

*Reynolds' Battery L
1st New York Light Artillery
1st Corps Army of the Potomac*



2021 Membership Handbook



*A Not-for-Profit 501c3 Educational Corporation Incorporated under the NY State Board of Regents
Member of the National Civil War Artillery Association, the U.S. Artillery Reserve and the USV*

Greetings!

You have expressed an interest in joining the Civil War reenactment unit portraying Reynolds' Battery L, 1st New York Light Artillery. Allow us to introduce ourselves.

The Civil War Battery

The original Battery L, 1st New York Light Artillery, was raised by John A. Reynolds of Rochester, New York, in September of 1861. Recruits were drawn mostly from Rochester, the core of which came from the 54th NY National Guard Regiment and the Rochester Union Grays, but ranged from all over Western & Northern New York, and Canada.

On October 18, 1861, the Battery was officially mustered into the United States Army in Elmira, New York. They were armed with the first six Model 1861 3" Ordnance Rifles in the country. From Elmira, the Battery was sent to West Virginia. Their first engagement occurred when a section under Lieutenant Loder came into action in Charleston, WV. The entire battery first "saw the elephant" at Cedar Mountain on August 9, 1862.

On August 28, 1862, the Battery was transferred to the I Corps, Army of the Potomac, and it participated in all the engagements of that Corps until 1864, including Second Bull Run, Antietam, Fredricksburg, Chancellorsville, and Gettysburg.

John A. Reynolds, the original Captain of the Battery, was promoted on March 13, 1863, to Major and eventually became Colonel, Chief of Artillery of the XX Corps under Major-General William Sherman. When he left, his brother Gilbert succeeded him as Captain, serving as such until July 1, 1863, when he was wounded at Gettysburg.

First Lieutenant George Breck succeeded Captain Gilbert Reynolds when the latter fell, earned a promotion to Captain, and eventually became Brevet Major, serving through the end of the war, except for a short time off for illness, as the commander of Reynolds' Battery L.

In March of 1864, the Army of the Potomac reorganized and the I Corps merged into the *V Corps*, which Reynolds' Battery served with through the end of the war, including the battles of Wilderness, Cold Harbor, and Petersburg.

The Battery mustered out of service June 17, 1865. The Battery had seen a lot of action. "Of the number of men who had originally joined the battery [approximately 115 men], twenty-five remained at the time it was mustered out of service." A total of 320 men entered service as members of Reynolds' Battery L. Of these 320, 9 were killed or died from wounds received in actions while 14 died from sickness contracted in service. The last member of the battery to die was Joseph Smith, a Canadian, in 1933.

The Reenactment Battery

In 1982, Frank Cutler gathered some like-minded Reenactors and founded the 1st New York Light Artillery, Reynolds' Battery 'L', in 1987 we were incorporated as a Not-For-Profit, Educational Corporation under the New York State Board of Regents.

At first, the Battery had a 3/4 scale cannon, which was sold to raise money for another cannon and this pattern of making and selling was begun. Slowly, over the years, we began to reach our goal of fielding four 3” Ordnance Rifles with limbers. After nine smaller scale cannon, our goal began to be realized with our first 3” Rifle in 1987. Our second was fielded in 1996 and the third in 1997.

Although we take our hobby very seriously, we have a lot of fun while educating the public and, most importantly, honoring those of the Civil War. We belong to the National Civil War Artillery Association (NCWAA) and the National Artillery Reserve, as well as the United States Volunteers. Over the years, we have participated in many different events and activities. Since 1988, we have sponsored the NCWAA Artillery School at Old Fort Niagara, Youngstown NY and teaching thousands of school children annually at our Educational Civil War School Days held throughout Western and Central New York. Our other annual trips include local and national reenactments, living history events, as well as an occasional tour bus trip to various historical sites. We have donated money to help rebuild the Civil War Monument in Brockport, NY, actually lent a hand repairing the Civil War Monument in Pittsford, NY, and adopted the first and second day monuments of Reynolds’ Battery at Gettysburg National Military Park.

We plan to continue these events as we have in the past.

The Thrill

We look to continue our zeal for history in the future and continue to improve our image as Reenactors. But we can’t grow without **you**. The benefits in joining are innumerable. New members are **welcomed** with open arms: we’ll take you under our wing and **teach** you all that we know about the American Civil War.

