

Apr 1974 Apr 1974 #3
3.

JACKSONVILLE GENEAL JOURNAL

Volume No. II Issue #1

April 1974

HELPFUL HINTS FOR HOPEFULS WHO WRITE LETTERS OF INQUIRY

A Workbook of New Ideas

Dear Sir or Madam:

I am writing this letter of inquiry to find out about my grandpa who once lived in Morgan County. His name was Elijah Smith. He was borned in the state of Vermont about in the year 1760. He lived in Morgan County about 1836, then moved to Scott County, and other places I don't know about. He died somewhere in Iowa about 1859. He sure lived to a ripe old age didn't he? Send me everything you can find on the Elijah Smith family.

Yours truly,

Mrs. Mary Smith

Dear Mary:

I suggest you read our workbook of good ideas on "Helpful Hints For Hopefuls Who Write Letters of Inquiry". Pay particular attention to the "Common Objectives of Letter-writers and Recipients," "Consideration for Communications by Correspondence", and "Problems Faced by Researchers and Inquirers". Effort exerted in right genealogical directions will give you Positive Action for Success.

Observe the rules for stating "Whose Who was Where and When". Towards the back of this new workbook are Query Data Sheets and Family Record forms you can make from narrow-line notebook paper if you do not type. I sincerely hope these Helpful Hints will be useful in writing your future Letters of Inquiry. Then let us hear from you again.

Yours very truly,

Mrs. Florence Hutchison, President

JACKSONVILLE AREA GENEALOGICAL SOCIETY

P. O. Box 21

Jacksonville ILLINOIS 62650

HELPFUL HINTS FOR HOPEFULS WHO SEND LETTERS OF INQUIRY

Florence Hutchison

Did you every hear a genealogical friend say, "I've written a lot of letters, but didn't get any (many) answers."? The person who makes such a statement is usually resentful of the fact, and inclined to blame those to whom he wrote. He probably never considered that he (or she) might be to blame because of faulty letter-writing habits.

A person (other than a professional genealogist) is under no obligation to answer - except common courtesy, and the desire to help others. When he receives an unsolicited letter he may have to take much time to research the matter. He may give the letter to other interested genealogists, and find no takers. The request bogs down for a better time - and Time passes on with no answer. The question seems to be - should the researcher use the stamp to acknowledge the letter without information? or, should he hold the file hoping to come across some information?

A Hopeful who sends out query letters would probably rather have some good news a year later, than nothing except acknowledgement. But circumstances alter cases. If his letter does not return, it is assumed it reaches its destination - when sent first class mail. In many cases, a genealogical researcher travels a lot, so the letter may come during that time, and is naturally not answered. This person, upon returning, generally finds a stack of mail awaiting his attention. It takes a long time to catch up - if ever.

Therefore, a writer should conclude that a letter of inquiry may, or may not be answered soon. Why pin hopes on one letter? It is work, effort and postage to send out many letters - but one should keep trying. If you never send any ships out to sea, can you ever expect one to come back?

A letter of inquiry might have been written to a person who is "snowed under" with correspondence and personal research. Even in the latter case, however, a letter-writer might get a return if he simplified his requests, and made it easy for the researcher to answer. Perhaps the answer to better communications might be found in the following A B C's:

- A. Common Objectives of Letter-writers and Recipients
- B. Considerations for Communications by Correspondence
- C. Problems Faced by Researchers
- D. Problems Caused by "Penny-pinching" Inquirers
- E. Effort Exerted - Positive Action for Success
- F. Filing, Handwriting, Typing, Duplicating
- G. Genealogy is a Three-way Street
- H. Whose Who was Where and When?

It is assumed that the points considered in this article pertain to letters of inquiry written to secure family history information from fellow genealogists and/or relatives - not professional researchers and courthouse officials. However, many of these points can be applied to those business letters of inquiry also.

A. COMMON OBJECTIVES OF LETTER-WRITERS AND RECIPIENTS:

1. A letter that will attract favorable attention and reader response
2. A planned letter that does not "ramble all over the place"
3. A letter that is simplified, easy to read and interpret
4. A letter with uncrowded writing on one side of page only
5. A letter easy to file - 8½" x 11" preferably
6. A letter with ample left margin for hole-punching, if desired
7. A letter with specific questions listed in one section
8. A letter with an alphabetical list of names mentioned
9. A letter with full address (plus zip) of both writer and recipient
10. A letter fully dated - name of month, day and year
11. A letter typed, or penned with ink that can be duplicated
12. A letter that does not say "Send me all you have on So&So's Family".

B. CONSIDERATION FOR COMMUNICATIONS BY CORRESPONDENCE:

1. Consult ancestral charts or family-data sheets for reference while writing
2. Compose an outline of desired information, and list questions
3. Check questions for clear meaning and brevity
4. Courteously approach fellow genealogists and/or relatives
5. Create enthusiasm for favorable response using the principles of
6. Clean typing, or readable uncrowded handwriting
7. Clear spaces - margins top, bottom, between paragraphs; left side at least ¾ inch for hole-punching
8. Concise wording
9. Clear meaning
10. Columnized and standardized information where possible
11. Cooperation offers
12. Complete list of enclosures for reference
13. Congenial closing
14. Courtesy SASE (self-addressed stamped envelope), or stamp
15. Charts or query forms sent with known data on family(ies) of inquiry
Send two - if possible
 - a. One for future reference of researcher
 - b. One to be returned to inquirer with additions and/or corrections

C. PROBLEMS FACED BY FELLOW GENEALOGISTS:

Which comes first? - the egg or the hen? This unanswered enigma has a genealogical counterpart. When a person seeks help from a fellow genealogist, the questions that naturally arise:

1. Who will I approach?
2. How will I make my request?
3. Will there be a charge? How much, if any?
4. Will I be wasting my stamps?
5. How much information should I ask for?
6. How much family history should I send along?

C. Problems Faced by Fellow Genealogists (continued):

Most inquirers, particularly beginners, don't think this far. The individual gets a brilliant idea "Maybe that person will help me find my grandma (pa) in that county!" Without planning ahead, he (or she) just sits down, picks up the first writing paper he comes to and narrates the known family history, and asks for "anything you can find on So&So". He knows what he wants - doesn't everybody?

What are the problems of the recipient of such a random query?
What are his responsibilities?

1. Is he obligated to answer because a stamp was enclosed?
2. Should he waste the stamp by sending back a letter of acknowledgement?
3. Should he hold the letter to read at the genealogical Society meeting two or three weeks from now? even longer?

