



GENERAL SOCIETY OF COLONIAL WARS PROCEDURES for SUBMISSION of APPLICATIONS for MEMBERSHIP

Set forth below are procedures to be followed in connection with the several types of applications for membership and related matters.

All applications, letters, and requests should be presented in digital form.

New Member Application (*Long Form*)

- The State Society Registrar submits the application to GSCW **via email**.
- GSCW will deliver the application to American Ancestors (formerly known as New England Historic Genealogical Society) for genealogical review.
- American Ancestors will log the Applicant's name, State Society, qualifying ancestor, and date received. American Ancestors will review the application and prepare a transmittal form stating "Approved" or "Requires additional evidence," specifying the additional evidence required.
- If additional evidence is required, GSCW will notify the State Society Registrar of what is required.
- If "Approved," applications and proofs are uploaded to a file shared by GSCW and American Ancestors.
- GSCW will edit each application to reflect the assigned member number, date approved, and the signature of the Registrar General.
- Once signed, GSCW will move the approved application to a file shared by GSCW and American Ancestors.
- GSCW will notify the State Society Registrar of new member approval. GSCW will include a link to the completed folder of the new member.
- GSCW will invoice the State Society for processing the application.

Fee ***GSCW will cover the first \$170 of costs incurred. The remainder, typically \$100, plus any supplemental charges if the application requires additional evidence and therefore supplemental review, will be invoiced to the State Society.***

New Member Application (*Short Form*)

Available for applicants whose father, brother, uncle, or grandfather has become a member in the last fifty years (Long Form Applications, approved after 1967).

- The State Society Registrar requests the application of the relative from the GSCW.
- A copy of the application of the relative who is, or was, a member should be included with the prospective Warrior's application.
- The application is then processed as described above regarding long form applications.
- GSCW will invoice the State Society for processing the application.

Fee ***GSCW will cover the first \$170 of costs incurred. The remainder, typically \$100, plus any supplemental charges if the application requires additional evidence and therefore supplemental review, will be invoiced to the State Society.***

Dual Membership Application

To transfer from one State Society to another or to gain dual membership in an additional State Society.

- The requesting Warrior must obtain a letter from his current State Society's Secretary verifying that the requesting Warrior is a member in good standing.
- The requesting Warrior sends the letter to the Secretary of the State Society to which he wishes to transfer or in which he desires dual membership. The new State Society follows its own rules to approve the Warrior as a member of that Society.
- If approved by the new State Society, the new State Society will submit a copy of the completed Dual Form application, a copy of the letter of good standing, and confirmation of the new State Society's approval to GSCW.
- Appropriate changes and/or additions will be made in GSCW databases & GSCW website.
- The application copy will be sent to both State Societies and filed by GSCW for its records.

Fee ***\$75***

Supplemental Applications

A current Warrior wishes to honor additional ancestors by proving additional lines of descent.

- Supplemental Applications are essentially new Long Form Applications and follow the same process, except:
 - A copy of the applying Warrior's original approved application establishing his first line of descent should be submitted with the supplemental application.
 - A new membership number is not assigned since the Warrior is already a member.
- Any relevant State Society is notified of the approval, along with a link to the folder for the file.

Fee ***Supplemental applications are at the cost of the applicant or his relevant State Society. GSCW will invoice the State Society for all American Ancestors charges plus a \$90 administrative fee for each supplemental application.***

Archived Application Requests

- A State Society Registrar may request an archived earlier-approved application from GSCW.
- If the application exists in GSCW's digital files, GSCW will send the requested application to the State Society Registrar.
- If the application is not in GSCW's digital files, GSCW will request that American Ancestors obtain the application from the archives.
- GSCW will forward the requested application to the requesting State Society Registrar.
- GSCW will also upload the requested application into the member application folder.
- GSCW will invoice the requesting State Society for the application retrieval.

Fee ***If in GSCW Digital Files*** ***\$25***
If Retrieved from Archives ***\$50***