Soon you’ll feel right at home. You will be a **comrade**. The smell of a fired cannon will bring your blood to a boil; adrenaline will pump when you hear “**LOAD!**” your heart will jump with “**FIRE!**”

The sights you will see and the experiences you will have will be demanding, there is no doubt. The cannon are heavy, the uniforms hot. You will feel as if you’ve reached your limit maneuvering the battery into position, but suddenly, you are in battery, loading the cannon. You’re breathless, **heart pounding**. What’s going on? Who’s out there?

Suddenly, everyone tenses --the word has come down: “**Prepare to fire!**” **There! You see them!** They are unaware of the Battery’s presence. “**FIRE!**” The cannon bark, the enemy falls. They look bewildered, trying to reorganize. But you’ve already loaded another round and another barrage sends them scurrying away. **You’ve won!**

The elation is overwhelming. You’re no longer tired; you are rejuvenated. You and your comrades have dominated the field; the Artillery is the Queen of the Battlefield and Reynolds’ Battery is the Crown. Battles however, are not all we do, and there are plenty of other “highs.”

After the battle around the cannon invariably gathers a throng of people. You step up and field

dozens of questions about the various facets of Loading, Firing, and the Science of the Artillery. Buffs, novices, and experts alike are **astonished by your knowledge, your professionalism, and your enthusiasm**. You are a Civil War Artilleryman.

Or perhaps you make a trip to a classroom to show your “kit” –your paraphernalia. Dozens of wide-eyed kids **hang on your every word** as you recount your encounters. When you leave you know the kids are awed and invigorated in History. Days, maybe weeks later, you hear from the teacher that they are still **talking about you**.

And then there’s the camaraderie. After a short time, **a bond will develop between you and the Battery**. We will not discount your inexperience, age, or background. Prove yourself interested in this, and you’ve earned a place next to us, with us. **You’ve become a part of the Reynolds’ Battery family**.

Joining

Will all this happen overnight? No. But it will happen, **only if you join**. Joining is simple. All you need to do is fill out the last page of this handbook (the Membership Form) and send it with your annual dues to our Treasurer, John Baronich, 386 Mill Street, Springville NY 14141. Please make checks payable to “Reynolds’ Battery L.” If money is a problem, either right now or permanently, talk to us. We can work it out. “Where there’s a will, there’s a way.” The rest of this handbook is yours as a beginner’s handbook. Feel free to call any of our officers or NCOs with any questions or concerns.

Cost Breakdown

Many times, new members express their concern that it is expensive to join the battery. We understand this, and want to spend a few minutes discussing why. The reason is simple: the cannon.

If you were to join another reenactment group, you would have to purchase essentially the same uniform as we require. However, if you join the infantry, you have a purchase of approximately \$900 for a musket and provide your own powder throughout the year; if you join the cavalry, you have to add a horse to your gear! We provide the cannon and we supply the powder throughout the year. We have cannon which fire 8 ounces of black powder each round; with up to three guns firing an average of 102 rounds each event (51 pounds of powder), and each pound of powder costs about \$12, you can see how much money the battery spends per event. The benefit for you, though, is that you do not have to pay for a musket or the powder.

The dues are set annually at our general meeting by the general membership. Our annual costs include two insurance policies (\$1,500 per year for the unit), membership with parent organizations (about \$100/ year), and costs associated with firing the cannon. We have figured it out to cost \$15 every time we fire one round, when you add the firing supplies, towing and toll costs, and other miscellaneous costs. The dues provide for only a portion of our overall income in a year.

Membership

There is a probationary period all members must go through before they become members in good standing, followed by a few basic requirements to maintain their status from year to year. Since we are a military organization, these are determined by the military member's participation.

New members become members automatically after six months from paying their initial dues and we encourage you to participate in four "field events" that the battery attends (reenactments, living histories, training schools, etc., but not meetings, parades, or demonstrations). This period gives you time to learn about us and how we operate. Once you become a member in good standing, maintaining that status is easy: in a given year, we encourage the military member to attend 50% of all events (including meetings, parades, etc.), be over 14 years of age, and pay all debts (dues, registrations, etc.) by September 1 (or work out something with us). Members in good standing, as well as their spouses and active family members over 14, can vote as well as be eligible to deduct their expenses from their income taxes.

