



Resources & Inspiration  
for Historic Preservation

## VOLUNTEER OPPORTUNITIES

**Your volunteer support is welcomed and appreciated. Please let us know how you'd like to be involved by marking the general area of specific activity and providing your contact information. Thank you very much!**

*Please complete this form and fax or mail to:*

Ita Lindquist, Volunteer Coordinator  
Architectural Heritage Center  
701 SE Grand Avenue, Portland, OR 97214  
Fax (503) 231-7311  
ital@visitahc.org

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

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

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

What times are you available to volunteer?

Weekdays Preferred days: \_\_\_\_\_

Evenings and weekends  Almost any time with advance notice

What is the best time to contact you? \_\_\_\_\_

**The Architectural Heritage Center employs volunteers in a wide variety of positions. Please circle the general areas that interest you, and check the specific activities you would like to be involved with.**

### **COLLECTIONS**

#### **Artifact Collections**

- inventory and cataloguing artifacts
- data entry of objects and photos

#### **Library Collection**

- inventory and data entry
- staffing

### **EDUCATION PROGRAMS**

- join the Education Committee – plan future programs
- day-of assistance (registration, introduce the speaker, audiovisual, etc.)

Kitchen Revival Tour (April 10, 2010):  planning committee  house monitor day of tour

**OFFICE ASSISTANT**

- reception desk: greet the public, answer phones
- mailings and other clerical tasks

**EXHIBITS**

- join the Exhibits Committee
- design and installation; take down
- research
- photography

**MARKETING**

- join the Marketing Committee
- community outreach (home tours, street fairs)

**DEVELOPMENT/FUNDRAISING**

- join the Fund Development Committee
- "Riches of a City" Heritage Auction (October 16, 2010)
- Auction planning committee or procurement committee
- Work the evening of the auction
- Heritage Home Tour (July 31, 2010)
- working at special events
- other special events and reception

**VOLUNTEERS**

- serve as volunteer for an event or reception
- newsletter for volunteers – write, create and maintain
- plan programs/activities for volunteers (tours, trips)

Other comments? \_\_\_\_\_  
\_\_\_\_\_

Date completed: \_\_\_\_\_