

INSTRUCTIONS
HEREDITARY SOCIETY OF TEACHERS APPLICATION

As of August 2023 -- Please read carefully!

MEMBERSHIP:

- The membership of the Society is limited to men and women who are 18 years of age or older.

ANCESTOR'S SERVICE:

- The applicant must be a lineal descendant of an ancestor who was/is a schoolteacher or educator who can be proven to have conducted "classic curriculum" lessons on United States soil OR obtained a teaching certificate or degree in education from the 17th century to the present.
- The term "schoolteacher" includes tutor, governess headmaster/mistress, professor, or instructor.
- Deans, college/university presidents, or coaches/trainers must have proven classroom experience.
- The applicant may use his/her experience *for supplemental application only*.

DOCUMENTATION:

- Documentation to establish that your ancestor was or is a schoolteacher and the century in which he/she taught must be provided. Acceptable sources include (but are not limited to) teaching certificate, diploma (graduate or undergraduate) showing a degree in education, school annuals (any level) listing faculty, obituary, newspaper articles, town records recording the hiring or paying of a schoolmaster, alumni publications, census, school histories, and county histories.
- Beginning with the applicant, all generations must be established and supported by photocopied primary records. Keep a copy of all documents you send. *They will not be returned.*
- A reference (proof) must be submitted for each name, each date, and each place listed for each generation.
- Linkage between generations must be documented. (e.g., son to father)

- Birth, marriage and death certificates for each person in the first three (3) generations must be submitted – or an explanation of why they cannot. (Example: Birth and death certificates were not required to be filed in NC until Oct 1913.)
- Send one clear, *readable* photocopy of each proof.
- Highlight, or underline in red, all pertinent sections of any reference included. (Example: On birth certificates, highlight birth date, birth place, and, if it is for the line carrier, the names of both parents.)
- If using documented, published materials, include the title page with copyright date with pages containing the pertinent information.
- Bible records should include all pages with family information as well as the title page for the Bible. If the title page is missing, send a written explanation.
- Obituaries must contain the name of the newspaper, as well as the date and place of publication.

DOCUMENTATION EXCEPTION:

- If you have an approved application from another recognized hereditary society which required standard genealogical documentation of the lineage, it *may* be used as documentation. A list of some of those societies is on page 4. *However, we reserve the right to request additional documentation to approve membership in HST.*
- If a “record copy” of the referenced application, bearing the signature of the approving Registrar/Historian/Genealogist, the date of approval, and the applicant’s membership number is supplied, it is not necessary to include copies of actual proofs with this HST application.
- **HOWEVER, all documentary proofs shown on that society’s application must be listed on this application.**
- If the “record copy” submitted, is a supplemental or “piggybacked” on a relative’s application that has only referenced a membership number, you will *also need to submit* an official copy of all papers which cite the sources needed for each generation on your HST application.
- Indicate which generations are covered by the other societies paper.
- For any generations not covered, the same requirements for documentation in the previous section must be followed.
- **IN ALL CASES**, documentation to verify the teacher ancestor’s qualifications, must be submitted.

- When relatives (parent/child, brother/sister, or cousins) submit their applications for the same ancestor and send them in the same package, only one set of proofs needs to be submitted for their common generations.

COMPLETING THE COMPUTER-GENERATED APPLICATION FORM:

- The application is to be completed on your computer using Microsoft WORD. Move from line to line by using the TAB key, not the RETURN/ENTER key.
- The lineage section of the application is designed so that three (3) generations should appear with their references on each page. If this does not happen, you may adjust your spacing by eliminating blank lines between generations.
- On page 1, use your entire legal name, including your maiden name if female and applicable.
- Include your ZIP-+4 code. If you do not know it, check any utility bill or a piece of “junk mail.” It can also be found at www.usps.com.
- After generation one, the MALE progenitor should appear first in each generation, even when not the line carrier.
- Use full names, as shown on the applicable proofs.
- Dates must be written as day, month, year (example: 14 May 1892)
- Places should include the town/city, county, and state. In some states, records are kept at the county level rather than the city.

PRINTING INSTRUCTIONS

- Print the application on plain, white 8 ½" x 11" paper.
- Print only the number of pages needed to show your lineage from you to your schoolteacher ancestor. (Example: if your schoolteacher ancestor is your mother, you need only print the front page and the 2nd page.)
- Sign and date on the first page in black ink.

NEXT STEP:

Mail to the Registrar General at the address below:

1. **one copy** of your signed and dated application form,
2. one copy of each piece of documentary proof and/or one copy of the approved record copy societies paper(s), and
3. a check, made payable to HEREDITARY SOCIETY OF TEACHERS, in the amount of \$350 for life membership.

**Karen L. Pogoloff
713 Windy Way Unit 105
Newport News, VA 23602-5678**

NO STAPLES PLEASE!!!

PLEASE NOTE. Do NOT send by any method which requires a signature upon receipt. The Registrar enjoys verifying lineage – but not going to the PO or not receiving your application in a timely manner.

You will receive a copy of your approved application by email. Your documents will not be returned unless you send a self-addressed stamped envelope for their return.

If you have any questions, do not hesitate to e-mail me (kpogo1@gmail.com). I look forward to hearing from you.

Karen L. Pogoloff
Registrar General

August 2023

HEREDITARY SOCIETY OF TEACHERS will usually accept a copy of an approved application from another Lineage Society if that society adheres to current standard genealogical documentation of the lineage. Approved applications that are more than ten years old may require additional proof.

We reserve the right to request additional documentation to approve membership in HST.

SOME SOCIETIES WHICH MEET THE ABOVE CRITERIA ARE:

Associated Daughters of Early American Witches
Colonial Dames of America
Daughters of the Cincinnati
Descendants of the Founders of Hartford
Descendants of the Illegitimate Sons and Daughters of the Kings of Britain
Descendants of the Knights of the Bath
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 Americans of Royal Descent
National Society Colonial Dames of America
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 # 700,001 and up)
National Society Daughters of Colonial Wars
National Society Daughters of Founders & Patriots of America (Member # 6001 and up)
National Society New England Women
National Society Sons of the American Revolution (Member # 150,000 and up)
National Society Women Descendants of the Ancient & Honorable Artillery Company
Order of Colonial Lords of Manors in America
Order of the Crown in America
Order of the Crown of Charlemagne in the United States of America
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
Order of Three Crusades 1096-1192
Society of the Cincinnati
Society of the Descendants of Colonial Clergy