Because of our unique status as a Not-for-Profit 501c3 corporation, our operations are also unique. In short, matters regarding the unit in the field such as officer elections, event selection, etc., as well as issues such as dues, are generally left to the membership vote to decide upon. Matters related to the corporation, day-to-day operations, long-term planning, financial planning, etc., are left to the Board of Trustees and the Chairman of the corporation to decide and act upon. No matter who makes the decision, though, you will be informed and your feedback willingly listened to.

This may seem confusing right now, but in time you will catch on. We seriously recommend that you refer to the general rules in this packet so you can be familiar with the general matters of the benefits and responsibilities.

We are a family organization, and encourage participation of all ages. In addition, since we are a Not-for-Profit 501c3 corporation, dues, donations, gas mileage, and uniforms are all tax deductible.

So what's holding you back? Wait no longer, sign up now! Join the 19th Century and Reynolds' Battery L!

Thank You and Welcome,
The Staff of Reynolds' Battery

REYNOLDS' BATTERY POLICIES

1. At the time that you join, you will be expected to pay the annual dues (currently \$45.00 per person with a cap of \$180.00 for a family of 4 or more) voted on by the membership. Your paid dues, includes coverage at events by a \$1,000,000 liability insurance policy. Members are also expected to refund the battery for registrations fees paid for the events the individual attends.
2. Minimum age to work on a piece is fourteen (14) years of age.
3. Members will not work on the piece until properly certified by an instructor from the National Civil War Artillery Association and trained by the officers and/or non-commissioned officers of Reynolds Battery L.
4. During events, all members will obey orders given to them and will respect military protocol. On the battlefield, strict accordance to this is vital for the safety of yourself and others.
5. During reenactments, all non-period equipment including cell phones and cameras will be kept out of sight.
6. Members must wear the basic uniform (see list on page 8; from the Quartermaster or other battery members) during reenactments. Members are given one year to acquire the basic uniform. The other items are to provide a list for the future. There also is an opportunity to borrow an article of uniform or equipment from the members or the battery, if there is one available.
7. There are two General Meetings that are for the purpose of making the year's schedule, electing officers/NCO's (every two years), and other administrative needs. All other meetings will be held during events or will be called for through the newsletter (*The Cannonade*) or by phone and email.
8. All members are required to register for the season's events by April 1st. This is in order guarantee attendance at those events. In addition, when the list of events is turned in, it is expected that you will pay for at least the first two events you plan to attend.
9. If at anytime you are unhappy with unit policies, you may bring up grievances at the General Meeting or to an officer at an appropriate time. You need not fear any adverse repercussions, as all members in this unit are equal and deserve to be satisfied in its operation.
10. A Member in Good Standing is defined as a member whom attends events and pays all their fees by December 1 of the year.

GENERAL MILITARY CODE OF CONDUCT

1. All officers in Artillery Camp are to be saluted the first time an enlisted man sees him in the morning. After that, that officer need not be saluted in camp. Outside of camp all officers regardless of branch must be saluted as many times as the enlisted man crosses his path or if a non-artillery officer enters camp. An enlisted man does not have to salute any officer if engaged on a work detail. When in the presence of an officer you must be at attention unless the officer places you at ease. All officers' tents are off limits to enlisted personnel unless permission is granted. Call the officer "sir" his rank and last name.
2. Non-Commissioned Officers (Sergeants and Corporals) are to be treated with respect and especially to be obeyed, but not to be called "sir." Call the NCO by his rank and last name. The officers will back the orders given by the NCO's. No orders will be given to you, which will be considered improper or hazardous to your personal safety.
3. Fellow privates are also to be treated with respect, but no special titles are necessary.
4. All women are to regarded and treated as ladies of the Victorian Era; the soldiers are to act as gentlemen of the Victorian Era.
5. When in uniform, convey to those around you that you are proud of yourself and of your unit and do nothing to damage the image of either.
6. In the field, all members will be present at all musters and formations.
7. When the final formation is finished and the troops are dismissed there will be time permitted for a general relaxation of discipline. However, basic military respect and conduct should be observed. Those on duty will remain in camp, as will one NCO at all times.
8. When leaving camp, permission must be secured from the ranking NCO in camp. Upon returning, you must notify the ranking NCO in camp.
9. "Black powder and Alcohol do not mix." There is no alcohol consumed prior to any service on the gun for any member.
10. The chain of command, from bottom up, is as follows: Private; Artificer; Corporal; Orderly Sergeant; 1st Lieutenant; and Captain. This structure will be followed in all communications while on the field.

