

Application Instructions

Read these Instructions *before* you begin.

Thank you for your interest in *Order of the Star and Sail*. This application is a form-fill PDF that can be completed using any PDF software.

Membership Requirements

Membership is open to all ladies and gentlemen, at least 18 years of age, of good moral character and reputation, who can prove lineal descent from an American (including immigrant) ancestor who had active service within the timeframe 1607 through 1850 in one or more of the maritime occupations: Captain, Ship Owner, Shipwright, or Mariner. The ancestor must have sailed the coasts or open ocean. A list of possibilities by category and suggestions for sources of documentation of your ancestor's occupation appear below.

Completing Your Application

Complete **all** fields on the first page. We require all information in order to communicate with you as necessary. Your information is not shared with the general public and is not sold. If any part of your personal contact information is unpublished or if you do not wish it to be included in the Order's membership directory (published solely for the benefit of the membership), make a notation on your application next to the privileged information.

Beginning at the top of the first page, tick the appropriate box indicating whether this is your Initial Application or a Supplementary Application. All instructions below apply to both types.

Include your **FULL** name (first, middle, maiden, last), even if you do not use one or more of those names. Separately, enter your name exactly as you wish it on your membership certificate in the appropriate space provided further down on the first page.

Enter your address, including ZIP **plus four**. If you don't know your "plus four," you'll find it on a utility bill.

Enter your ancestor's service, paying particular attention to ticking appropriate boxes.

On pages 2-7, beginning with yourself, complete the genealogical blocks necessary to complete your lineage. Use your TAB key to move through the form. Not all genealogical blocks may be needed.

On page 8: prepare a brief biography (a paragraph or so) of the life of your ancestor. Write it in your own words, perhaps synopsisizing various entries and references to his life found during your research. We will use these in future publications (including, possibly, posting on our website). You do not have to be a published author to write a few sentences. Do your best.

Documentation Requirements for Membership

Applicants must provide clear and verifiable documentation to establish:

1. Parent-child relationships for each generation
2. Dates and locations of birth, marriage, and death, when available
3. Proof of qualifying service

All documentation must be submitted in the form of **legible copies** or **digital scans**. Do not send originals.

Acceptable forms of documentation include:

- Vital records (birth, marriage, death certificates)
- Church records (baptisms, burials, marriages)
- Estate, probate, and land records
- Censuses
- Military or naval pension files
- Published genealogies or compiled family histories
- Bible records (must include title page)
- Tombstone photographs **with location noted**

All relevant information appearing on any documentary materials **must be** underlined in red or otherwise highlighted. If this procedure is not followed, the application will not be reviewed.

All applications will be reviewed by the Chart Master (Registrar) and must meet the Order's standard of genealogical proof. The Chart Master reserves the right to request additional documentation should any evidence be deemed insufficient or ambiguous.

Record Copies from certain other societies **may** be deemed acceptable by the Registrar, at that officer's discretion. **Note: A Record Copy** is an approved application that you had to prove from start to finish using acceptable evidence. It **did not** rely on another society's application. It must contain all approving officers' signatures, the membership number, and the date of approval. Membership Certificates **do not** constitute a Record Copy and will not be accepted.

When using a Record Copy, DO NOT merely cite to the Record Copy. List **all** sources used to prove the lineage on that Record Copy. Do not use your RETURN key between sources; rather, use a semi-colon (;) to separate document references. This will allow maximum space necessary to provide the information. More, DO NOT provide explanations in the Proof sections. If an explanation is necessary, include it on a separate piece of paper with the appropriate generation.

Qualifying Maritime Occupations

Captain – Those who served as Commanders, Skippers, Shipmasters, or were known by similar titles who held ultimate responsibility for a vessel and her crew.

Shipwright – Artisans and builders involved in the design, construction, or repair of ships. This includes master shipwrights, apprentices, ship-carpenters, sail-makers, lumbermen (who **specifically** are known to have provided logs/lumber for the purpose of ship construction), carpenters (who **specifically** are known to have been occupied otherwise as fishermen), and

others who were employed in shipyards or marine trades directly related to vessel construction.

Shipowner – Individuals who owned, co-owned, or financed vessels used for trade, transport, colonization, or naval purposes.

Mariner – Those who served aboard a vessel as working Seamen, Sailors, Navigators, Clerks, Stewards, Deck-hands, or held some other functional maritime role. They include those who assisted with sailing, record-keeping, or navigation, whether in peace, trade, or conflict.

Acceptable Proof Sources of Qualifying Service

Any of the following vital record or published sources will be accepted, provided they explicitly note service in one of the occupations above. In many cases, citations to primary records will be included in these references, though frequently no specific citation to the occupation is found.

