

Requirements List

Committee of Assistance

Google Group

Cox Software Date Fix

Registrar Training

Genealogy Committee Policy Changes

Status of application approval

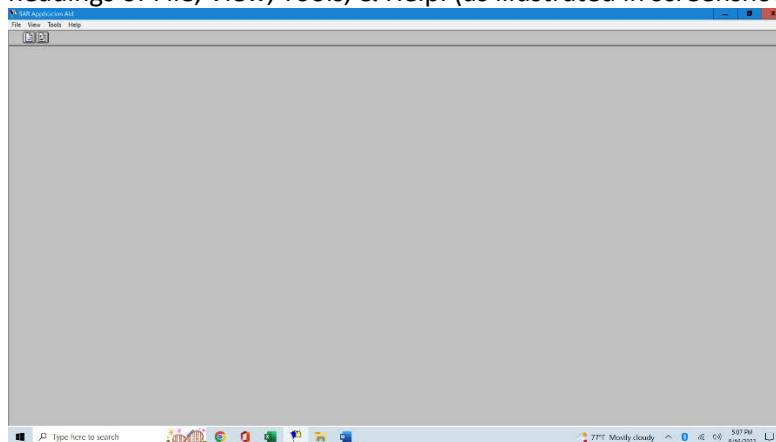
1. Requirements List – Thanks to Compatriot Terry Briggs (CA), we have a Requirements List Checklist that abbreviates the Requirements List. I have also heard some strong feedback that State Registrars are already signing the application; therefore there is no need for their signature on the checklist. I am sensing a need for the chapter registrar to be involved with both new and supplemental applications; although there is no written requirement to involve the chapter registrar in supplemental applications, the percentage of pended supplemental applications indicates that we need to do something different. Also, the chapter registrar may or may not be a Sponsor or Co-Sponsor on the application but he does need to review all applications before they are sent to the State Point of Contact.
2. Committee of Assistance – The Genealogy Committee has offered assistance for pended new applications that a state society may need to have some help with. John Schatzel (KS) is the chairman of the committee. He can be reached by email at jshatz82@aol.com
3. Google Group – Christopher Smithson (MD) has developed an Applications Helpers Group Google Chat that allows folks to ask for help about applications that are difficult to complete. It is also a good place to ask for assistance in getting documents that are not from your local area; someone in the group might live in the area from which you need to obtain a document/gravesite, etc. Here is the link for those that are interested in joining the SAR Application Helpers Group.
<https://groups.google.com/g/sar-application-helpers>

It will send me an alert for me to accept them. There is a spot to put a message with it. I am asking that they put their name and Chapter and/or State Society that they are from.

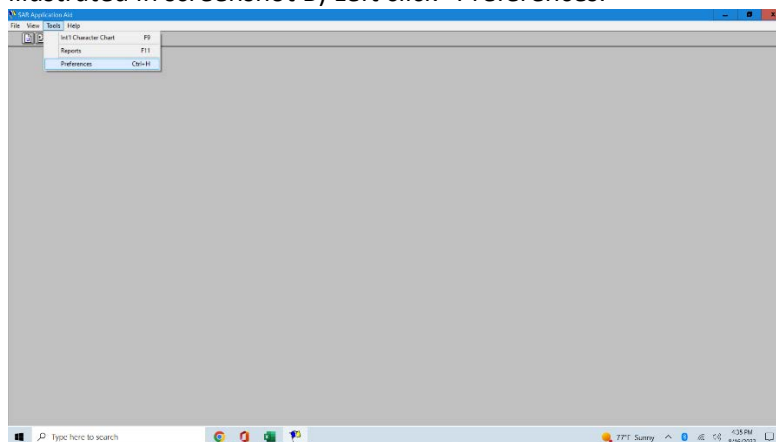
To send an email to the group once you are a member is
sar-application-helpers@googlegroups.com

4. Date Fix for COX Software - Compatriot Ron Bearden (AL)
 - a. If you are having a problem entering certain dates into the COX Software in the genealogy section of the form, this fix should take care of it. The problem you may be having is when you enter Mar 1876 into the blank and the COX Software changes your entry to 01 Mar 1876. "01" is added as a default because of the way the preferences are set. Follow these instructions to change the preferences setting.
 - b. This will allow you to enter the date Mar 1876 without the program changing it and adding the default date of "01". Open the COX Software so that you see the menu

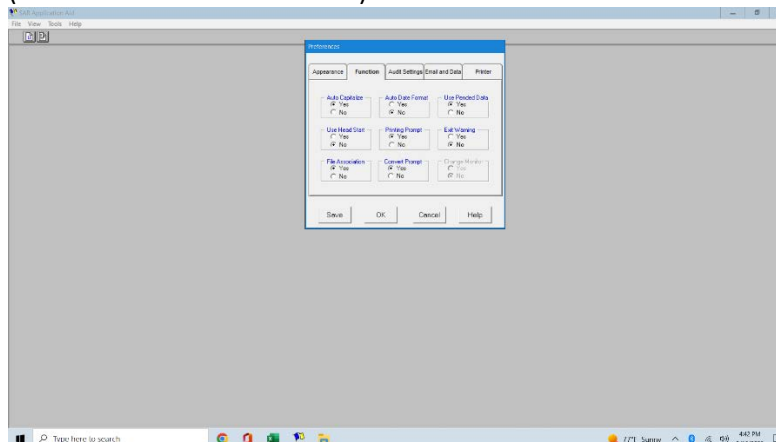
headings of File, View, Tools, & Help. (as illustrated in screenshot A)



- c. Left click "Tools." When you see the "Tools" menu, go down to "Preferences." (as illustrated in screenshot B) Left click "Preferences."



- d. When you see the "Preferences" window pop up, left click the second tab, "Function." (as illustrated in screenshot C)



- e. With the "Function" tab open, look for "Auto Date Format." Change the bubble from "Yes" to "No."
- f. Click "Save" in the lower left corner of the "Preferences" window.
- g. This should allow you to enter any date onto the application form without COX changing it to a default date format.

5. Registrar Training – We have a plan to present an online Registrar Training Class prepared by a Genealogy Committee Member, Dennis van Wormer, (MI). This is a six-week course, one day a week. The topics to be covered include:
 - a. Correctly filling out an application
 - b. Proper documentation and citation
 - c. Application printing, review, and submission
 - d. Genealogy research best practices
 - e. Genealogical proof arguments
 - f. Final topics and thoughts
6. Genealogy Committee policy changes – The most recent rendition of the Genealogy Committee Policies is dated 25 Jul 2022. The significant changes in the document include:
 - a. Identifying a date, 1 Jan 2012, after which applications can be accepted as reliable sources for future applications, as long as the application or patriot has not been subsequently flagged by the genealogy staff.
 - b. There is now a requirement to “List on the application only information for which a proof is given.”
7. Supplemental Applications are being pended at an alarming rate. Approval of these applications for 2022 is only 81.95 % nationwide. We need to do a better job of review of the supplemental applications before submission for Genealogy Staff approval.
8. As of 31 Jul 2022 we have about 866 new applications and 734 supplemental applications received at Louisville that need to be reviewed and approved.

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