Ukraine SIG InfoSheet
Town Leader Tasks
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Basically, a Town Leader is a point of contact for any projects available for your town. Town Leaders coordinate efforts to acquire and translate records that might be available and coordinate any necessary fundraising for those efforts. JewishGen actually handles the money, so you are only responsible for any fundraising "PR". In addition, you would manage volunteers to transcribe records into Excel spreadsheets to put them into the Ukraine SIG database. Our SIG will help you find appropriate people from our list of volunteers. In addition, JewishGen will help you create a KehilaLinks web page.

We have a long list of *potential* projects that town leaders can initiate. Some are easy to start and require minimal skills. Others require advanced language skills. The choice is yours as to where and how you begin and which projects you choose to initiate, but I and our Board always are available for guidance and assistance.

Here are the things that a Town Leader should do:

- First, create a KehilaLinks website. Susan Leistner Bloch (bloch@mts.net) and Barbara Elman (ellmanb@gmail.com) will help. They templates that will enable you to get a site up and running quickly and without hassle. They also have volunteers who can create your site for you. The site should include descriptions of and links to data that are in the JewishGen Ukraine Database (e.g. 1929 Polish Business Directory, Vsia Rossiya and more.). Take a look at some of the sites that already are on JewishGen (http://kehilalinks.jewishgen.org/Ukraine.html).
- Second, check the JewishGen Communities Database (JGCD). It references the Encyclopedia of Jewish Life ..., ShtetlFinder, Slownik ..., Pinkas HaKehilot, and Yizkor Books if there are any for each town. The JGCD also identifies how many entries there are in JGFF. You should consider initiating projects that will translate items that are not yet in the JewishGen Ukraine Database.
- If there is no translation project for Yizkor Books, and if a YB exists for your town, start translation project. If there is a translation project but no index, create a name and subject index. It is easy to start an index from just the table of contents. We can provide you with a PowerPoint tutorial that leads you step=by-step through the process, and we can provide personal help if you need it.
- Contact the JGFF researchers for your town and solicit data, photos, memoirs, and stories they may have. Especially, find out and collect any data they may have obtained from archives, museums, and cemeteries in Ukraine. Post these on your KehilaLinks website. Our SIG also will create a town page on Ukraine SIG's website and put links there to your KehilaLinks page and to other material, including the JGCD page for your town.
- Search the LDS Family History Library Catalog for your town name. If there are no vital records, they may have church records, which include Jewish records ... or not. They have to be searched manually. We can explain the process for doing this, and can help identify volunteers to assist you.
- Extract town-based records from the Ellis Island Database, and from other searchable immigration databases. This will require some creativity in coming up with potential variations in how the town name might have been spelled ... or misspelled. We can help with an Excel template for data input and with suggestions for carrying out the project. And, again, we can assist by providing volunteers.

- Search for town name in Yad Vashem and US Holocaust Memorial Museum Databases. Obtain and translate any records and documents from the search. Some of these documents can be obtained online
- Contact the Central Archives for the History of the Jewish People and request a town search for documents they hold. Obtain the documents and begin a translation and indexing project.
- Do a town name search in the online index of Montefiore Census Extractions, in Israel.
- Contact YIVO and request a search for documents that relate to the town(s). Obtain the documents and begin a translation and indexing project.
- Do an online search of Polish archives, like AGAD. This would be for towns that were in Poland before the Partitions and during the Interwar Period. Ditto for Galicia.
- Contact the Jewish Historical Institute in Warsaw for towns that were in Poland at one time. Check for Polish Passports on JRI-Poland's website.
- Identify Jewish cemeteries for the town in Ukraine (The US Commission for the Preservation of America's Heritage Abroad has a list.). Ditto for landsmanshaftn plots in America (start with NY area). Using volunteers arrange to get photos of gravestones. Then, translate/transcribe the inscriptions. Obtain a burial register and/or plot map. If there is none, create one.
- ... and more

You don't have to do all of these items. You can pick and choose and work at your own pace. Ukraine SIG will assist you with volunteers, with technical advice, and with fundraising. Together, we can make a difference and provide data for people researching your town.

So, will you join our Town Leader Team?

Ron

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www.jewishgen.org/Ukraine
where Jewish genealogy is personal