

**Licking County Genealogical Society**

**Volunteer Information Sheet**

**Please print information clearly**

Date form was completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: OHIO Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone# Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to volunteer for the LCGS Society and Library. I have marked areas where I could help. I know that all of the projects, including indexing and transcribing data, will be done in the LCGS library and only on LCGS computers or flash drives. No information can be saved or copied for personal use.

**I know Word and Excel \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or willing to learn how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please circle what days you would like to volunteer – you can change days whenever you want!**

Monday Tuesday Wednesday Thursday Saturday (not currently available)

**Please mark any of the following you would like to help with or learn to do.**

**\_\_\_\_** Help researchers with looking in books, paper materials, microfilm, websites for information

\_\_\_\_ Work the library desk during research hours directing visitors to the location of research materials

\_\_\_\_ Help transcribe data from records, books

\_\_\_\_ Help index booklets and ledgers

\_\_\_\_ Help with Obituary cards: \_\_\_\_\_\_ typing new cards \_\_\_\_\_filing into drawers

\_\_\_\_ Assist the Librarian to sort or process materials that are donated to the library

\_\_\_\_ Serve on a Committee: newsletter (Lantern), Website, Membership/Recruiting, Program meetings

\_\_\_\_ Other talents I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Other things I am willing to do for the society\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Librarian talked to volunteer on date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current LCGS Member #\_\_\_\_\_\_\_\_\_\_\_\_

Date started to volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licking County Genealogical Society 101 West Main Street, Newark, Ohio 43055-5054 740-349-5510**

[**www.rootsweb.ancestry.com/~ohlcgs2**](http://www.rootsweb.ancestry.com/~ohlcgs2) **and LickingCountyOhioGenealogySociety.org Email:** [**lcgs@lickingcountylibrary.org**](mailto:lcgs@lickingcountylibrary.org)