The following ideas are not the answer to all problems, but only one person's thought when she receives letters of inquiry requesting help to find some relatives who lived in this area. One letter analyzed has partial information about 14 people, with 4 minor spouses. This letter contains several questions and suggestions for looking up information. This is good. We know what they are looking for. ---But--- do you know how many pages all of this genealogical information took? The person used one handwritten sheet of typing paper filled on both sides!

I spent more than one hour interpreting the information, and setting the data down on query forms getting it ready to go to the courthouse and library some day. Then I alphabetized the names on a list so that when indexes are consulted, it will be much easier to scan and locate the right name. ---But--- prior to this, during the past month, I spent numerous times looking at the letter on my table wondering "How will I ever bring order out of chaos?" I had no desire to tackle the problem.

A sincere desire to help the inquirer finally led me to try to work out helpful hints for easier communications between an inquirer and his genealogical contact. Then I developed Query Data Sheet #1 as one answer to the problem. For me, this is going to solve a lot of problems of research. But will it work for everybody? Probably not, but please consider the possibilities. At any rate, the following pages contain a lot of Helpful Hints for Hopefuls who want to write effective letters of inquiry.

Should I write about this one family? or both related families in one letter? is a problem of the writer.

If a researcher is going to a courthouse to look up records for a fellow genealogist - whether a fee is involved or not - he might prefer to use his probable "one-time look" for more than one family name - or related family surnames. Sometimes one finds a person by looking in the alternate records, where otherwise he would not find him (or her). The fact that the person was not listed in one place where it was expected, would be faulty and disappointing information to return.

One might therefore conclude that having as much data as possible on both families might speed the search and gain positive results. One might just as well look for several names in each index during one time span.

How long should my letter be? How much family history should I send? What are my responsibilities to my fellow genealogist who might help me? These are questions which have no stock answer. Each person has to work out this problem for himself. But let us look at the other side of the question.

As a researcher, I find that it "turns me off" to have to interpret a small sheet of paper with closely-written handwriting on both sides of the page. While such requests are usually simple, the correspondent is wasting my time, and he will probably get a small return for his stamp and efforts. Here are the problems faced by the researcher, and recipient of a request:

1. Who can properly file a small sheet or two of perfumed stationery for future reference?
2. How can one punch holes for inserting "the Thing" in a 3-hole notebook? without destroying some important dates?
3. How can one add notes to a letter that is written from top to bottom, side to side, front and back?
4. How can one keep from getting frustrated when he has to search for the zip code, and wonder whether the person is Miss, Mrs., or a Mister?
5. How can one read and handle tissue-thin onion skin papers written with dim ribbons?

How simple and easy the problem would be solved for the researcher if the inquirer had planned and prepared his known data properly:

1. Data standardized and put in columns for easy reference
2. Spaces left blank for insertion of data found
3. Questions carefully thought out, edited, and listed
4. An alphabetical list of the persons for whom he wishes data
5. Two copies of known family history data
 - a. One for researcher and his Society
 - b. One returned to Inquirer for his records

D. PROBLEMS CAUSED BY "PENNY-PINCHING" NON-PLANNERS:

About 8 query beginners out of 10 seem to be "penny-pinchers", as regards stationery, proper envelopes, pens, and typewriter ribbons:

1. They use one sheet of paper
2. Write clear out to all the edges
3. Fill both sides of sheet
4. Depend on your finding their address on the envelope. Result: "Now where in the world did that envelope get to?"
5. Do not send a stamp for a reply. They consider a fellow genealogist as a paid officer of the Society, instead of a happy volunteer
6. Find an old pencil tablet and use an ink pen that spreads
7. Think in this fashion (apparently):
 - a. Since my letter doesn't need all that paper - I'll just tear off the excess at the bottom
 - b. This beautiful stationery I got for Christmas will be nice to send queries on
 - c. Here's a tablet of nice thin paper (used for airmail) - it won't cost so much to send several pages of family inquiries
 - d. This will be a good way to use odd-shaped envelopes left over
 - e. I don't know how to clean the type or change ribbons on this old typewriter. It doesn't matter, though, it still writes. What difference does it make? They can read it better than my writing anyway!

E. EFFORT EXERTED = POSITIVE ACTION FOR SUCCESS:

Exert some effort in the area of genealogy. Count it your "continued education". Take hold of yourself - take positive action. Your letters need to be as simple and business-like as you can make them - but you can't do it without good planning, study, and spending of a little money for proper supplies. Don't give a busy researcher your left-overs - give her your best. It will pay rich dividends - not money - but pleasure and thrill of discovery.

1. Buy proper supplies to have on hand at all times
 - a. Paper: 8½" x 11" typing and/or ruled notebook paper
 - b. Pens that write properly: fine-point accountant's pens, black and/or blue that will "zerrox"
 - c. Envelopes: long white business envelopes.
Some book stores carry sizes #10 and #11 which fit together without folding
 - d. Stamps: if you send stamps only, buy those along the edge of the page of stamps, so that there is an extension left on the stamp to stick to the letter
2. Organize your family history data for easy reference. Duplicate the vital data charts of your ancestors, and have ready for inclusion in letters to fellow genealogists and relatives. Be prepared
3. Have a pad handy at all hours - day or night - to jot down questions or family history data as you think of it in reflective moments. You will never remember what it was you thought of, later.
4. Read a book on writing business letters, or genealogical queries
5. Prepare your typewriter for positive action
 - a. Change that dim ribbon!
 - b. Clean the type occasionally. See Section F for other hints
 - c. Use a pin to pick out clogs in O, E, A, etc.
6. If you can't write straight on plain paper, use ruled notebook paper 8½" x 11". These can be filed with genealogical records better than fancy odd-sized social stationery
7. If you don't have query or family history sheets, you can take a ruler and draw vertical lines down your page, and columnize your data as we have it on the sample data sheets enclosed.
Another alternative is to buy Columnar Ruled Paqs at book stores. These are excellent for setting down Census data.
Or use quarter-inch graph paper .
8. Plan your letters! don't write "willy-nilly"
Know exactly what you are going to say ahead of time
9. Make an outline and list of questions
10. Include as much vital data as possible: birth, marriage & death dates
Add city (cy), state (st) and county (co) of each occurrence, when known
11. In spaces indicated as (), put question marks if data is wanted (?)
 - a. (pr) = proof of date is probably correct
 - b. (pvd) = proved date, legally. List source of proof, and where found
 - c. (?) = need data, or "Is this date correct?"
 - d. (? ✓) = date checked out okay
12. Standardize and columnize all information possible - don't narrate it.
Leave blanks for unknown data
13. Use a fine-point pen that will duplicate. "Zerxing" and other such methods makes handwriting appear thicker.
14. Pencil in unsure data and question marks so that they can be changed, if necessary.

