

# Burnett County Historical Society

## Volunteer Form

As a non-profit organization we rely on the many talents of our members, sponsors, and friends to complete the tasks associated with the operation of Forts Folle Avoine and the Historical Society. Our volunteers make a difference.

Please tell us what you would be willing to do and return this completed form to Forts Folle Avoine.

Name \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

When available: (summer, winter, etc) \_\_\_\_\_

### Areas of interest:

Events: Are you interested in assisting in event planning and/or working at an event?

	Planning	Working		Planning	Working
Opening Weekend	_____	_____	Plant Sale	_____	_____
Echoes	_____	_____	Rendezvous	_____	_____
Garden Tea	_____	_____	Day Camp	_____	_____
Pancake Breakfast	_____	_____	Beaver Club	_____	_____
Christmas	_____	_____	Other Events	_____	_____
Dinners	_____	_____			

Other activities you are interested in:

Greeting/Gift Shops	___	Educational Programming	___
Kitchen/Food Service	___	History Research Library	___
Gardens/Landscaping	___	Fund Raising/Grants	___
Clerical	___	Ticket Sales	___
Photography	___	Event Parking/Admission	___
Public Relations	___	Propt. Maintenance & Repair	___
Sewing Period Clothing	___	Exhibit Research/Construction	___

Other Interests \_\_\_\_\_

**Print out this page and mail the completed form to:**

Burnett County Historical Society  
8500 County Road U  
Danbury, WI 54830

## JOIN OUR VOLUNTEER GROUP

Volunteers share time and talents in a diverse range of categories. It is their skills that ensure our event success and continuity of our programs.

### **VOLUNTEER SKILLS:**

**Greeting /Gift Shop:** Welcomes visitors to the Park, directs them to exhibits, answers questions about the Park, assists visitors in locating items, completing sales at cash register and working with the gift shop manager.

**Gardens/Landscaping:** Assists with the annual Opening Weekend Plant Sale, as well as planting, weeding, transplanting, and other work needed in the various gardens and site grounds.

**Kitchen/Food Service:** Assists with meal preparation under direction of licensed kitchen personnel. Operates appliances and dishwashers, and will be familiar with sanitary and serving procedures. Volunteer serves and plates meals and clears tables observing sanitary procedures as required.

**Clerical:** Tasks include computer entries, preparing forms, participating in mass mailings, and various other clerical tasks.

**Photography:** Records activities and events being held at the Forts and copies photographs to labeled CDs for future use.

**Public Relations:** Promotes the Historical Society and Forts Folle Avoine in a variety of ways including distributing brochures & posters, as well as meeting with community organizations and boards.

**Sewing Period Clothing:** Sews clothing for others working, volunteering, or involved in Forts Folle Avoine activities and assists in keeping garments in good condition. Clothing is stored at the Fort and is used as needed by various volunteers.

**Educational Programming:** Assists in planning & delivering educational activities, participates in media outreach, and works to advance public awareness of the Historical Society and the Forts.

**History Research Library:** Organizes and catalogs materials, helps with data entry, and assists with answering research requests from the public. Training and support are provided.

**Fund Raising/Grants:** Works with the Director and Executive Committee in suggesting, implementing and evaluating fundraising activities. Working with the Executive Committee, volunteer researches grants from foundations, businesses and organizations.

**Ticket Sales:** Participates in site ticket sales at various events and activities. Examples include scheduled pancake breakfasts and Christmas at the Fort.

**Event Parking/Admission:** Works with others in coordinating event parking and working at the entry gate to collect admissions during events such as Rendezvous and Yellow River Echoes.

**Property Maintenance & Repair:** Works with others in maintaining and repairing buildings and grounds. Under the direction of the Park Director, volunteer also assists with construction projects and restoration of buildings.

**Exhibit Research/Exhibit Construction:** Researches exhibit information, helps with the construction and display, and may be involved with conceptualizing and planning exhibits.

**Other Opportunities:** Contributes to committees, offer suggestions and assist in planning and implementing events.