

Victoria Genealogical Society - Members Surname Index Form

Member Name: _____ Publish? _____ Anonymous? _____

Member No.: _____ Email Address: _____

Society Use Only	
Date Received:	_____
Date Data Entry:	_____

PLEASE PRINT CLEARLY

Please read instructions on page 2 before completing this form.

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SURNAME	COUNTRY	PROV or STATE or COUNTY	EARLIEST DATE	LATEST DATE
e.g. SMITH	e.g. Canada	e.g. Ontario; Alberta	e.g. 1784	e.g. Present

Instructions – VGS Members Surname Interest Index Form

This form is available in 2 formats. The MS Word format (DOC) can be filled in on your computer using Word and submitted via email to vgswebmaster@gmail.com, OR either format (PDF or DOC) can be used to print a blank form, then fill it in using a pen, and deliver it to the VGS Resource Centre or hand it in at a VGS general meeting.

The purpose of the VGS Members Surname Interest Index is to record specific areas of family research for current VGS members, and to post these surname interests on our website. The goal is to help our members connect with others who have similar family interests. Contributing members will also be helping others with their research, and may even meet new relatives and cousins in the process, promoting their own research.

PRINT ALL INFORMATION CLEARLY AND LEGIBLY.
PLEASE COMPLETE ALL COLUMNS.
SPELL ALL ENTRIES OUT IN FULL.

MEMBER NAME: We will only post a **member's name** if authorized. After entering your name in the header section of the form, be sure to put "Y" beside either the "**Publish?**" OR the "**Anonymous?**" labels in the same line.

MEMBER No.: Only current VGS members may submit this form. Please provide your valid **VGS membership number**. This number will not be posted.

EMAIL ADDRESS: We will NOT post any contributor (member's) **email address** on the web site. Rather, queries on surnames will come directly to the Society, where volunteers will forward the query to the member contributor.

SURNAME: Use a separate line for each **surname**. If desired, list **variant spellings**, separated by commas - for example: Burns, Bynes. For each **surname** being researched, use a separate line for each **country** in which that surname is found.

COUNTRY: For each **surname** being researched, use a separate line for each **country** in which that surname is found – for example: use one line for Jones in England (etc.) and another line for Jones in Canada (etc.).

PROV or STATE or COUNTY: The terms **province, state or county** will vary depending on the country in question, and are useful to narrow down the area. If more than 1 location is listed for each surname and country, please separate items with semi-colons – for example: Middlesex; Kent; Yorkshire.

EARLIEST DATE: For each surname and country combination, provide the **earliest known date** – use a number (year), or the word "earliest".

LATEST DATE: For each surname and country combination, provide the latest known date – use a number (year) or the word "present".