15. Don't try to crowd your information in too small a space!
16. If you make an error, use Liquid Paper solution to blot out the error. Let dry thoroughly, and you will have a nice writing surface to put information in correctly
17. Don't write on both sides of paper - unless you have only a sentence or two more, plus name only, if address is on front page
18. List all enclosures for reference by writer and recipient
19. Number your pages in multiple-page letters
20. Include your full address with zip code in letter.
This saves time eventually, and provides good reference data
21. Indicate whether you are Miss, Mrs., Mr. in letter. Your given name might be male or female; as Shirley, Evelyn, Frances, wherein i and e might be unclear
22. Become familiar with genealogical and legal terminology.
Duplicate, and have handy for reference:
 - a. Standard abbreviations used in genealogy
 - b. Legal terms as applied to documents usually researched for family history
 - c. Rules for sending queries to genealogical magazines - taken from several kinds of publications
23. Count your costs as "continuing education".
We all know that there is no such thing as "free public education". Why should we expect genealogical education to be free of charge? This is our opportunity to gain experiences not taught in any institution - when we work and pull together, and share with other fellow genealogists.

F. FILING, HANDWRITING, TYPING, DUPLICATING HINTS FOR BEGINNERS:

Genealogy is unique - the correspondence between individuals is for filing, in general, not discarding. In this respect, standard size typing paper and ruled 3-hole notebook paper is preferable to fancy stationery of odd sizes.

1. Buy standard size 8½" x 11" ruled notebook paper, or typing paper, depending upon which you use in your notebooks on family history
 - a. Watch that you do not get the smaller school size 8 x 10½" either in typing or notebook paper, or dividers for sections
 - b. Decide whether you are going to use wide-line or narrow-line ruled notebook paper, and buy in sufficient quantities
 - 1) The narrow-line 8½x11 can be found in book stores. Each line corresponds to 1½ spaces on a typewriter
2. Avoid legal size paper 8½" x 14" when possible for notebooks. However, if you do have some to file in your regular notebook here is a tip on how to include occasional 14" pages
 - a. Measure down from top 11 inches
 - b. Fold bottom excess up
 - c. Punch holes for 3 rings as usual
 - d. With scissors, clip out hole made in bottom part
 - e. Insert in notebook with bottom folded up, and tuck around ring properly. This will permit flap to stay up, and yet be turned down for reading
3. Avoid tissue thin onionskin papers for vital data knowledge. Should one receive such papers, overcome the disadvantage
 - a. Adhere the onion skin to a page of regular heavier typing paper which makes the words stand out for easier reading or duplicating
 - b. Duplicate the letter for permanent files

4. To file small letters written on both sides of page:
 - a. Duplicate (zerox) back side of letter
 - b. Paste front page of letter to back side of zerox, and use as page to file
 - c. Put a dab of rubber cement of four corners, and a dab in center of page - it does not have to be smeared all over.
Should one ever want to read the back, he can carefully and slowly pull letter away from zerox
5. Insertable Index Divider sheets with tabs for each family are desirable in your family history notebooks. Caution: there are two sizes Don't get the 10½"x8" size commonly found in "ten-cent stores". Get the 11" x 8½" size. (Numbers on these packages are listed opposite those on typing paper)
6. If you can't write straight on plain paper
 - a. Used ruled notebook paper of standard size
 - b. Make a heavy black-lined paper to put underneath writing page, and hold them together with a clip board
 - c. If you want to make columns even,
 - 1) Use Columnar Ruled pads which you can get with any number of columns,
 - 2) Draw vertical black lines on your underneath page
7. Carbon copies
 - a. For handwriting, buy special pencil carbon on sale at book stores
 - b. For typing, buy the best grade typing carbon available. It does not smear as badly as cheaper quality.
 - c. Typing carbon is not satisfactory for use with handwriting
8. For making corrections of errors on both handwriting and typing,
 - a. Liquid Paper Correction Fluid (more than 1 brand available)
 - b. It is easy to spread, covers mistakes, and makes a firm writing surface within a few seconds after blowing dry
 - c. Available now in several colors to match paper
 - d. There is a thinner for \$1.00 per small bottle made to go with the the fluid, but I am using Energine (1,1,1, trichloroethane in it with success. It is not so expensive. Small cans of this fireproof spot remover cleaning fluid can be purchased at chain drug stores. (Also use this to clean typewriter keys)
 - e. Important hint about putting thinner into Liquid Paper bottles. You can't pour thinner in because there is a plastic rim around the top of the bottle, that is used to scrape excess Liquid off brush. Take a knife blade, lift off plastic insert, then pour a few drops of thinner in the bottle, replace cap and top, shake, and Correction Fluid is ready to use again.
 - f. These solvents evaporate easily - keep bottles well capped when not in use
9. Putting pages, parts, and pictures together, of one kind or another, is a genealogical must. One can use
 - a. Library paste
 - b. Various kinds and brands of white pastes and glue-alls, as desired
 - c. Rubber cement which has advantages
 - 1) Fast drying, rubs clean, non-wrinkling, waterproof
 - 2) Caution: Very irritating to the eyes.
Rub excess amount around your picture away with paper handkerchiefs, rather than your fingers. If your eyes itch and smart, you are probably unconsciously rubbing it in your eyes with your fingers which appear clean. Wash hands frequently.

9. Putting pages, parts, and pictures together (continued):

c. Rubber cement

- 3) Use a safe eye solution to ease any eye pain suffered
- 4) After putting pictures on a page with rubber cement, do not immediately insert in a plastic protection sheet. The solvent in rubber cement will make holes in plastic
- 5) How to preserve rubber cement longer:
Upon getting a new bottle, pour about half of it in an old bottle, tightly seal the rest of the new supply, and have on hand when the "old" becomes thickened, or low in the bottle. This avoids letting air in to a whole bottle of rubber cement at one time

d. Plastic or transparent tapes

- 1) Cellophane - will turn yellow with age, and come unglued
- 2) Scotch magic tape - best, lasts longer. Can write on its surface. Put over tabs on manila file folders, it helps to preserve index writing or information
- 3) Double sticky tape - sticky on both sides. Good for placing sheets together at occasional spots where one does not want it permanently.

To temporarily place a picture, first put a piece of scotch tape (about an inch long) on all four corners on back of picture.

