VOLUNTEER QUESTIONNAIRE

The PGSA is totally reliant on the skills of volunteers to fulfill its mission. The board and membership express our appreciation for your interest to assist the PGSA.

To specify your interests, please complete this questionnaire. Return it either by scanning and emailing it to volunteer@pgsa.org or by mailing it to the address in the header.

Name: _____________________________________ Phone: ______________________

Address: __________________________________________________________________

Email: __________________________________________ Date: _________________

- Check the boxes that identify the skill or skills for which you wish to volunteer
- If you check “Other”, please add the software in which you have experience
- Add further information in the Addenda section at the end of the questionnaire

TECHNICAL SUPPORT

Microsoft Software Packages:  □ Word   □ Excel   □ Power Point   □ Publisher
Website:     □ WordPress  □ Other:
Emailing: □ Mail Chimp  □ Other:
Webinars: □ GoToWebinar □ Zoom □ MS Team □ Other:
Other: □ Scan materials □ Data entry

ART & GRAPHICS

□ Design advertising pieces, flyers, booklets, website images, etc. using:
    □ Photoshop  □ InDesign  □ Other:
□ Video:  □ Creating  □ Editing  □ Software:
□ Photography

RESEARCH SUPPORT

□ Respond to genealogical questions  □ Fulfill research requests from home
□ Basic in-person assistance by appointment  □ Translate documents
□ Note in the Addenda section any geographic areas, indexes/databases, languages, etc. in
    which you have specific experience or research background and skills

MARKETING

□ Network with genealogical societies □ Network with Polish organizations
□ Network with library genealogical groups □ Promote PGSA at events and conferences
□ Design and execute email announcements □ Develop promotional materials
PUBLICATION SUPPORT
☐ Editing  ☐ Proofreading  ☐ Locate articles  ☐ Review books
☐ Writing; Summarizing articles

OUTREACH
☐ Lecture at other societies, libraries, schools  ☐ Teach a course on a genealogical topic
☐ Develop presentations & education materials  ☐ Record brief instructional videos

SHOP
☐ Filling requests for PGSA literature  ☐ Locate new books & materials to sell

SPECIAL EVENTS & CONFERENCES
☐ Greet and register attendees  ☐ Distribute literature
☐ Locate and price locations and services  ☐ Research and contract speakers
☐ Prepare syllabus, web materials, name tags  ☐ Acquire materials for the raffle table
☐ Assist with the marketing program  ☐ Logistical support
☐ Assist at PGSA sales, raffle, other tables  ☐ Speaker support

FUNDRAISING
☐ Develop/implement fundraising campaigns  ☐ Gather sponsorships
☐ Maintain PGSA data on Candid/Guide Star  ☐ Research & write grants

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ADDENDA: Add below any supplemental details that you wish us to consider regarding items you marked or skills not included in the list above.