



# Volunteer

## Make a Difference

As an all-volunteer organization, the Genealogical Forum of Oregon needs your help. Our mission is to create and promote an interest in genealogy. We rely on our membership to carry out the mission of recording, compiling, publishing, preserving and sharing genealogical and historical records and information.

Did you know...

- Some jobs can be done in the comfort of your home?
- Assignments can be tailored to suit your schedule?
- Every hour you volunteer is like a donation of \$23.07 to the Forum?
- You meet the nicest people when you volunteer?
- You may choose one (or more) of the jobs on this form, or you may create your own!

Even a few hours a month will make a difference. If you have a little (or a lot of) time to share, please fill in this two-page form indicating your preference(s) and return it to the Forum. Thank you for offering to donate your most precious commodity: your time.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Member # \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ [ ] Still working [ ] Retired

Best time to contact me: \_\_\_\_\_

## Volunteer Opportunities – a few ideas

### Book Sales

- \_\_\_\_ Book pricing
- \_\_\_\_ Database work
- \_\_\_\_ Mail orders
- \_\_\_\_ Sell at special events

### Clerical

- \_\_\_\_ Indexing/data extraction

### Computer/Technology

- \_\_\_\_ Diagnose network &/or printer problems
- \_\_\_\_ Maintain computers &/or the network
- My area of expertise: \_\_\_\_\_

### Editorial (*The Bulletin* and/or *The Insider*)

- Write book reviews
- Write articles
- Proofreading

### Graphics

- Create flyers/brochures
- Help with newsletter or magazine layout

### Library Staffing

- Reception
- Research assistance
- Helping at special events

### Library Services

- Fulfill research requests
- Process periodicals
- Label books for the shelf
- Catalog materials
- Shelf reading

### Manuscripts

- Prepare collections for scanning
- Scan collections
- Create finding aids

### Marketing and Publicity

- Post events on free websites
- Distribution of event flyers
- Staff GFO booths at events

### Print Shop

- Assist with printing

### Seminars and Workshops

- Teach classes
- Pre-event assistance
- On-site event support

### Volunteers/Volunteer Committee

- Recruit volunteers
- Track volunteer hours
- Volunteer training

These are just a few suggestions. If you have other skills to offer, please create your own volunteer job.

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Please return this form to:

GFO - Volunteer  
2505 S.E. 11th Ave., Suite B-18  
Portland, OR 97202

Or contact us for more information:

Phone: (503) 963-1932  
E-mail: [volunteer@gfo.org](mailto:volunteer@gfo.org)