



Sons of Confederate Veterans Georgia Division



Confederate Graves Worksheet

Submit one worksheet for each soldier. **“Required” fields must be completed.**

CEMETERY INFORMATION:

Cemetery Name: *(Required)* _____ Cemetery aka: _____

City: _____ County: *(Required)* _____ State: *(Required)* _____

Nearest Road: _____ Owner Name: _____

Directions: _____

Signage: *(Y/N)* ___ Cem Size: *(Check one)* 1-10 ___ 11-50 ___ 51+ ___ In Use: *(Y/N)* ___ Last known year of use: _____

GPS: Longitude: _____ Latitude: _____

SOLDIER INFORMATION:

First Name: *(Required)* _____ Middle Name: _____ Last Name: *(Required)* _____

Aka *(nickname)*: _____ Suffix: *(Jr, Rev)* ___ Enlisted Date: _____ Discharged Date: _____

Source Reference: *(Required)* _____

Rank: _____ Regt: *(1st, 23rd, etc)* _____ State: ___ Unit Type: *(Inf, Vol Inf, Cav, SG, Res, etc)* _____

Company: _____ Company aka: _____

Born: _____ Born City: _____ Born County: _____ Born State: _____

Died: _____ Died City: _____ Died County: _____ Died State: _____

Marker Type: *(Military, Marble, Granite, Mem Wall, etc)* _____ Unit on Marker: *(Y/N)* ___ Year last seen: _____

Marker Condition: *(Good, Fair, Poor)* _____

Spouse/s: _____

Father: _____ Mother: _____

Notes: _____

SUBMITTER INFORMATION:

Submitter First Name: *(Required)* _____ Submitter Last Name: *(Required)* _____

Submitter email: _____ Submitter phone: *(Required)* _____

SCV ID: *(Required to get credit as submitter)* _____

Other Affiliation: *(Required if not SCV member)* _____

Mail completed worksheets to:

**Confederate Graves Registry
SCV, Georgia Division
P.O. Box 1081
Macon, GA 31202**

**Confederate Graves Registry
Georgia Division
Sons of Confederate Veterans**

**Instructions for Completing the
Confederate Graves Worksheet**

The only means of submitting Confederate graves directly to the CGR through National HQ is electronically by an Excel spreadsheet which also is the preferred method by which one may submit information through the Georgia Division.

Recognizing that we have members who do not have access to Microsoft Excel or may be unable to use that program, the Georgia Division has developed this worksheet to provide an alternate method to enable them to participate in building the Confederate Graves Registry. The worksheet may be completed and mailed to us.

While it may be intimidating upon first glance, please realize that we have included all that is available within the CGR to record for a soldier. You are not required to complete all items (fields) for often all of the information may not be known. We ask that you complete what you can; however, there is a minimum amount of information that we must have to enter the soldier/sailor into the CGR. Those items are identified as "(required)" are mandatory. If a required item is omitted that submission will be rejected.

Guidelines toward completing the worksheet:

1. Write clearly or type. If we cannot read your handwriting, we cannot submit your entry.
2. Check the CGR before submitting an individual. If he is already listed and you are sending additional information or a correction, mark the top of the worksheet and identify the information that you are asking to be added/corrected as such so that we may ensure that the entry is not automatically rejected.
3. Submit one worksheet for each soldier/sailor.
4. Soldiers being listed are subject to the same rules for membership within the SCV. He must have honorably served. Those who changed sides during the war and were buried with a U.S. marker or received a U.S. pension are not eligible.
5. The burial must be in an identifiable cemetery. Mass graves are permissible, such as at U.S. Prison Camps and some battlefields, however general locations such as Richmond, Vicksburg, Savannah, etc were there are multiple cemeteries used for Confederate burials cannot added.
6. Do not submit centographs (in memory of) when the actual burial is known to be elsewhere.
7. Distinguish between the capital letter "I" and the number "1" (one).
8. Multiple forms for soldiers in the same cemetery should be grouped together. In that case, either mail each cemetery separately or attach them so that they are not confused with another cemetery that you may be including. In that case, complete the cemetery info on the top sheet, but only the required cemetery info is needed on the attachments for the same cemetery.
9. The "aka" field for names is intended for nicknames, not alternative spellings of a last or first name.
10. Soldier's rank - use the last held in the company and regiment being listed.
11. Regiment -- This is a number, unless a Ga Legion which had names (Cobb, Phillips, etc) which had both Infantry and Cavalry components (list as Phillips Legion Inf, etc). The Cherokee Legion was a component of the Ga State Guard.
12. Unit -- This is for the Company's function (i.e. Artillery, Cavalry, Infantry, etc). Try to be specific. There is a distinct difference between Infantry, Voluntary Infantry, State Guard, State Troops, etc.
13. Company -- Most Georgia Companies had "letter" designations (A, C, etc). There are exceptions such as 2nd Co D or Tolbert's Cavalry.
14. Company aka: Use for distinguishing characteristics of the regiment designation and company nickname (i.e. Avery's Cav or Phillips Legion Inf; Blackwell Vols).
15. Multiple companies in same regiment -- list all in order served within (i.e. C, A, F)
16. Multiple Enlistments -- only one company and regiment may be recorded. We suggest the following preference: (1) inscribed on headstone, (2) pension application, (3) longest regiment served in, (4) last served in. Upon choosing one, others may be entered in the "Notes" section.
17. Notes -- May include brief service record, etc. If more space is needed, attach an additional page.
18. Source -- Where did you get the information?
19. Personal Information -- We need this information to contact you if there are questions regarding your submission. Your name and phone number is published for someone to be able to contact you while your SCV ID number is used internally and not disclosed.