically asked for a copy.
- We DO NOT need copies of the index pages from websites for the documents you are sending. We DO NOT need full page source citations. All that extra paper will just get shredded or recycled but takes a lot of time to remove from your packets. If you want to give us the source information, write it in pencil on the back of the document.
- All the documents you submit will be scanned, so do not staple pages together. All documents should be letter or legal sized and single sided. Letter size is preferred as that is the size of our file boxes. Any document or photograph smaller than 8 ½ x 11 must be either photocopied on a letter sized piece of paper, or securely taped to one.
- If you include grave stone photos, please record the name of the cemetery and its location on the copies.
- Bible records must include a copy of the title page and all family record pages.
- Published books must include a copy of the title page.

- Newspaper clippings or obituary notices must be photocopies of the entire clipping, showing the name of the newspaper and date of its publication. You may use a second page for the newspaper header. If the original is small, please include an enlargement.
- All census records should include the full page. The enumeration date and location are important information. For 1900 and later census records, include a zoomed-in screen shot of the family that stretches from the name column to the birthplace column.
- For handwritten, ledger style vital records, include a copy of the full page and then a zoomed-in screen shot of the relevant record.
- Do not write on the front of your proofs; if clarification is needed, make any notes on post-it notes. Remember – the documents must say what you are trying to prove!
- Do not enclose any documents in plastic sheet protectors, file folders or binders.
- Do not submit duplicates of documents if they support more than one person or generation – keep all pages of multi-page documents together and make a note on the back in pencil indicating the relevant generations. Sort these documents with the other documents for the most modern generation covered.
- All documents must be legible – if we can't read it, you can't use it. Make sure dates are not cut off on certificates. Make sure the copies are large enough to be read easily.
- Please do sort your documents by generation - you should have 2 identical packets of proofs. Each packet should have your birth certificate on top and the oldest generation you are proving at the bottom. You can help your volunteer Historian a whole lot by putting your documents in this order:
  - Your birth certificate should be on top followed (if applicable) by your marriage(s) and documents for your spouse(s)
  - Put each following generation in this order: Line carrier birth, line carrier death, all marriages (line carrier and spouse), spouse(s) birth, spouse(s) death. Census records should follow the birth of the youngest person listed with the other documents for his/her generation. Headstone photos and obituaries should follow the person's death certificate. If spouses are listed on the same stone, the gs photo follows the line carrier's death.
- If you have a copy of a previous Mayflower Society application that parallels your line, please include one copy with your packet.
- Do not include any documents that you have not referenced.
- Do not include family group sheets or pedigree charts.
- Do not include any documents for your young children. We don't need them until they are over 18 and ready to apply for full membership.
- If several members of your family are applying at the same time, you can send all the documentation together. If this is a new line for the Society, one application will be sent to Plymouth to open the line, and then the other family members will be submitted after the first line has been approved.
- Please send your application to the Historian at the address below by regular postal mail. Do not send fees until you are asked for them.

If you have any questions, please feel free to contact us.

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This is the way a thoroughly completed recent generation should look!

12. JANE DOE

b.	Cleveland, Cuyahoga Co, OH	5 Jan 1920	B/C
d.	Akron, Summit Co, OH	11 Oct 1999	D/C (79, parents); gs photo
m.	Akron, Summit Co, OH	1 Jun 1945	M/C (parents)
married to Samuel Smith			(Spouse's parents' names – no documents needed) [John Smith – Sally Jones]
b.	Cincinnati, Hamilton Co, OH	15 May 1915	B/C
d.	Akron, Summit Co, OH	8 Jun 2000	D/C (85, parents)

Examples of Common abbreviations:

Mayflower Families through 5 Generations Volume 19 page 125	MF 19: 125
Mayflower Families in Progress, Brewster, person # 100	MFIP Brewster #100
Birth, Marriage or Death Certificate (only a single event is documented)	B/C, M/C, D/C
Birth, Marriage or Death Record (multiple events in a single document)	B/R, M/R, D/R
Federal Census Year 1850 North Carolina	1850 FC NC
Vital Records of Kingston, MA pg. 161	Kingston VR: 161
Vital Records of Rhode Island (Arnold) Vol. 3, part 1, pg. 10	VR RI 3:1:10
Rhode Island Vital Records (Beaman) Vol. 3, pg. 270	RIVR (Beaman) 3:270
Grave Stone photograph	gs photo
Harlow Family pg. 60	Harlow Fam: 60
New England Historical and Genealogical Register Vol. 3, pg. 30	NEHGR 3:30
Plymouth County Probate Records Vol. 39, pg. 68	PLY Co. PR 39:68
Plymouth County Deeds Vol. 2, pg. 50	PLY Co. Deeds 2:50
If B/C, M/C or D/C used as a reference for other than the event itself, place in parenthesis.	(B/C) (M/C) (D/C)
No mother's maiden name	nmmn
Parents	pars
No given name	ngn
No record found	NRF
Put dates and places you think are correct but cannot prove in square brackets	[1800]