MILITARY EQUIPMENT LIST

This is a list that we expect you will want to refer back to over the course of your first few years of your reenacting career. Equipment here may be purchased at the sutlers. Here is a list of a few we see at events we attend. It is strongly encouraged to talk to your platoon chief or an officer before making a major purchase. We portray Reynolds' Battery in mid-1863. Many of these items can be view on our website at www.reynoldsbattery.org.

BASIC GEAR (we expect you to have this equipment within a year. Before that, you can borrow from others or the unit if you don't have it)

- 9-button New York State Militia style roundabout, piped in red, with epaulettes, with small eagle buttons
- Kersey-blue trousers (foot or mounted)
- Brogans
- Wool Socks (Gray)
- Kepi with a brass Artillery Insignia, 3/4-inch "1" and 3/4-inch "L"
- Wool Blanket, US Army issue pattern
- Tent (6' x 8'9" x 6') A-Frame, White canvas
- Canteen (bull's-eye pattern, recommend stainless steel with a kersey blue cover)
- White Muslin Shirt (these were issued, so were more common than colored shirts)
- Period Mess Kit (Tin plate, cup, fork, knife, and spoon)
- Period eye wear (if necessary and practicable)
- Suspenders (start with canvas braces, as they were issued)

Full Gear (recommend you have these for your own benefit and to be fully outfitted, but is not required)

- Saber/Belt with black leather saber knot (artillery or cavalry)
- Pocket watch (silver, key wind, if available)
- Vest (blue)
- Haversack
- White dress (Parade) gloves
- Housewife (period sewing kit)
- Handkerchief
- Greatcoat
- Poncho
- Box; bread or ammo box to keep stuff in

Optional Gear (a list for you once you are fully outfitted)

- Ball & Cap Revolver w/ left-hand draw holster
- Dress Frock Coat
- Period Cards
- Camp Chair
- Knapsack
- Folding Pocket Knife
- Writing Kit
- Extra Rawhide Laces
- Cap Box
- Buff Gauntlets
- Lantern

SUGGESTED SUTLER LIST

General Uniforms

The Regimental Quartermaster
49 Steinwehr Avenue
Gettysburg, PA. 17325
(717) 338-1864 Store
(717) 338-1850 Mail Orders
www.regqtm.com

General Uniforms

C & C Sutlery
2001 North Washington Ave
Emmett Idaho 83617
(208) 398-7279
www.ccsutlery.com

General Equipment

James Country Mercantile
111 N. Main Street
Liberty, MO 64068
(816) 781-9473
www.jamescountry.com

General Equipment

Falls Creek Sutlery
917 East Walnut Street
Lebanon IN 46052
(765) 482-1861 Phone
(765) 482-1848 Fax
www.fcsutler.com

Brogans & Boots

Dells Leather Works
83 First Avenue
Kingston NY 12401
(845) 339-4918
www.dellsleatherworks.com

Tents

Panther Primitives
PO Box 32 State Road 33
Normantown WV 25267
(304) 462-7718 Phone
(304) 462-7755 Fax
www.pantherprimitives.com

GENERAL CIVILIAN INFORMATION

Being a family-oriented organization, Reynolds' Battery encourages civilian participation. Civilians generally choose a number of portrayals to base their dress and activities at events. Not only does this show another aspect of reenacting, it makes reenacting much more fun for everybody, as families can share in this fascinating hobby. New civilian portrayals are encouraged to discuss their interests with current members. Current portrayals include the United States Christian Commission, nurses, schoolteacher, laundress and farm wives to mention a few.

Reynolds' Battery is unique in one fashion: we do not have any system set up for election of officers for civilians. This was done on purpose, as we did not want to have one civilian trying to dictate how the others work; instead, everyone co-operates and works together for the general good. It sounds like utopia, and it works well. We do appoint a Civilian Liaison each year to assist new members as well as a resource for veteran civilians.

