

FLIGHT 93 ORAL HISTORY

VOLUNTEER INFORMATION PACKET

Enclosed you will find the following documents (*also available on www.pcracom.com*):

1. Volunteer Services Agreement Form (signature required), 2 pages
 2. Oral History Volunteer Description, 2 pages
 3. Volunteer Hours Log, 2 pages
 4. Transcription guidelines (PCRA prepared)
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We appreciate your volunteer spirit!

PLEASE:

1. Read and sign the Agreement form and return it to:
 - a. Adam Shaffer, Volunteer Coordinator
Flight 93 National Memorial, OH Project
P.O. Box 911
Shanksville, PA 15560
2. Read and retain the remaining documents. Please read the Transcription Guidelines and adhere to as many of them as you can without making the transcription too cumbersome for you. All transcripts will be reviewed and amended by Kathie Shaffer, OH Project Assistant. (Guidelines were established in conjunction with NY Columbia University's standards for oral histories.)
3. Please complete the transcript **WITHIN 45 DAYS OF RECEIPT**. Upon completion, the cassette tape(s) **AND THE VOLUNTEER HOURS LOG** must be returned promptly to Kathie Shaffer in the preaddressed envelope.
4. Your transcript must be emailed to Susan Kiniry at kiniry93@gmail.com.
 - a. If you are a CaseCatalyst user, zip and email. Any other software, please convert to ASCII and email.
 - b. Kindly leave Sue a voicemail at 814.341.4230 to alert her that you have sent an email, and so that she can verify receipt of it.

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***We thank you for your support of this important project!***

***Court reporters can make a difference!***