

Tennessee Genealogical Society

Volunteer Opportunities

We are happy to have you become a part of our team and help ensure the capability of the society. Please identify areas which are of interest to you.

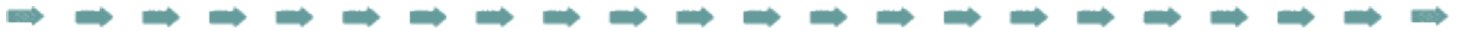
Date

E-mail

Name

Phone

Address, City, State, Zip



Library

Greet and assist library visitors
Provide visitors with genealogy support
Enter new books in database
Process books
Sort and shelve materials
Check shelves and straighten books
Special Projects

Office

Answer phone
Review and distribute postal mail
Help preserve historic records
Selling books
Finance support

Publishing

Assist with preparing newsletter & magazine
Review books
Abstract documents
Proofread copy
Write feature articles
Typing/Transcribing records

Public Relations

Support society social media
Make media contacts
Arrange talks & interviews
Develop brochures
Write & distribute news releases
Help at fairs and festivals
Photography

Technology

- System administration
- Support GoToMeeting
- Application support
- Support audio and video equipment
- Scanning and digitizing

Education

- Assist visitors with genealogy knowledge
- Present programs
- Write tips & techniques articles

Events

- Help with set up & take down
- Help with registration
- Help with food & drinks
- Assemble and distribute packets

Committees

- Audit
- Bylaws
- Cemetery
- Finance
- Hospitality
- Membership
- Programming
- Public Relations
- Publications

Genealogy Research

- Assist with research requests
- Assist with Tennessee Certificates
- Review Queries
- Grave site or Cemetery census

Sales

- Assist sales director
- Copying books for sales
- Producing DVDs for sales
- Prepare orders for shipment

Other Skills

Please print this form and send to to our office :
Tennessee Genealogical Society
PO Box 381824
Germantown, TN 38183-1824

Or you can save it to your computer and e-mail it to tngs@tngs.org