



Instructions for Completing the *Application for Membership* to the **Cooley Family Association of America**

1. This is the .DOC version of the application. Save the file to your hard drive or other suitable medium (floppy, disk, flash/thumb drive, etc.).
2. Open the file in your word processing program. This version allows you to complete the form using your computer. If your word processor does not recognize this format, download the PDF version. The PDF form will be completed the old fashioned way using pen and ink.
3. Place the cursor in the “/ast” name field and type your last name.
4. Use the TAB key to move to the next field, type the requested information, and TAB to the next entry. Repeat the process until all fields are filled in.
5. There are two Membership categories: Ancestral (you have a Cooley ancestor), Associate (you don't have a Cooley ancestor). If you are applying for Associate Membership, genealogical data are not required.
6. All dates should be entered in the following format: MM/DD/YYYY, where MM is the month (01=January, etc.), DD is the day, and YYYY is the year. If days or months are not known, just enter the year. If the year is not known, leave blank. If the year is an approximation, enter “ABT. YYYY” where YYYY corresponds to your best guess.
7. Entries for women should use the maiden name. If unknown, leave blank. Do not use her married name.
8. “Place” information for your ancestors should include the County, if known, and country if not USA.
9. The “Gen” column refers to preceding generations. Gen. 2 will be your parents. Gen. 3 will be your grandparents. You only need to enter data for your Cooley-line ancestors.
10. Only enter the “Wife” information for the wife who maintains the line to your oldest Cooley ancestor. (This would apply to situations where there are multiple marriages/spouses.) Indicate which numbered wife is recorded in the place provided. (1) = 1st wife, etc.
11. For each Generation, document the source for the data provided. Use the last page for this information. Sources are not required but are helpful validating your entries.
12. Use the **last page** to enter any other information you wish to share with the Association. Attach additional information/documents, etc. you want included. Your application and any attachments become part of the Association archive. Scanned/digital images are preferred.
13. If you would like your children to be entered into the Association database, include their names, birth/death dates and places on a separate paper.
14. Print the form.
15. Sign and date the form in the place provided.
16. Mail the form and your check to the Treasurer. The address is on the membership tab of the website just below where you downloaded this form. If you are not sure where to send the completed application, send an email to Treasurer@cooleyfamilyassociation.com.

NOTE: We use the data you supply us to build the Cooley Family database. We will not share any information with others for any living individuals. We will not share any of your personal information with others except as necessary to conduct Association business (dues reminders, Communiqué mailings, etc.). The newsletter is sent electronically. If you do not have email capability, an additional fee will be assessed for a USPS mailing of a print copy. If you have any questions, send an email to genealogist@cooleyfamilyassociation.com.



Assoc. # _____

Application for Membership

Full Name:	Last		First	Middle	Date
	Maiden				
Address:	Street Address			Apartment/Unit #	
	City		State	ZIP Code (+4 optional)	
Birth date (MM/DD/YYYY):			Birth Place:		
Phone:			E-mail Address:		
Marriage date (MM/DD/YYYY):			Marriage Place:		
Spouse	Last (Maiden)		First	Middle	Birth Date
	Birth Place		Death Date		Death Place
Type of membership I am applying for:			Ancestral <input type="checkbox"/>	Associate <input type="checkbox"/>	Membership term: Annual <input type="checkbox"/> Life <input type="checkbox"/>
I hereby apply for membership in The Cooley Family Association of America by right of descent from:					
Gen.	Child of (Name: first, middle, last)	DATE MM/DD/YYYY	PLACE (City, County, State)		
2		Born			
		Died			
2	And his () wife (first, middle, maiden name)	Born			
		Died			
		Married			
3		Born			
		Died			
3	And his () wife (first, middle, maiden name)	Born			
		Died			
		Married			

4		Born	
		Died	
4	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
5		Born	
		Died	
5	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
6		Born	
		Died	
6	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
7		Born	
		Died	
7	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
8		Born	
		Died	
8	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
9		Born	
		Died	
9	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	

10		Born	
		Died	
10	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
11		Born	
		Died	
11	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	
12		Born	
		Died	
12	And his () wife (first, middle, maiden name)	Born	
		Died	
		Married	

Sources: On the next page, cite the sources used for the record entered. Mention the Generation number to which it applies. Sources are not required but are useful validating your entries. Scanned images of documents are acceptable. If you have a family member of CFAA, please provide their membership number if known and relationship to you: Relationship: _____
If you have other information you are willing to share with the Association, please include it on the attached page.

Attached page(s) included Y N

*I declare that the statements set forth in this application are true and complete to the best of my knowledge and belief.
(Print your completed form, then sign the copy.)*

Signature:

Date:

For Association Use Only

Received by Treasurer:

Sent to Genealogist:

Approved as: Ancestral Associate

Assoc: #

Term: Annual

Life

Treasurer:

Genealogist:



*Use this page "The Last Page" to document sources (optionally),
or add any other information you feel is relevant to your application.*