With that in mind, please review the following information. This "list" (created by Barbara Cutler) is meant to get your mind thinking along the right lines for what you will need. There is, however, an important "rule" to follow, especially for civilian equipment: ask a veteran. Much of what is out there is "wrong," or far too expensive, or not even necessary. It is best to ask the civilian liaison in the unit, for some guidance. It is because of this, plus the fact that there are no regulations to refer to, that civilians have a much longer and more difficult time getting outfitted for this hobby. Be patient. We'll help you through it.

CIVILIAN "EQUIPMENT" LIST

Basic Equipment (we expect you to have this equipment within one year. Before that you can borrow from others if you don't have it)

1. A camp dress. This is a simple day (or working) dress, which can be made fairly easily but purchased even easier.
2. Period stockings and gaiters
3. Black boots (without eyelets) or, better yet, period shoes.
4. A period tent. If you are staying in the period civilian camp, you'll need this. There are various sizes and styles, but to begin, you might want an "A-Frame."
5. Period style plate, cup, & utensils. Styles can be Stainless Steel, Ceramic, White porcelain, or even tin, if you wish; but definitely a three pronged fork.
6. Wooden candle lantern or oil lantern
7. Period style chair or stool. A luxury, to be sure, but it is nice.
8. Period blankets or quilts, to cover your modern sleeping bag (it can get cold at night).
9. Wicker basket or purse to carry your personal stuff in

At Events

1. Bring food and drink unless you've made other arrangements. Bring water too, as the water at events is sometimes questionable.
2. Bring a cooler, but cover it (like all modern stuff) with a blanket.
3. As far as dressing, especially your hair, ask for help.

GENERAL CIVILIAN CODE OF CONDUCT

1. No Cell phones, cameras or modern items should be seen or use within the public view.
2. No Flip flops and bare legs; we do expect drawers, stockings and authentic footwear even in camp. (Along with correct underclothing of course).
3. No bangs – in the 1860's hair did not cover the forehead.
4. No Hair arranged high on the back of the head, and loose hair. For women and teen girls the hair should be gathered low on the back of the head in a bun or arrangement of braids. Bonnets or hats appropriate to your age and activity should be worn when in public.
5. No Modern baby strollers – modern baby blankets, etc. Again, nothing modern should be seen.
6. No Parading around in undergarments at any time is prohibited. In a real emergency, dashing outside the tent to retrieve something is acceptable.
7. No Loud conversations after 'lights out'. (No bad language at any time).
8. No modern clothes should not be worn in camp during spectator hours. If, because of the heat, you need to change into modern clothing please do so, but then move to a non reenactment or living history area (parking lot or off event grounds). Wearing modern clothing in camp gives an incorrect impression to the public and detracts from the other reenactor's experiences.
9. No babies and toddlers in camp. Although we are a family friendly unit, consideration of everyone is paramount. Please do not depend on others to watch your children. Children need to have constant supervision in this environment. At the end of each day, everyone will be exhausted, it is imperative that military and civilians get a good night's sleep. Be considerate of others.

Earlier in this packet we mentioned the Board of Trustees.
Currently this is the list of Board members.

John Beatty *President of Corporation*

Rick Lake, *Vice President*

John Baronich *Treasurer*

Ave Bauder

Jon Bernard

Bill Fuge

Chris Nelson

Web Site

Reynolds' Battery has moved into the 21st Century, by connecting to the Internet. There is a new web site for the Internet users to see where the unit has been and where the next event will be. There are pictures, schedules to view, and member's names and Email addresses for contacting them for any questions you might have. Once you have joined you will be given the Username and Password to the Member's Only Page on our website.

You can connect to the Web Site at, www.reynoldsbattery.org

Newsletter

Reynolds' Battery also continues a tradition of a member's newsletter. This was started in the beginning of the reenacting unit, to keep the members up to date before the internet and web site were invented! Yes, Reynolds' Battery has been around for quite a while!

The newsletter is called, (*The Cannonade*) a monthly issue which is sent to members by email. If a member does not have email, another member will print and get a copy to you. You will find the Captain's Dispatch, Board of Trustees updates, Sergeant's, and event reports, birthdays of original and modern day members of the battery. Tips on care for equipment and personal care, before, after and at events, plus articles from members, pertaining to Reynolds' Battery and other Civil War topics.