Put a smaller piece of double-stick tape on that tape, and attach picture to page. This holds quite well. To remove picture, the paper on the page will tear first before the picture which has been protected by the scotch tape

10. Typing hints: How to prepare your typewriter for positive action

- a. Change that dim ribbon! If you don't know how - find out. It is really quite simple. But be sure that the spools are exactly like the ones on your typewriter. If you can't find one to fit, keep your old spools and rewind a new ribbon on them. Messy, but possible!
- b. You can buy ribbons in both black and blue. Some data sheets which are mimeographed in black show the typing of data better if in blue.
- c. Clean the type with a toothbrush and cleaning fluid (Energine), or rubbing alcohol, occasionally. Be careful of fumes, and eyes. Always wash hands after using these products.
 - 1) Lay paper towels or handkerchiefs around the key frame to catch excess cleaning fluid
 - 2) Disengage ribbon, and run all keys on a paper towel inserted in platen after cleaning
 - 3) Use a pin to pick out the worst clogs, which usually occur in O, E, A, etc.

11. When typing on printed forms, don't type exactly on the line like this

- a. Use the Variable Line Spacer knob that disengages the platen cylinder which controls regular spacing lines, and move the platen so that the writing is slightly above the line - for easier reading of material like this

12. Duplicating forms at home:

- a. Hectograph Gelatin Duplicator Kit available from Mail Order Houses, and Book Stores
- b. It is approximately \$5.00 to \$6.00, and contains gelatin with a box to hold it, and carbons, with instructions
- c. One can type or handwrite on the carbon, lay it on the gelatin to make an impression of ink. Remove the carbon, lay the sheets of duplicating paper on it one at a time, and your form sheet is imprinted

12. Duplicating forms at home (continued):
 - d. This would be very hard to duplicate sheets of family information to send relatives and fellow genealogists. I included a family history sheet filled out with the names and known data of our ancestors, and a family form sheet to be filled in by the family I was sending a Christmas card to. For the same 8 cents they had their greetings, plus their ancestors they knew nothing about. They returned a sheet with their current family data I didn't know about
13. Hints for duplicating book requests made while researching in libraries:
 - a. To keep a record of books used in a library, have some 3"x5" note pads or index card along, with some pencil carbons cut to fit. While writing the information on the book request slip, you would be duplicating the information on your own 3x5 reference card inserted underneath with the carbon
 - b. Carry these supplies in a small plastic sandwich bag, and they are easy to find in your purse or brief case.
 - c. Add the name of the library and the date on your reference card, and note whether the book was helpful or not, etc.
 - d. Use your name stickers to put on each book request slip given to the librarian, instead of taking time to write out this information on every card - as some libraries require
14. Use the large Zip-Loc plastic bags to separate out collected family data when it is out of your notebook. This keeps everything on one family together. It is better than manila folders, because you can see through it, and know better what you have

G. GENEALOGY IS A THREE-WAY STREET:

Genealogy is a three-way street. Most people want to help others because they might find help in the same way themselves. When you get help from someone you are thrilled. It stirs the hormones in the body, and helps keep one young. But don't forget a thank you letter to them. Help stir their "hormones" too, - they may not otherwise know how happy their letter made you.

One time I sent a biography out of an Atlas to a lady in California. She wrote back "I jumped up and down for joy. The letter came on my birthday, and was the best birthday present I received!" Now results like this really pep a researcher up to the point where he wants to try to please someone again.

Sometimes there is no way to help the giver, but you can pass on the good work by helping a third party. It is a continuing chain of mutual help and friendship. Without letters of inquiry in far places, our links would rust and break down from disuse, and the family history would be lost to our posterity. That is why it is so important for us to send letters with all the vital data we have in our possession, and show whether it has been verified or not, and how. Where the original reference is located is also important.

H. WHOSE WHO WAS WHERE AND WHEN? Rules for recording genealogical data:

1. WHO?

- a. Give full names - as much as you know of it - leave a blank space with a line under it for additional information; e.g.,
John _____ Jones; Ellen (_____) wife of John Jones
 - 1) Librarians leave 8 blank spaces for unknown surnames (about 3/4")
 - 2) Always indicate maiden names of married women with parentheses
- b. In some cases it is well to specify (f) female, or (m) male, especially where names do not have Mrs., Mr., etc. before them; e.g., Shirley May might be a man's name. Shirley May (m) indicates this
- c. If a lady is married, show her maiden name in parentheses
Julia Ann (Smith) Jones
- d. If you don't know a lady's maiden surname, leave a space underlined
Julia Ann (_____) Jones
- e. If married more than once show her as
Julia Ann (Smith) Jones Drysdale
- f. Do not hyphenate two married surnames as Jones-Drysdale, unless that was the name by which she was legally known.
Some English surnames have such hyphenation, and is therefore correct
- g. Nicknames are identifying marks, but should be contained within quotation marks as Walter E. "Pete" Smith
- h. Peculiar to the science of genealogy is the necessity of capitalizing surnames. They are the key family identification a researcher is scanning all lists for.
Capitalize surnames whether hand-lettered or typed.
Thomas H. JONES m. Mary HAVEN. Shirley MAY (m)

2. WHOSE? (All names in illustrations are random and fictitious):

- a. Always give parentage when possible, or leave blanks to fill this important information in later. Maiden surnames and middle names, or even initials, are especially necessary for identification of families with common names; e.g.,
Thomas H. JONES son/of Thomas E. & Mary (HAVEN) JONES
son/of Thomas _____ & Mary (_____) JONES
- b. The maiden name of a wife can identify a family better than anything; especially if accompanied with a "where"
Mary JONES dau/of T_____ E_____ & Mary (HAVEN) JONES of Rockbridge Co. Tenn.

3. WHERE? Use as City (cy), State (st) and County (co) when possible:

- a. Give full names of places and counties.
The abbreviations common in your area, may not be common to people away from there, and may indeed be an abbreviation for another word
- b. States and nations do have standard abbreviations.
While the postoffice uses the two-letter system for states, genealogists better use the 2, 3 or 4 letters, as La., Ore., Mont., etc. for clarity. Short ones should be spelled out, as Maine
- c. You may have abbreviations you understand, but unless you have a key on each page, someone else may not use it that way
Genealogical correspondence is unique in that it is not private, but intended as a record for usage by many people, in many places, states, or even countries/ e.g.,
S.A. might mean St. Angelo, South America, South Australia, etc.

