

# McHenry County Historical Society & Museum 2020 Volunteer Opportunities

*"We engage and educate current and future generations by preserving and sharing  
McHenry County history."*

**If you are interested in volunteering, please check the areas of your interest and  
return this form to MCHS, P.O. Box 434 Union, IL 60180, or email [karolina@mchenrycountyhistory.org](mailto:karolina@mchenrycountyhistory.org)**

## Museum Admission Desk 1 - 4 p.m. May - December 2020

Greet visitors, take admission, docent school/cabin  
 Tuesday through Friday afternoons  
 3rd Saturdays

## School Programs September through May, excluding January.

### West Harmony one-room school.

2 hours on Tuesday or Wednesday mornings. Help a third, fourth, or fifth grade class experience being students in a one-room school by portraying a teacher in 1900. Training provided.

### Museum Tours. Thursday or Friday mornings.

Escort a third, fourth, or fifth grade class through the Museum, Gannon Cabin, West Harmony School, Textile area, Barn area, and Eckert Hall.  
 Tell students about the West Harmony one-room school. 20 minutes per group.  
 Demonstrate hand crafts. 10 minutes per group.  
 Tell students about farming using exhibits in the Deicke farm display area.

## The Collection

Accessioning: catalogue donated items and write up of description of donated items. Training provided.  
 Digital scanning of scrapbooks and photos.

## Technology

Computer & electronic hardware & software problem-solving, installation, maintenance.  
 Online selling using Etsy, E-Bay, Facebook  
 Data processing projects

## Research Library

Organizing and Cleaning the Library  
 Scanning documents,  
 Data Processing  
 Transcribe & digitize documents.  
 Research assignments

## Demonstrate weaving, spinning, quilting, sewing, pioneer skills

Heritage Fair, second Sunday in July.  
 Cider Fest, first Sunday in October.

**More opportunities on other side** 

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\*\* Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Availability:

Weekday mornings                       Saturday mornings                       Sunday mornings  
 Weekday afternoons                       Saturday afternoons                       Sunday afternoons  
 Weekday evenings                       Saturday evenings

### Other Skills, Talents, or Interests:

\_\_\_\_\_  
\_\_\_\_\_

**For more information about MCHS, please visit: [www.gothistory.org](http://www.gothistory.org)**

### Construction/Restoration/Maintenance

- \_\_\_\_\_ Restoration work on historic buildings owned by the Society.
- \_\_\_\_\_ Help with exhibit construction.
- \_\_\_\_\_ Handyman.
- \_\_\_\_\_ Routine cleaning, dusting exhibit areas

### Administrative Volunteer

- \_\_\_\_\_ Assist with small and bulk mailing like the Society's Page or Tracer Newsletters
- \_\_\_\_\_ Filing & other small office jobs
- \_\_\_\_\_ Process thank you cards

### Muscle Crew

- \_\_\_\_\_ Occasionally there is a need to move part of the collection and other heavy items.
- \_\_\_\_\_ Heritage Fair, second Sunday in July -- Setup and/or Take down crew.
- \_\_\_\_\_ Cider Festival, first Sunday in October -- Setup and/or Take down crew.

### Special Events - Occurring annually. A variety of helping positions are needed, including:

- \_\_\_\_\_ **Heritage Fair, second Sunday in July on the Museum grounds.** Antiques auction, entertainment, cake walk, bake sale, car show, garden glitz, museum store, greeter
- \_\_\_\_\_ **McHenry County Fair, first week in August in Woodstock.** Sell quilt raffle tickets, museum store merchandise, and memberships.
- \_\_\_\_\_ **Cider Festival, first Sunday in October on the Museum grounds.** Cider making demonstration, museum greeter and store, bake sale,
- \_\_\_\_\_ **Autumn Drive, October at Perkins Hall,** corner of Franklinville & Garden Valley Roads. Sell quilt raffle tickets, memberships, and items from the museum store.
- \_\_\_\_\_ **Holiday Open House, November 21 at the Museum.** Greet visitors, work museum store, assist with bake sale, membership table, other entertainment
- \_\_\_\_\_ **Antique Appraisals Day in February at the Museum.** Check in desk, admission desk, appraiser assistants.
- \_\_\_\_\_ **Party People.** Organize and plan members' night, museum opening, the volunteer luncheon, & other special events.

### Heritage Quilters & Quilt Raffle Program

- \_\_\_\_\_ Meet on Wednesday mornings at 9:30 a.m. to make a quilt that is raffled off as a fundraiser. This is a good opportunity to learn to quilt and to socialize.
- \_\_\_\_\_ Sell Quilt Raffle tickets at various city festivals within the county.
- \_\_\_\_\_ Set up/take down quilt display at off site locations.

### Bakers - Make baked goods for events

- \_\_\_\_\_ Heritage Fair.
- \_\_\_\_\_ Cider Fest.
- \_\_\_\_\_ Holiday Open House.
- \_\_\_\_\_ Sampler Series
- \_\_\_\_\_ Perkins Players
- \_\_\_\_\_ Halloween.

**As needed on-the-job training is provided for some volunteer opportunities.**

### Board of Directors

- \_\_\_\_\_ Board members serve a three year term and meet on the 4th Monday evening of each month except for in December. The Board of Directors is the organization's governing body. Board job descriptions are available upon request.

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