

Order of the Steel Magnolias

Application Instructions

Retain these instructions until you are notified that your application has been approved.

This application requires standard genealogical information, references, and evidence. It serves as both a preliminary and supplemental application form. If you are submitting a supplemental application, tick the appropriate box at the top of the first page.

This is a form-fill tab-and-type PDF document that may be opened in Adobe Acrobat. If you do not have Adobe Acrobat, visit their website and download the program. The site is safe and the program is free. Most computers already have the software installed.

Do not prepare this application in your e-mail server. DOWNLOAD the Application and prepare the document ON your computer. We suggest doing so on your desktop, where you can find the document most easily.

When entering information, move from field to field by using the TAB key, not the RETURN/ENTER key. Restrict your entries to the space provided. Certain lines will appear emboldened and/or italicized. Do not change these settings. This is as it should be.

Our application is different from many others. Follow the instructions below as you come to each entry. They have been designed to address nearly every question one might have with preparation of the application.

Eligible for Membership in this Order are men and women of the age of 18 or older who are lineally descended or collaterally connected to men and women who served honorably in the Army, Navy, or civil service of the Confederate States of America or gave material aid to the cause.

Qualifying Steel Magnolias are women not less than 16 years of age who are lineally or collaterally connected (wives, sisters, daughters, granddaughters, nieces) to those men and women, as stated in the preceding paragraph.

PAGE 1

At the top center, tick the appropriate box for the type of application you are submitting.

Provide your FULL name (First, Middle, Maiden, Last).

Enter your name PRECISELY as you wish it to appear on your membership certificate.

There are FOUR fields in this address section. Enter your street address, then TAB to the next field and enter your city. TAB to the next field and enter your TWO-LETTER state abbreviation, and then TAB to enter your ZIP+4. You must use the ZIP+4 on this application. DO NOT enter hyphens. The program will do it for you. If you do not know your ZIP+4, you may find it on any of your utility bills.

Enter your telephone number – TEN digits; no hyphens. When you tab to the next field, the program will insert the appropriate markings in your telephone number. If you have a foreign telephone number containing more than 10 digits, leave the space blank and hand-write your telephone number on the form once you have printed it and are ready to send it for review.

Tab to enter your email address.

Tick the appropriate box, indicating whether you are claiming Direct Descent or Collateral Kinship with the Soldier relative of your Steel Magnolia. Then TAB to enter the Soldier's name.

Note: If you are claiming Kinship rather than Direct Descent, the Soldier must be no more distantly related than an uncle. That is, your ancestor and the Soldier must have the same parents. Great-uncles or uncles of further degrees of removal from your Soldier are not eligible.

Provide the FULL name (First, Middle, Maiden, Last) of your Steel Magnolia. Then, select from the drop-down menu the relationship of your Steel Magnolia to your Soldier.

State the evidence of your Soldier's service. Acceptable evidence shall be a copy of one or more of the following options:

- i) Confederate Military Service Record
- ii) Service Card(s)
- iii) Pension or Widow's Pension Record
- iv) Letter of Verification of Service from the appropriate Records Office.

Even if you are using a previously approved United Daughters of the Confederacy application, a copy of one of the forms of documentation of your Soldier's service from the list immediately above must be provided with this Order's application. Gentlemen please note: record copies of Sons of Confederate Veterans applications will not be accepted.

State the evidence of the kinship between your Soldier and the Steel Magnolia you are claiming for our application. Remember to include a copy of this evidence when submitting your application. Without it, your application will not be approved.

If you are submitting a Record Copy of another society's application in support of your lineage, enter that society's name, your member number, and the date of approval in the three fields provided. The Record Copy you are submitting as your evidence must meet the following requirements:

1. You must have proven your lineage to that society through standard genealogical documentation from start to finish, without relying on a record copy from yet another society, AND
2. The copy of the application you submit to this Society (**your Record Copy**) must bear your membership number, the approval date, and the signatures of all appropriate approving officers of that society. NOTE:
3. **Only** a Record Copy will be accepted. This society **will not** accept a combination submission of printed application, copy of certificate, and copy of letter of approval, in lieu.

A list of acceptable societies' record copies can be found elsewhere in these instructions.

PAGES 2-4

NOTE: If you are claiming Direct Descent, use pages 2-4 to provide your descent from the qualifying Soldier. Not all blocks may be needed. If you are claiming Kinship other than Direct Descent, you must ALSO complete the appropriate generations provided for on pages 2-4 sufficient to include your common ancestor with the Soldier. Not all blocks may be needed. Then, see the note at the top of page 5 of the application (and elsewhere in these instructions) for additional guidance.

It is necessary to LINK each generation to the previous generation.

