



Belnap Family Organization  
Family Representatives Training

Part 2:

*“How Do I Start?”*

# Part 2 Training Outline

- Roadmaps and Targets
- Comparing What You Have with What Others Have
- BFO Master Family Tree
- BFO Master Contact List

**Section 5.3 – Duties of Family Representatives:** Each Family Representative will diligently perform the following duties during his or her term of service:

- Coordinate activities between the Organization and the branch.
- Communicate regularly with members of the branch regarding activities of the Organization.
- Attend all meetings convened by the Officers.
- Conduct business of the Organization, including receiving and approving regular reports and minutes of prior meetings.
- Advise the Officers regarding their duties.
- Compile and submit at least annually current contact information for each member of the branch.
- Regularly submit to the Organization updated genealogical information on all members of the branch, including an annual report of all known births, marriages, deaths, and other pertinent genealogical and historical information occurring within the branch during the previous year.





**START**

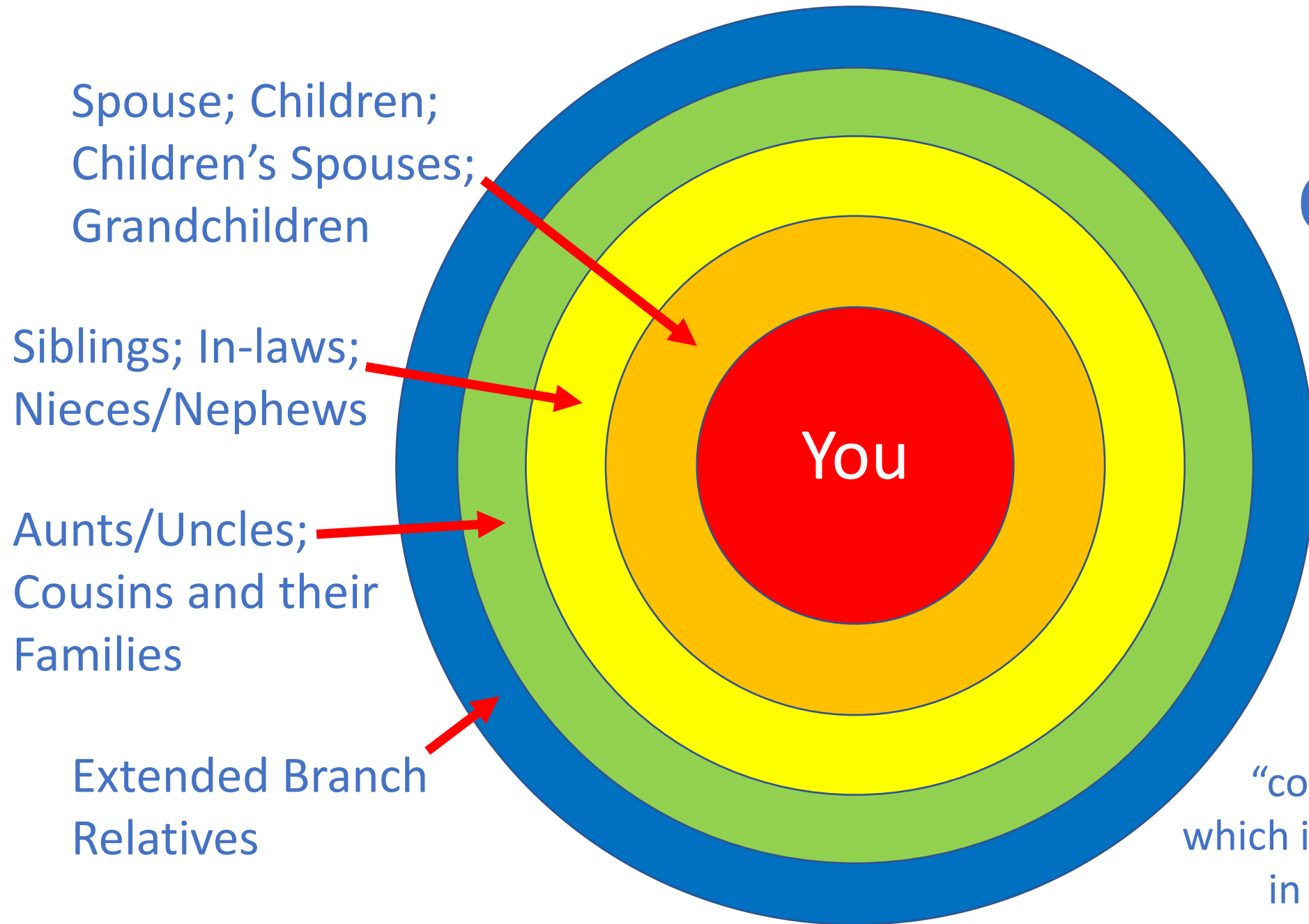


“It’s All About Me — and You and Us  
and Them and . . .”

