



July 26–30, 2010

APS Volunteer Work Week

Join us for an opportunity to work with fellow members to help the Society and Library reduce its backlog of projects. Volunteers will be welcomed with a kickoff breakfast on Monday and then be provided with a tour and overview of each of our departments and programs. The week will conclude with a thank-you pizza party on Friday.

Travel, lodging, and most food will be the participants' responsibility, but your out of pocket expenses are tax deductible. Although the principal purpose of the week will be to accomplish tasks, volunteers will have evening opportunities to use the Library, peruse Circuit Sales and donations materials, and view the Reference Collection.

Individuals may spend the entire week on one project or

help with several different projects over the week by spending as little as half a day on a single project. Many tasks do not require special skills and are open to spouses or other non-member guests. Sample opportunities are listed below, but we are open to suggestions if you have a particular talent that you would like to share. Please advise us of your interests in advance so that we can be properly prepared.

Administration

- Apply stamps/pictorial permits
- Perform monthly inventory

Circuit Sales

- Organize, identify, and prepare Insurance Fund holdings of stamps for sale.*
- Digital imaging of new circuit books

Development

- Help sort/organize donated materials
- Filing

Editorial

- Adding Scott numbers to scans
- Scanning material for future articles

Education

- Duplicating audiovisual programs
- Development of lesson plans**

Expertizing

- Organize forgery donations*
- Enter data to create database of older certificates*

Internet Sales

- Preparing material to be returned

Library

- Inventory APS/APRL archives*
- Place bar codes in bound periodicals
- Sort periodical and auction catalogues*
- Realign materials to even out spacing on shelves
- Read shelves to make sure books are in the correct order
- Assist in development of finding aids for Library Resources*
- Training to index publications (half-day)**

Shows

- Prepare badges for APS STAMPSHOW 2010
- Assist with sign preparation

Website/Social Media

- Development of new content**
- Review of existing pages**

Youth

- Make up packets for give aways
- Assist with a mailing to All★Star Stamp Clubs
- Write article(s) for YSCA Newsletter
- Prepare Youth Area supplies for STAMPSHOW

* Projects not likely to be accomplished without volunteer help
 ** Tasks that could be continued after the week from home.

Name (as desired on badge) _____ APS # _____ T-Shirt Size _____

E-mail: _____ Phone: _____

Preferred Task(s) _____

Please send information on housing options. Please send information on area attractions
 For more information contact Gretchen at volunteer@stamps.org or call 814-933-3803, ext. 239
 or visit Volunteers online at www.stamps.org/Volunteer-Work-Week
 Return this form to Gretchen Moody • APS • 100 Match Factory Place • Bellefonte, PA 16823
 or register online at www.stamps.org/Volunteer-Work-Week