Battery Photo Page

With today's technology that is available to each member, we have set up a website with many photos of events that Reynolds' Battery has attended. There are thousands of pictures that have been loaded up to the site, from our members over 25 years of events. Many of the photos were taken from past members with a camera. Today everyone has a cell phone and will take a picture or video at events. If you wish to share some of your personal photos, we can get those uploaded to the collections

You can connect to that site at <https://www.flickr.com/people/reynoldsbattery/photos/>

OFFICER AND NCO LIST

This list is provided so that you know how to contact the various officers in the unit. Every three months, an updated roster is provided to the entire battery: this will cover you until you get yours.

Captain

John Beatty
21 Lindhurst Drive
Lockport, NY 14094
(716) 432-0456
jrbeatty21@aol.com

First Lieutenant

Rick Lake
46 Orchard Street
Hilton, NY 14408
(585) 208-1839
rlake413@aol.com

Orderly Sergeant

Chris Nelson
PO Box 218
Interlaken NY 14847
(607) 327-0707
rupert_hawh541@yahoo.com

Sergeant

Jeff Dennis
94 Sherwood Drive
Brockport, NY 14420
(585) 295-3017
jdennis21492@gmail.com

Sergeant

David Schmidt
83 Charit Way
Rochester, NY 14626
(585) 967-9755
schmidtworks48@gmail.com

Artificer

Jon Bernard
951 Gravel Road
Webster, NY 14580
(413) 244-2879
jonbernard@yahoo.com

Artificer

Jeff Snyder
50 Pearl Street
Holland NY 14080
(716) 523-1438
Snyder.jeffery@ymail.com

Recruitment Officer

Quartermaster Department

Jeff Dennis
94 Sherwood Drive
Brockport, NY 14420
(585) 295-3017
jdennis21492@gmail.com

REYNOLDS' BATTERY L, FIRST NEW YORK LIGHT ARTILLERY MEMBERSHIP APPLICATION

Members of the Artillery Reserves, US Volunteers, National Civil War Artillery Assoc, and a 501C3 unit.

Last Name		First Name		Middle Initial	
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Address		City		State		Zip	
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Date of Birth		Home Phone #		Cell Phone #	
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Email Address		Spouse Email Address	
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Spouse name		Date of Birth		<input type="checkbox"/> Military	<input type="checkbox"/> Civilian	<input type="checkbox"/> Non Participating
Child name		Date of Birth		<input type="checkbox"/> Military	<input type="checkbox"/> Civilian	<input type="checkbox"/> Non Participating
Child name		Date of Birth		<input type="checkbox"/> Military	<input type="checkbox"/> Civilian	<input type="checkbox"/> Non Participating
Child name		Date of Birth		<input type="checkbox"/> Military	<input type="checkbox"/> Civilian	<input type="checkbox"/> Non Participating
Child name		Date of Birth		<input type="checkbox"/> Military	<input type="checkbox"/> Civilian	<input type="checkbox"/> Non Participating

Do you have any first aid training? If so, what type	
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Do you own a Civil War Tent? If so, what type	
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Previous military experience (reenacting or other)	
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I do hereby attest that I fully realize that the firing of a cannon is dangerous and can cause the loss of limbs and life itself if done incorrectly or as a result of unforeseen phenomena. I realize that the cannon training process is to insure that each cannoneer of Reynolds' Battery 'L', in compliance with the National Civil War Artillery Association, has a basic and safe knowledge of the firing of cannons, but that this training in no way guarantees the continued safe operation of the unit or individuals to which instruction was given.

I THEREFORE BEING OF LEGAL AGE RELEASE AND DISCHARGE REYNOLDS' BATTERY 'L', THE NATIONAL CIVIL WAR ARTILLERY ASSOCIATION, THEIR INSPECTORS, AGENTS, OFFICERS, PHYSICIANS, NURSES AND OTHERS CONNECTED THEREIN, FROM ALL CLAIMS BY REASON OF ANY CAUSE ARISING OUT OF/ OR INCIDENT OF BEING A MEMBER OF REYNOLDS' BATTERY 'L', AND/OR THE NATIONAL CIVIL WAR ARTILLERY ASSOCIATION.

If I am not able to make personal decisions, or my emergency contact cannot be reached, I give permission for an officer of either the unit in charge or Reynolds' Battery to initiate emergency decision-making procedures. I swear that all above answers are true to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Do Not Write Below This Line	
Date Received:	Amount Paid:
Received By:	

RWL: 8/2021