3. Where? (continued)

- d. Follow each birth, marriage and death date with city, state and county of its occurrence, rather than just state
born 6 Jan 1879 Carrollton ILL Co. Greane
- e. If one narrates "born about 1879 in the state of Illinois" in a letter of inquiry, there is no room left to insert required data, and it must be crowded in between words or lines, or re-written in another letter
- f. Leave blank spaces for unknown information
born _____ 1879 (?) _____ ILL Co. _____
This takes up no more room than the narration, and thereby becomes a genealogical record if the blanks are filled in, and initialed by the researcher

4. WHEN? There are several ways of recording dates. Each person has his favorite. Which is best? Why?

- a. Day-month-year: preferable because of columnizing possibilities, and separation of numbers with letters
 - b. 16 Jan 1879
 - m. 6 Aug 1899
 - d. 4 Junel912
- b. A 3-letter abbreviation for the month is fine, except for confusion between Jan and Jun.
For safety, add the letter e in the space between month and year for clarity; e.g., 16 Junel916
- c. Month-day-year by numbers; e.g.,
1-23-1973, or 1/23/1973
Neither of these are desirable because of the confusion of numbers. A researcher has to re-interpret the date with that found in legal documents, or on tombstone readings. Avoid this form on queries
- d. Bad form: 1/23/73. In the next century the reader won't know whether it was 1973 or 1873 that was intended
- e. Month-day-year is normal usage on letters, tombstones, etc.
February 14, 1973, or Feb. 4, 1973
- f. No matter which way you prefer, adopt one style and stay with it, as far as possible; but please avoid giving it by numbers!
- g. Columnize dates for ease in reading, when possible
14 Feb 1973 or, Feb. 14, 1973 or FEB 14 1973
6 May 1972 June 6, 1869 JUNE16 1869
(June spelled out makes for distinct difference from JAN
- h. When columnizing, if not sure of date, use the word circa, meaning about, as (ca) or (ab) or (abt)

If a system of columnizing and leaving blanks for information could be incorporated in letters of inquiry, how much easier would be the task of the researcher. Then each letter would become an accurate record of family history for the future, and avoid the duplications of two letters on one subject.

I. IS POSTAGE A PROBLEM?

Postage to and from a genealogical resource person presents several common problems. There is no one way to solve all of them, because of the variance of advice wanted by the correspondent, and whether the letter is to an individual, an organization, a public official, etc. This article does not pretend to present all facets - just a few ideas.

A common complaint - "I spend a lot of money on sending stamps with my letters, but get no return from them because the person doesn't answer!" Genealogy or family-tree hunting is like marriage - one has to take a chance. One has to give a lot. We either "put up - or shut up". But remember, also, "nothing ventured - nothing gained!" If you never sail any ships out to sea, how do you expect to sit by the shore side and have the pleasure of seeing one return some day?

Genealogy is a speculation game - and can be as exciting. You keep turning ideas over in your head, wondering "How and where will I find my great-great-grandfather?" All you know is a surname - maybe a state. One day you have a good idea picked up from some magazine you have just read, send out a letter - and "hit a jack-pot". This was also somebody else's 2g-grandpa, and he had the record you were seeking! Did you sit right down and thank him?

Postage usually pays off in good dividends - maybe a new-found friend - maybe a peace of mind that you had done all you could to find old grandpa. After the glamour of a good find wears off, however, we unfortunately tend to forget the dividends, and think only about the cost of the stamps.

Here are a few hints as regards sending mail and including postage:

1. Make full use of postage put on a letter.
Did you know that you can send four medium weight pages of typing paper, plus a long stamped self-addressed envelope (SASE) for one first-class stamp? (now 8 cents).
2. You can send 5 pages for one stamp (now 8 cents) if you fold it in three parts and staple together. (This is useful for newsletters of a Society, or family newsletters) Leaving off the envelope makes the difference of one page. Use 16-pound paper, instead of 20-pound.
3. If weight of a letter is doubtful - on the borderline of being too heavy, omit the SASE and adhere a stamp by a tab to letter.
(A stamp enclosed with a letter of inquiry is a courtesy, not a fee.)
4. Make sure your fellow genealogist receives letter
 - a. Without having to pay extra postage
 - b. Being forced to go to postoffice after it, as in some places
 - c. Being frustrated for any reason at time of receiving letter
5. For several papers intended for genealogical filing, use the larger 9" x 12" brown envelopes, instead of smaller envelopes
6. How to fold long white envelopes for less bulk:
 - a. Open flap
 - b. Fold in three parts, as usual

J. IS A QUERY DATA SHEET THE ANSWER TO COMMUNICATION PROBLEMS?

1. Maybe yes, because it standardizes and columnizes vital family data, and provides spaces for the researcher's findings
2. Maybe not, because a supply might not be available when needed
3. Maybe yes, because there would not be so much copying to do by researcher
4. Maybe not, because no one form sheet fits all situations
5. Maybe yes, because an inquirer who carefully studies the data covered on the sample sheet can
 - a. Get good ideas for developing his own form
 - b. Understand what vital data is needed for basic research
 - c. Write a better letter which includes necessary background information
 - d. Use the standardized columns as a model for handwriting his letter on ruled notebook paper. The narrow line paper is same space as query

If the recipient received two copies of the query properly columnized with blank spaces left for unknown data, plus a covering letter with questions listed, and an alphabetical list of persons, then it would be a simple matter to look in courthouse indexes, or historical books and indexes in the library.

Usually trips to such institutions are one-time affairs, and one just as well look for several related names at one time. The query sheet provides space to set information down - either on the front or back, or on the back of the cover letter. If two copies of the query were sent to the researcher, he could return one copy, and keep the other for his files, or those of his Genealogical Society. With less copying to do by researcher, the inquirer would probably receive an answer sooner. The basic vital data work would be done by the inquirer - any new data found added by the researcher. The query could immediately be added to the family history notebook as an official part of the record, and in the files of the Society for future reference.

K. FEATURES OF QUERY DATA SHEET # 1, which contains the following items:

1. Name and address of person sending query, and recipient
2. Dates of compiling, receiving and returning
3. Spaces for vital data of
 - a. Three families, or six individuals
 - b. Parentage of each of the six persons
 - c. Vital dates
 - 1) Birth
 - 2) Marriage
 - 3) Death
 - 4) Age, as listed on tombstones, obituaries, etc.
 - d. Place each event occurred
 - 1) City (cy)
 - 2) State (st)
 - 3) County (co)
4. Two lines for listing children's names for each set of parents
5. Lines at bottom for notes, questions, references. (Also use back).
6. Spaces in parentheses () for question marks, and proof of dates
 - a. (?) = need information, or date is questionable
 - b. (?✓) = questionable date checked out okay, or (?OK)
 - c. (pr) = proof of date is probable, reasonably sure. List source of data
 - d. (pvd) = legally proved date. Always list source of proof, and where found. If no space on front, put it on back of query
7. Please note that this Query Data Sheet # 1 has been developed for trial usage by the Jacksonville Area Genealogical Society, and is not available any place else. Feel free to copy it and make use of it.

