

“Welcome to the Family” Certificate

Guidelines and Procedures

Eligibility

- a) A certificate may be purchased *for* any child who is a descendant of Captain Thomas Munson, c.1612 – 1685, New Haven, Connecticut. The application includes information that establishes the relationship. In most cases, this consists of an appropriate reference to The Munson Record.
- b) A certificate may be purchased *by* any person who is a paid-up member of The Thomas Munson Foundation.

Cost

Each 8 ½” x 11” Certificate is customized, printed in color, placed in a protective folder, and delivered to the child’s parents (or the purchaser, if so indicated) at a pre-paid cost of \$25.

Procedure

Upon receipt of the application, the Children’s Coordinators will carry out the following tasks:

- I. Verify eligibility:
 - a) (descendancy of the child) by checking The Munson Record and consulting with the TMF Historian or TMF Assistant Historian as necessary
 - b) (membership of the purchaser) by checking the current membership records and consulting with the TMF Membership Chair as necessary
- II. Produce (or have produced) the certificate -- which includes a digital image of the current TMF President’s signature.
- III. Send the certificate to the child’s parents (or the purchaser, if so indicated).
- IV. Forward the payment to the TMF Treasurer to be processed in much the same manner as book sales are handled.

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V. Send an acknowledgement and thank-you to the purchaser.

VI. Place the child's name and date-of-birth; and the date of the Certificate on the TMF "Cradle Roll," a file that is maintained separate from TMF membership records. This record will be retained until the child reaches 18 years of age.

VII. Place the names and address of the child's parents on a special mailing list – kept separate from TMF membership records. Whenever there is an appropriate mailing (Newsletter, message from the Children's Coordinator, etc.), this list will be used to produce mailing labels for that purpose. The Children's Coordinator will work with the Newsletter staff to coordinate our labels with the larger mailings and to avoid duplications.

Parents will be kept on the special mailing list until one of the following occurs:

- a) The child reaches 18 years of age
- b) The parent(s) ask to be taken off the list.

VIII. Report annually on certificate activity to the TMF Membership Chair and to the TMF Board.

Presented to the TMF Board at Kerrville, Texas, 24 August 2002.