

# 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
- Record receipt of periodicals on computer
- File Periodicals
- Sort and shelve books
- Check shelves and straighten books
- Special Projects

### Office

- Answer phone and e-mails
- Review and distribute postal mail
- Help preserve historical records
- Selling books
- Finance support

### Publishing

- Assist with preparing newsletter & magazine
- Review Books
- Abstract documents
- Proofread copy
- Write feature articles
- Typing/Transcription of records

### Public Relations

- Support society social media
- Make media contacts
- Arrange interviews
- Develop brochures
- Write 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
- Teach a class
- Write tips & techniques articles

## Events

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

## 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  
Box 381824  
Germantown, TN 38183-1824

Or you can save it to your computer and e-mail it to [tngs@tngs.org](mailto:tngs@tngs.org)