QUERY from _____ date _____ page _____
DATA address _____ (ca) = circa, about (ab)
SHEET _____ (pr) = proof, reasonably sure
#1 cy _____ st _____ (pvd) = proved legally
zip _____ (?) = date unsure, need info.
(? ✓) = date or info. okay

1. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

married to: age _____ () d _____
yrs mos das

2. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

children: age _____ () d _____
yrs mos das

3. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

married to: age _____ () d _____
yrs mos das

4. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

children: age _____ () d _____
yrs mos das

5. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

married to age _____ () d _____
yrs mos das

6. _____ dau/son/of _____
() b _____ () cy _____ st _____ co _____
() m _____ () _____

children: age _____ () d _____
yrs mos das

researcher _____
address _____

PART II: RECORDING VITAL STATISTICS

What are the regular vital statistics to be recorded for reference in family history data?

When writing letters of inquiry -- have known data on your families of inquiry at hand for reference. If you took time to pull all of your known family history together in one spot, columnized and standardized, it would serve to show what you did not have, and still required. This known data sent along with your queries would be a way of sharing information with others. Perhaps they might find that your data was incorrect, and would be able to help you correct the errors, straighten out relationships, add origins of the family, or give additional data on maternal lines. Your letters should be written so that they can become a part of the permanent records of any researcher or Genealogical Society to whom they are sent.

Vital statistics are one thing all persons have in common -- they are born in an identifiable spot on earth, at a specific time and date, with certain parentage. All persons live for a few moments, or a time of shorter or longer duration, die at a specific moment and place, and are buried in a spot normally identifiable (unless cremated, or death takes place during a natural disaster). Additional identifying factors occur when an individual marries. The names of the bride and groom, normally, are registered in a certain state, county, and city; in earlier times a church or parish. In all cases, dates of each event, while important, need further identification as to location. In our forms, these are listed as cy (city), st (state), and co (county); e.g.,

cy Jacksonville st ILL co Morgan

One of the major reasons for separating city and county with name of state is for clarity, since names of cities and counties could be identical. Both name of city and county need to be spelled out, because there are no standard abbreviation for them, or they differ in various parts of the country, and might be misinterpreted by others reading your history.

Remember: others will undoubtedly look at your papers some day, so don't use personal abbreviations that only you understand! Don't write just for your own reference. Write it as well as you would for a term paper you were going to hand in to a strict teacher for a good grade!

We hope that what you are recording now, is as accurate as possible, and as understandable to any other person seeing the page. Hand some of your pages to a person not of your own family and have them criticize it for you, and make suggestions for improvement. It is hard for a person to see his own mistakes.

Vital Statistics to include with every person:

1. Birth
2. Parentage
3. Marriage - names of bride and groom. Insert maiden surnames in parentheses; e.g., William E. & Mary (Smith) Jones
4. Death
5. Location (as to city, or nearby town, state or country, and county, etc.)
6. Christening in a church near time of birth
7. Relationships -- whether parents, spouse, daughter, son, etc.
8. Date buried, from cemetery records, obituaries, and death certificates
9. Cemetery name and location, especially county and state; Section, Township, Range and Prime Meridians when possible; e.g., *Waverly East Cemetery, Sec. 12, T13N R8W 3PM.*

Don't forget to include the Prime Meridian in legal descriptions, as this data pinpoints the location exactly on plat maps.

It is a good practice for persons recording family statistics to indicate the person for whom this particular data was prepared, and who compiled the data, and when. Then if a person has a question about some page he has seen, he can contact that person for further knowledge; especially if the date of compiling is set down, indicating that the compiler might still be alive. Make use of name and address stickers on your pages, for identification.

If the researcher is setting down family history data it helps if he has a specific person in mind for whom the knowledge is collected:

1. He (or she) may assume the position of #1 person
2. #1 may be one of his specified children
3. #1 may be the spouse for whom he is collecting family data. It is important to collect the family history on "both sides of the house."
4. #1 may be the ancestor who fought in a specific war, emigrated to this country, or was the earliest known ancestor of a given person

There are different ways of listing family data. Each person must choose his own way:

1. Man always listed first, and wife secondly. Standard procedure.
2. Blood-line relatives listed first, whether male or female
3. When listing children:
 - a. All children listed in order of birth, regardless of sex
 - b. Children listed as they are discovered by researcher
 - c. All males listed first, then females
 - d. All married children listed first, then single children

In order to trace lines (lineage) of descendants from or to ancestors, we prepare different kinds of family charts or registers for easy reference as to relationships. There are numerous forms on the market. A person can choose one that fits his needs. But please! -- observe all good rules of writing clearly on each of them - and uncrowded - so that nobody will have any trouble interpreting the family history so recorded.

Three methods of preparing ancestral charts and lineage registers:

1. Paternal lineage - tracing father's surname
2. Maternal lineage - tracing mother's maiden surname
3. Lineage register - descent in a line from a common progenitor
 - a. Forward from known ancestor, as a Revolutionary war soldier, to yourself, or relative
 - b. Backward from yourself, or relative, to a blood-line ancestor where more than 1 surname is involved, either through maternal and/or paternal lines

The forms presented in this workbook fulfill basic requirements of vital statistics, and can be used as a guide for those beginning genealogists who are starting worksheets for collection of family data. Maybe they do not type, or have any printed forms. The simple ANCESTRAL CHART FOR NO. 1 (either Paternal or Maternal) on page 17 provides standardized and columnized spaces for systematically recording vital statistics. Lacking a form, one can use it as a model using narrow-line standard ruled notebook paper (8½" x 11").

He can draw a vertical line down the middle of the paper between the red marginal line and the right side, putting the husband's data on one side, his wife's on the other.

On the left side of the red marginal line, put in abbreviations on each line b for born, m marriage, d died, w where, or locations, cem for cemetery, etc., using one line for each event. He would have ample space for recording data as for the ANCESTRAL CHARTS (page 17), or the FAMILY RECORD (page 18).