# Family Rep Roadmap

- Start with yourself: ensure all pertinent family history and contact information has been submitted for inclusion in the BFO “Master Family Tree” and “Master Contact List” and is correct and current for yourself
- Next, do the same for your spouse(s), your children, your children’s spouses, your grandchildren and their spouses
- Next, move to your siblings, their spouses and children (your nieces and nephews and their spouses), etc.
- Then move to your aunts/uncles, first cousins, and their spouses
- Continue to second cousins and more distant relatives and their spouses

# Focus on Concentric Targets



The further away the circle, the larger and "cooler" the relationship, which increases the difficulty in gathering information





Attention  
to Detail



Expansive  
View

# Rules of the Road

- Always identify where you are: who and what you already know, and who and what you need to discover
- Work outward in ever-larger circles
- Record what you find
- Share/submit your information
- Update information regularly
- Recruit others to help you
- Delegate when necessary

Handout:  
Register of Descendants (by Branch)



170. **Kenneth Dee<sup>4</sup> Smith** (Ruth<sup>3</sup> Benson, Margaret<sup>2</sup> Belnap, Oliver<sup>1</sup>), born 14 Nov 1946 in Boise, Ada, Idaho. He married on 4 Jun 1971 in Salt Lake City, Salt Lake, Utah **Colleen Rae Porter**, born 15 Feb 1951 in Salt Lake City, Salt Lake, Utah, daughter of **Dale East Porter** and **Nina Thorne**.

Children of Kenneth Dee Smith and Colleen Rae Porter were as follows:

- 576    i       **Kenneth James<sup>5</sup> Smith**, born 15 Mar 1972 in Provo, Utah, Utah. He married on 16 Aug 1996 in Logan, Cache, Utah **Danielle Elizabeth Cottle**, born 3 Mar 1973 in Logan, Cache, Utah.
- 577    ii       **Dennis Gene<sup>5</sup> Smith**, born 21 Sep 1973 in Castle Air Force Base, Merced, California.
- + 578    iii       **Tanya<sup>5</sup> Smith**, born 11 May 1975 in Mather Air Force Base, Sacramento, California. She married **Richard H Steel**.
- 579    iv       **Marsha<sup>5</sup> Smith**, born 13 Sep 1977 in Mather Air Force Base, Sacramento, California.
- 580    v        **John David<sup>5</sup> Smith**, born 27 Jul 1979 in Bitburg, Rheinland-Pfaltz, West Germany.
- 581    vi        **Natasha<sup>5</sup> Smith**, born 22 Feb 1981 in Bitburg Air Force Base, Rheinland-Pfaltz, West Germany.
- 582    vii       **Deborah<sup>5</sup> Smith**, born 1 Aug 1982 in Grand Forks Air Force Base, Grand Forks, North Dakota.

171. **William Kay<sup>4</sup> Smith** (Ruth<sup>3</sup> Benson, Margaret<sup>2</sup> Belnap, Oliver<sup>1</sup>), born 21 Nov 1948 in Boise, Ada, Idaho. He married on 20 Apr 1974 in Provo, Utah, Utah **Del Lou Devore Bird**, born 17 Mar 1952 in Hartford, |Hartford,

Handout:  
Outline of Descendants (by Branch)



**Lola Almira Belnap**

③ **Sylvia Adaline Coolbear**

① **Jean Adaline Horman**

④ **Christy Annette Wilburn**

① **James Christopher Lobnow** b. 15 Aug 1979 Pasadena, Los Angeles, California

② **Shelby Jean Lobnow** b. 18 Nov 1985 Thousand Oaks, Ventura, California

+ **Ed (---)**

+ **Dean Webb**

⑤ **Merrilee Wilburn** b. 21 Mar 1954 Salt Lake City, Salt Lake, Utah

+ **Byron Child Christiansen** b. 5 Jul 1954 Salt Lake City, Salt Lake, Utah

m. 17 Feb 1976 Salt Lake City, Salt Lake, Utah

① **Karen Christiansen** b. 6 Jan 1977 Salt Lake City, Salt Lake, Utah

② **Corey Paul Christiansen** b. 11 May 1978 Salt Lake City, Salt Lake, Utah

③ **Justin David Christiansen** b. 17 May 1980 Salt Lake City, Salt Lake, Utah

④ **Cheryl Anne Christiansen** b. 3 Aug 1982 Salt Lake City, Salt Lake, Utah

⑤ **Daniel James Christiansen** b. 14 Mar 1985 Salt Lake City, Salt Lake, Utah

+ **Barney (---)**

⑥ **Thomas Mc Cauley Wilburn** b. 19 Dec 1956 Salt Lake City, Salt Lake, Utah

+ **Janice McEwan** b. 9 Jun 1960 Salt Lake City, Salt Lake, Utah

m. 17 Jul 1981 Salt Lake City, Salt Lake, Utah

① **Tanelle Wilburn** b. 29 Jul 1982

② **Jared Thomas Wilburn** b. 26 Nov 1985 Salt Lake City, Salt Lake, Utah

⑦ **Timothy Mack Wilburn** b. 18 Nov 1961 Salt Lake City, Salt Lake, Utah

+ **Michelle Alice White** b. 27 Oct 1965 Salt Lake City, Salt Lake, Utah

m. 7 Feb 1982

① **Nicholas Timothy Wilburn** b. 13 Mar 1984 Salt Lake City, Salt Lake, Utah

+ **Susan (---)**

⑧ **Connie Rae Wilburn** b. 13 Jun 1967 Salt Lake City, Salt Lake, Utah



Handout:  
Contact Information (by Branch)

# Case Study: Gathering Information





Questions?