- Ship manifests or logs naming the ancestor in his capacity
- Naval or merchant marine records
- Deeds, Shares, Shipping records
- Town histories or contemporary documents referring to the individual in conjunction with his seafaring occupation
- Estate and probate records (including inventories) that specifically mention an occupation, vessel, or maritime equipment
- Official commissions, letters of marque, or privateer licenses
- Court documents including lawsuits specifically referencing the occupation or an action brought as a result of the occupation
- Newspaper articles or obituaries identifying the ancestor as being engaged in a maritime occupation
- Published Genealogies and other works, such as
 - Books that provide excursive treatment (*Maine Families in 1790*; *Genealogical Dictionary of Maine and New Hampshire*; *Genealogical Dictionary of Rhode Island*; the *Great Migration* series; and other similar works treating families throughout the nation
 - County and/or Town histories
- Other sources will be considered on a case-by-case basis

Dues and Fees

The Order offers Life Membership only. Payment must accompany all applications, as follows:

MEMBERSHIP APPLICATION

Write two checks:

one check in the amount of \$250, payable to “Order of the Star and Sail.” This cost pays for your life dues and Membership Certificate

a second check in the amount of \$50, payable to “Suzanna E. Rawlins.” This is for genealogical review and registration.

Your application, evidentiary documents, and checks should be forwarded to the following address:

Suzanna E. Rawlins, Chart Master
108 Willow Creek South Lane
Alabaster, AL 35007-9057
(e-mail: leaveyourlegacy@att.net)

SUPPLEMENTARY APPLICATIONS

Supplementary Applications are always welcome. The cost for each is payable in two checks, as follows:

- one check in the amount of \$40, payable to “Order of the Star and Sail.” This fee includes a certificate.
- a second check in the amount of \$35, payable to “Suzanna E. Rawlins.” This fee is for genealogical review and registration.

Your Supplementary Application, evidentiary documents, and checks should be forwarded to the address immediately above.

Before Submitting Your Application

Double-check your work to be sure you have done the following:

- ▶ underlined **in red** all information you wish to have considered in your application’s review (highlighting is fine, if you prefer)
- ▶ included all proof documents and evidence
- ▶ included a brief biographical sketch of your ancestor
- ▶ signed your checks, having made them properly payable, as directed above

INSIGNIA

An ordering form for purchase of our insignia will be provided to all members as soon as our insignia have been manufactured.

TIMEFRAME

Allow several weeks to hear from the Genealogist. Remember, even though your checks may have been deposited, it does not mean that your application has been reviewed yet. Checks are deposited soon after receipt in order to allow you to reconcile your bank statement and to avoid the check becoming stale and rejected by the bank.

Once again, THANK YOU for your interest in our Order. We look forward to welcoming you to membership!

(rev. 02-26)



ORDER OF THE STAR AND SAIL

MEMBERSHIP APPLICATION

Initial

Supplementary

Full Name (first, middle, maiden, last): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name for Certificate: _____

Name of Propositus: _____

Who Served as a (tick all that apply) Captain Owner Shipwright Mariner

Name of Vessel (if known): _____

in the 17th (1600s) 18th (1700s) 19th (1800s) Century.

Proof of my Ancestor's service is found in the following records:

I am submitting herewith the following Record Copy in lieu of submitting other evidence:

Name of Society Member # Approved

Please prepare a brief biography (a paragraph or so) about your qualifying Ancestor. Space is provided for this purpose on the last page of this application.

I, the undersigned, do hereby apply for membership in the Order of the Star and Sail by right of my descent from the above Propositus, as evidenced by my documented lineage on the following pages. I confirm that the genealogy contained in this application is true to the best of my knowledge and belief.

Signature of Applicant (Do not write below this line) Date

Amount of Fee Paid _____ Member Number _____

Check Number _____ Supplemental Application Number _____

Signature of Registrar Date of Membership

Provide full and complete names, including wife's maiden name. List all dates as 15 Aug 1960.

I am

1.

b. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

I am the (check one) son daughter of

2.

(give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

3.

(give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

4. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

5. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

6. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

7. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

8. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

9. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

10. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

11. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

12. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

13. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

14. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

15. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

16. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

17. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

The said _____ was the (check one) son daughter of

18. (give husband first) _____

b. _____ at _____

d. _____ at _____

m. _____ at _____

to _____

b. _____ at _____

d. _____ at _____

Proofs:

Please prepare a brief biography (a few sentences is sufficient) of your Propositus ancestor and his service that qualifies for membership in our Order.

Name of Propositus