TERNAL ANCESTOR VITAL DATA CHART

SURNAME _____

P/M

1. name _____
 b _____
 w _____
 m _____
 w _____
 d _____
 w _____
 cemetery _____
 where _____

spouse _____
 b _____
 w _____
 d _____
 w _____

2. PARENTS
 name _____
 b _____
 w _____
 m _____
 w _____
 d _____
 w _____
 cemetery _____
 where _____

spouse _____
 b _____
 w _____
 d _____
 w _____

3. GRANDPARENTS
 name _____
 b _____
 w _____
 m _____
 w _____
 d _____
 w _____
 cemetery _____
 where _____

spouse _____
 b _____
 w _____
 d _____
 w _____

4. GREAT-GRANDPARENTS
 name _____
 b _____
 w _____
 m _____
 w _____
 d _____
 w _____
 cemetery _____
 where _____

spouse _____
 b _____
 w _____
 d _____
 w _____

b= born; m= married; d=died; w=where.

List as City, State, and County

* FAMILY RECORD OF _____ 2 _____
 (Surname) (Surname spouse)

Family Data:	References or notes:
Name	Father
born	Mother
where	
christened	
where	
married	
where	
died	age yrs mos das
where	
cemetery	
where	
Spouse	Father
born	Mother
where	
christened	
where	
died	age yrs mos das
where	
cemetery	
where	

CHILDREN	BORN	DIED	MARRIED	SPOUSE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

*Note: This is a model FAMILY RECORD researchers can use on narrowline notebook paper (with 1/4" spacings), when printed forms are not available.
 Male OR Female relative may be mentioned first, with his or her spouse second.
 See next page FAMILY RECORD model with abbreviations.

FAMILY RECORD OF

(Surname)

&

(Surname Spouse)

Family Data:

References or notes:

Name	Father
born	Mother
w	
chri.	
w	
mar.	
w	
died	age yrs mos das
w	
cem.	
w	

Spouse	Father
born	Mother
w	
chri.	
w	
died	age yrs mos das
w	
cem.	
w	

CHILDREN	BORN	DIED	MARRIED	SPOUSE OR NOTES
1				
2				
3				
4				
5				
6				
7				
8				
9				

As has been noted, page 13 is a type of FAMILY RECORD that can be made directly on narrow-line notebook paper if one has no printed forms at home at the time he desires to write a letter of inquiry. This suggested form also makes an excellent worksheet to put in a notebook for recording family history as he goes about collecting records from here and there.

One does not need to spell out all of the words, as given on this model, but may use abbreviations. Words on the sample form are for clarity for those beginning genealogists who are not familiar with all of the items one normally records. One important hint: always add the "where" after the vital statistics of birth, marriage and death dates!

husband = hu or husb	born = b	christened = chr or chri
wife = wi or wife	married = m or marr	cemetery = cem
father = fa or fath	died = d	grandfather = grfa (or grmo)
mother = mo or moth	where = w or wh	great " = g-grfa, gt-grfa

Included next in this workbook, as page 20, is another type of FAMILY RECORD for your consideration. This, too, can be adapted to narrow-line notebook paper. This applies more to early settlers in a county, and contains spaces for information that comes from early county histories, atlases, land, court and military records.

There should be spaces left for the name of compiler, and date of compiling. This information should be included on all forms, whether space is provided or not. One can make good use of name stickers here. If the compiler is known, and the date accomplished, another person reading the data knows to whom he may address questions. It might be equally as profitable for the compiler of the data, as for the reader, to know with whom to share family information.

Page 21 is a sample of a FOUR-GENERATION CHART FOR PERSON #1, giving paternal and maternal lineage. This is different than the ATERNAL ANCESTOR VITAL DATA CHART on page 17, which lists parentage either maternal or paternal.

The FOUR-GENERATION CHART is especially adapted to narrowline notebook paper, but in order to have enough space for all dates in column 3, you have to draw in another 1/4 inch line on the top margin. When copying in the data on your own sheet, copy that in the third column first. This makes it easier to copy in the right spaces in columns 2 and 1.

When drawing your lines, leave more space in the 3rd column, since there is a concentration of 8 people and their vital statistics. Instead of measuring each single page, use a master page over about 6 pages of notebook paper, and with the point of a compass or large darning needle, make pinpoint through all sheets at one time, as a guide for your ruler on each individual sheet. Put a magazine under all, so that your kitchen table won't be pricked!

On FOUR- and SEVEN-GENERATION CHARTS all even numbers are males, and all odd numbers are females, except Person #1 who may be either a son or daughter of Father #2 and Mother #3.

Person #1 may be either yourself, your spouse, your father, or mother, grandfather, etc. In a letter of inquiry, I would place the first persons whom I was seeking in number 2 and 3 places, with the name of one or all children in number 1 place.

Please note: There are 2 lines on our special 4-Generation chart for the name of each individual.

1. Put surname on top line for males; SMITH
2. Put maiden name in parentheses + husband's name (Jones) Smith for females
3. Given names go on second line. If only an initial is known, leave a space for the rest of the name to be added when known. A. B.

FAMILY RECORD
& War Service

war _____
state buried in _____
county buried in _____

Surname _____ page _____

name _____

wife _____

son/of _____

dau/of _____

b _____

b _____

w _____ st _____ co _____

w _____ st _____ co _____

m _____

w _____ st _____ co _____

d _____ age _____ yrs _____ mos _____ das _____

d _____ age _____ yrs _____ mos _____ das _____

w _____ st _____ co _____

w _____ st _____ co _____

cem _____

cem _____

where _____ st _____ co _____

w _____ st _____ co _____

children _____ born _____ died _____

spouse _____ references _____

Came in year _____ st _____ co _____

homesite _____

from _____ st _____ co _____

Land records _____

Court records _____

Military records _____

No. & name members DAR, SAR, DAU-1812, etc

compiled by _____

address _____

Jacksonville Area Genealogical Society
PO Box 21, Jacksonville ILL 62650

FOUR-GENERATION CHART FOR PERSON #1**

Paternal Lineage:

FATHER OF #1	#2	B _____	W _____	M _____	W _____	D _____	W _____
	#4	B _____	W _____	M _____	W _____	D _____	W _____
	#8	B _____	W _____	M _____	W _____	D _____	W _____
	#9	B _____	W _____	M _____	W _____	D _____	W _____
	#5	B _____	W _____	D _____	W _____		
	#10	B _____	W _____	M _____	W _____	D _____	W _____
MOTHER OF #1	#3	B _____	W _____	D _____	W _____		
	#6	B _____	W _____	M _____	W _____	D _____	W _____
	#12	B _____	W _____	M _____	W _____	D _____	W _____
	#13	B _____	W _____	M _____	W _____	D _____	W _____
	#7	B _____	W _____	D _____	W _____		
	#14	B _____	W _____	M _____	W _____	D _____	W _____