It is necessary to prove, through acceptable documentation, **EVERY** name, date and place you submit on this application. The first three generations must be supported by birth, death, and marriage records. The following requirements must be satisfied:

- In the genealogy blocks (from page 2, on), **women** should be listed with their **maiden** names, not their married names.
- Follow the blood-line. The first line in each block is for the name of the person from the previous generation who is in the blood-line. Then, indicate “son” or “daughter,” as appropriate, by marking the appropriate box provided at each generation. Then enter the name of the bloodline ancestor for the generation now being addressed.
- Give all dates as **04 Oct 1734**. Use double-dates if that is how they are written in your proof document. (Example: 23 Jan 1641/2 is a real date)
- DO NOT convert dates. Write all dates as you find them in your proof document. (Example: 18, 11th mo. 1742, which is NOT November 18. A professional will convert the date to the Gregorian calendar if necessary, based on several factors about which you may not have specific knowledge.)
- State places as “City, County, ST”
- Again, use 2-letter abbreviations for all states. A list of abbreviations can be found in numerous places on the internet, including at www.usps.com.

- **Leave the blank empty** if information is unknown or not applicable for a specific item. **DO NOT** use a hyphen, a zero, “living,” “not applicable,” or other markings when events have not happened.
- When citing a published source, state the name of the author, the title of the book, the year of publication, and the pages on which the desired information is found.

PAGE 5

If you are claiming Direct Descent, use pages 2-4 ONLY, providing your descent from the qualifying Soldier, as directed above. Not all blocks may be needed. If you are claiming Kinship other than Direct Descent, that kinship must be no further removed than an Uncle. Complete the additional generations on page 5, ensuring that your Direct Descent lineage is complete on pages 2-4 to the Common Ancestor.

Evidence requirements remain the same.

Record Copies from the following societies will typically be accepted. This list is not all inclusive and the registrar/genealogist will evaluate each application individually.

Associated Daughters of Early American Witches
 Colonial Dames of America
 Daughters of the Cincinnati†
 Flagon & Trencher: Descendants of Colonial Tavernkeepers
 General Society of Colonial Wars
 General Society of Mayflower Descendants
 Hereditary Order of Descendants of Colonial Governors
 Jamestowne Society
 National Society Colonial Dames XVII Century‡
 National Society Colonial Daughters of the Seventeenth Century
 National Society Dames of the Court of Honor
 National Society Daughters of American Colonists
 National Society Daughters of the American Revolution (Member # 400,001 and up)†
 National Society Daughters of Colonial Wars
 National Society Daughters of Founders & Patriots of America (Member # 6001 and up)
 National Society of Women Descendants of the Ancient & Honorable Artillery Co. of Mass.
 Order of Descendants of Ancient Planters
 Order of Descendants of Colonial Physicians and Chirurgiens
 Order of the First Families of Rhode Island and Providence Plantations
 Order of Founders and Patriots of America
 Society of the Cincinnati†
 Society of the Descendants of Colonial Clergy
 United Daughters of the Confederacy

† Application must be their standard long form.

‡ Regular membership applications will be accepted. Applications focusing on heraldry will not be accepted.

Although this Society accepts record copies from those societies listed above, the Registrar reserves the right to request additional documentation in order to approve any application to this Society.

A Record Copy of a **supplemental application** to one of the above societies **must contain all original source citations**. In order to make the application valid as a Record Copy, you must include all applications sufficient to make your collection of source materials known as though they were being reviewed for the first time. References to “see original application” or other similar wording do not accomplish this.

Final Preparation

When you have completed the application, SAVE the revisions (click on the floppy disk icon or use the procedure you usually follow).

Print, sign, and date your application.

Remember: If you have a foreign telephone number containing more than 10 digits, hand-write your telephone number in the appropriate area on the first page of your application.

Mail your application, checks, and proof documents in one envelope by regular mail that does not require a signature for acceptance to the **Registrar** below. DO NOT mail binders or use other forms of binding.

Please send President Pat Gallagher an email so she can add you to the notifications list of invites (Zoom Meetings, the Facebook page, etc.). Her email: ideltadawn@aol.com

We look forward to welcoming you as a new member!

Fees

The Membership fee is \$125 plus a \$25 genealogist fee = \$150.

Supplemental applications are \$25 plus a \$25 genealogist fee = \$50.

Please prepare **two checks:**

One check made payable to OSM for the Membership or Supplemental fee.

One check made payable to the Registrar listed below for the genealogist fee.

The **Registrar's contact information is:**

**Robin Redfearn Towns
1261 Tangle Brook Drive
Athens, GA 30606-5773**

Email: townsrobin1@gmail.com

******If you haven't heard from the Society within 30 days of mailing your application please email Pat Gallagher @ ideltadawn@aol.com so she can check on your paperwork.***