



# Colorado Council of Genealogical Societies

PO Box 40270, Denver CO 80204

## REGISTRATION FOR SOCIETY MANAGEMENT WORKSHOPS

**NAME** \_\_\_\_\_

**MEMBER SOCIETY** \_\_\_\_\_

**POSITION(S) HELD PAST AND PRESENT** \_\_\_\_\_

**YOUR EMAIL** \_\_\_\_\_ **YOUR PHONE** \_\_\_\_\_

**I WOULD LIKE TO ATTEND THESE SESSIONS: (PLEASE NUMBER THE WORKSHOPS IN ORDER OF PREFERENCE: 1 = FIRST PREFERENCE, 2 = SECOND PREFERENCE, ETC.)**

- \_\_\_\_\_ COOL PROJECTS FOR SOCIETIES
- \_\_\_\_\_ FINDAGRAVE AND BILLION GRAVES: WORKING WITH SOCIETIES
- \_\_\_\_\_ SOCIETIES AND LIBRARIES: WORKING TOGETHER
- \_\_\_\_\_ PUBLIC RELATIONS AND PUBLICITY: GETTING THE WORD OUT
- \_\_\_\_\_ SOCIAL MEDIA, BLOGS, AND FACEBOOK: SPREADING THE WORD
- \_\_\_\_\_ BUILDING MEMBERSHIP: IDEAS FOR KEEPING MEMBERS INTERESTED
- \_\_\_\_\_ WEBINARS AND VIDEOS: SHOWCASING YOUR SOCIETY
- \_\_\_\_\_ HOW TO PUT ON PROFITABLE SEMINARS
- \_\_\_\_\_ PROGRAM CHAIRS: IDEAS FOR PROGRAMS AND EVENTS
- \_\_\_\_\_ EDITORS: HOW TO FILL YOUR PUBLICATIONS WITH INTERESTING CONTENT & PRINT VS ELECTRONIC PUBLISHING
- \_\_\_\_\_ PRESIDENTS: LEADING THE SOCIETY
- \_\_\_\_\_ TREASURERS: MANAGING THE BUDGET AND THE BOTTOM LINE
- \_\_\_\_\_ VOLUNTEERS AND VOLUNTEERING: INTERESTED IN JOINING THE BOARD: SERVING AS AN OFFICER? JOINING THE WORKER BEES? QUESTIONS AND ANSWERS HERE
- \_\_\_\_\_ BYLAWS, PROCEDURE MANUALS, AND DOCUMENT RETENTION POLICIES
- \_\_\_\_\_ COUNCIL: DO YOU KNOW ALL THE BENEFITS?
- \_\_\_\_\_ SPEAKERS' BUREAU: AN AID FOR PROGRAM CHAIRS
- \_\_\_\_\_ YOUR SOCIETY WEBSITE: IS IT SERVING YOUR NEEDS?
- \_\_\_\_\_ PRESENTING EDUCATION PROGRAMS

The syllabus will be available online for your personal download by Sept. 23 at [www.cocouncil.org](http://www.cocouncil.org).

Avoid the cost of the paper syllabus by downloading *unlimited* number of copies of the syllabus PDF for your personal (and society's) use.

Paper Syllabus = \$15.00 each. ORDER PAPER SYLLABUS BY SEPT. 23. The syllabus goes to the printer Sept. 24, so no paper copies will be orderable after that.

\_\_\_\_\_ I would like to order (how many?) syllabus. \$15.00 per copy.  
Make out check to: "CCGS"

Only pre-ordered syllabi will be available at the workshops.  
No extra paper syllabi will be available at the workshops.

Doors open at 9:00 AM.

Registration: B2 Lower Conference Level  
Opening Session: B2 Lower Conference Level  
Denver Public Library, Central Library, 13th and Broadway, Denver

Please direct questions to the registrar:  
Gail Arnert  
[gailarnert@yahoo.com](mailto:gailarnert@yahoo.com)  
303.755.1179

SEND REGISTRATION AND CHECK FOR SYLLABUS TO:

**COLORADO COUNCIL OF GENEALOGICAL SOCIETIES**  
**P.O. BOX 40270**  
**DENVER CO 80204**