Maternal Lineage:

MOTHER OF #1	#3	B _____	W _____	D _____	W _____
	#6	B _____	W _____	M _____	W _____
	#12	B _____	W _____	M _____	W _____
	#13	B _____	W _____	M _____	W _____
	#7	B _____	W _____	D _____	W _____
	#14	B _____	W _____	M _____	W _____
Person #1	#1	B _____	W _____	M _____	W _____
	#1	B _____	W _____	D _____	W _____
	#1	B _____	W _____	M _____	W _____
	#1	B _____	W _____	D _____	W _____
	#1	B _____	W _____	M _____	W _____
	#1	B _____	W _____	D _____	W _____

#1 Son or Dau of #2 & #3

** Person #1

Spouse #1

On page 23 is a sample CEMETERY RECORD SHEET which could also be adapted to narrow-line notebook paper, by drawing vertical lines down your paper with proper spacing in between for recording the columnized data of Birth, Death Age and Relationships usually found on tombstones. It takes so much less space to record it in this way, and is much easier read.

This could also be adapted as a form to send with your letters of inquiry, listing your people alphabetically, then giving as much data as possible from your records in the various columns, requesting that any additional data be added. Send along two copies of such forms, so that the genealogical researcher could keep a copy for her files.

In the upper right-hand corner is some information commonly found on tombstones, not understood by all people.

A Consort refers to spouse or wife.

A Relict refers to a widow, and when found on a tombstone, indicates that her husband pre-deceased her.

In copying the form of this Cemetery Record on narrowline notebook paper, you would not necessarily have to add this information.

On the back cover of HELPFUL HINTS FOR HOPEFULS WHO WRITE LETTERS OF INQUIRY has been mimeographed the kind of index cards we are collecting for the index files of the Jacksonville Area Genealogical Society. We use Card Stock purchased from the Modern Business Machines Company, 318 South Sixth Street, Springfield, Illinois 62701.

First type in the information on the two right side cards, then cut these off, and type the other three cards before cutting them apart. This makes it easier to type the information on the top lines.

Mrs. Myra Martin and Reuben Bates of Waverly have completed about 2000 cards similar to these, for the persons buried in Waverly East Cemetery. Mrs. Florence Hutchison has about 1500 index cards with information copied from the township lists in the Greene County Atlas of 1873, Andreas and Lyter, and about the same number from the Morgan County Atlas of 1872, Andreas and Lyter. She has also zeroxed out all of the biographies out of these two books, pasted each one on a page(s) and filed them alphabetically in a notebook.

When a person uses these cards represented on the back page for cemetery readings, other family history can be added by other individuals who have additional data.

I sincerely hope that the Helpful Hints set down in this new workbook will be useful to many people in writing future Letters of Inquiry. If any person has any other suggestions to add to these ideas, a letter would be appreciated. We like to share good ideas with alot of fine genealogists.

This Workbook and the one "THE BASICS OF HERALDRY FOR ANCESTRAL KNOWLEDGE" have been written to give to those persons who join our Society. Only a limited few are available for outright purchase at \$2.25 each. We invite you to join our growing Society. There is an information sheet at the end of the book.

Yours sincerely,

Mrs. Florence Hutchison, President
Jacksonville Area Genealogical Society
P. O. Box 21
Jacksonville, Illinois 62650

THE JACKSONVILLE AREA GENEALOGICAL SOCIETY - PO BOX 21 - Jacksonville ILL 62650 was organized January 26, 1972. We enter 1974 with "high hopes" and eager anticipation. At the end of our second successful year we have 124 members from 10 counties in Illinois, 13 other states, and Canada. We have had 11 regular night meetings, and 11 afternoon workshops. Our meetings are as follows:

Day Workshops - 1st Thursday afternoon - Jacksonville Public Library - 1:15 pm
Regular meetings - 4th Thursday nights - Illinois Power Auditorium - 7:30 pm

We invite your 1974 membership, and ask members to pass this information along to their friends. We would appreciate your "zeroxing" this membership sheet to post in local libraries, as a means of letting others know about our Society. If you could use several of these sheets, send a request, and say how many.

We have mimeographed a special publication - "The Basics of Heraldry for Ancestral Knowledge" written by our President, Mrs. Florence Hutchison - to send members who pay dues for 1974. This workbook explains the basics of the heraldic shield as a guide for the genealogist to trace surname ancestors.

DUES: \$5.00 for 1 person per year, plus \$1.00 for spouse.

CHARTER RENEWALS: \$4.00 per person, 1.00 " "

To encourage young people to start family history collections, we accept JUNIOR MEMBERSHIPS at \$1.00 per year for Grade, High School and College Students. All memberships run from January 1 to December 31.

Make checks payable to Jacksonville Area Gen. Soc., and send to address above.

After August 1, new memberships are \$3.00, plus \$1.00 for spouse, and/or Juniors.

Letters of Inquiry are read in open meeting. If some person in the audience expresses an interest, he takes the letter to answer. We publish the names sought in this area in our news notices, along with the name and address of the seeker. If we can find some information easily in our ever-growing indexes and files, we write to the person. However, we have no one researcher who has volunteered to do this regularly. Write anyhow! Maybe some one will be of help.

A workbook "Helpful Hints for Writing Letters of Inquiry" is being prepared as our next special publication for members.

PUBLICATIONS POLICY: We cannot yet commit ourselves to regular publication of a Quarterly at this time, except for occasional newsletters, and special workbooks which probably have more valuable information. Our finances, volunteers and publishing experience are not yet sufficient. As membership and interest grows, this will eventually become reality.

Your Officers appreciate your support as indicated by your letters, and your membership in our Society. WE NEED YOU - YOU NEED US. Let's together make 1974 a BANNER YEAR for genealogical research and preservation of family records and history in West Central Illinois. (1/74)

Cut on lines, or

MEMBERSHIP APPLICATION OR RENEWAL

1974

send 3"x5" card with
name (names), address
and amount sent.

Mr.

Mrs.

Miss

Address:

We prefer checks, or
money orders.

Make them payable to
JACKSONVILLE AREA GEN SOC.

City

State

Zip

Send to:

P.O.Box 21

Jacksonville ILL 62650

Membership

\$5.00

Amt. sent. \$

Charter Renewal

4.00

Spouse

1.00

Junior Memberships

1.00

Total

\$