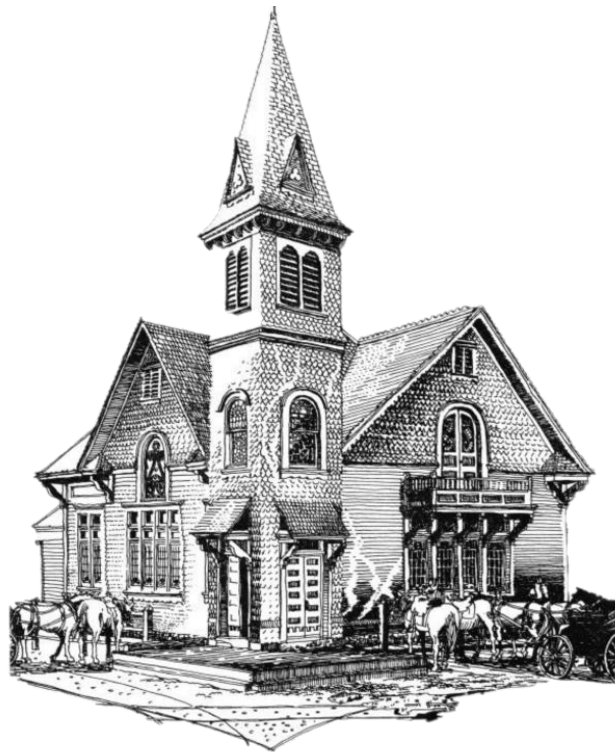




# VOLUNTEER HANDBOOK

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1 S. 24<sup>th</sup> St.

Colorado Springs, CO. 80904

719.636.1225

[info@occhs.org](mailto:info@occhs.org)

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## Letter of Welcome

Dear New Volunteer,

The Old Colorado City Historical Society and History Center is delighted to have you as a volunteer with our non-profit organization. Our society is completely run by volunteers, and it is because of their dedication and yours, that this Historical Society can survive, thrive, and fulfil its mission and goals.

Whether your interests are local history, education, collections and archival management, or event planning and guiding tours, OCCHS offers countless projects and possibilities for you.

On behalf of the OCCHS Board of Directors, we welcome you to the start of a grand adventure. We hope that your volunteer time spent with OCCHS and at the History Center proves to be a fulfilling experience for you, and that you enjoy what local Colorado City history has to offer!

Thank you,

OCCHS Board of Directors

# About the Historical Society & History Center

## Mission

*The Old Colorado City Historical Society, a 501(c)3 is a non-profit volunteer organization established to recognize the historical significance and unique culture of the original Colorado City and early El Paso County, which includes the present and future history of today's greater Westside neighborhood.*

*The organization perpetuates the preservation and display of artifacts and archival materials, encourages research, education of children and the community, through the membership and the operation of the Old Colorado City History Center at 1 S. 24<sup>th</sup> St., Colorado Springs, CO. 80904.*

## History

The First Baptist Church of Colorado City, built in 1890, now is the home of the Old Colorado City History Center. Constructed on land donated to the church by early pioneer Jane Root Quinby, the building was listed on the Colorado Register of Historic Places in 1995, not only for its age, but also for the prominence of its architect, Walter F. Douglas. Listed in a Colorado Springs directory in 1886, Douglas built several buildings, homes and churches in Colorado Springs. The Old Colorado City Historical Society purchased the building in 1992 to be used as a museum and history center. The Society, organized in 1980, has the mission of keeping the memories of Colorado City alive, encourage research and celebrate the unique spirit of the old west side today.

## Hours of Operation

### **Summer Hours:**

Tuesday – Saturday  
11:00 AM – 4 PM

### **Winter Hours:**

Tuesday – Saturday  
11:00 AM – 2 PM

## History Center Contact Information

719.636.1225

info@occhs.org

1 S. 24<sup>th</sup> St. Colorado Springs, CO. 80904

## **Current Board of Directors**

**2021**

### *Executive Board Members*

**Barb Sweat** – President

**Sharon Swint** – Vice President & Membership Coordinator

**Barb Downs** – Secretary

**Roberta Hardy** – Co-Treasurer

**Judy Stoll** – Co-Treasurer

### *Board of Directors*

**Fred Leich** -- Researcher

**Leo Knudson** – Facilities Manager

**Rita Affleck** – Board Member at Large, Bookstore Manager

**Johnie Jackson** – Board Member at Large, Assistant Education Developer

**Ashley Affleck-Johnson** – West Word Editor, Lead Social Media & Website Developer,  
Crafters Coordinator

**Werner Karlson** – Board Member at Large, Assistant to Facilities Manager

## Contact Information

Barb Sweat ..... busters@aol.com

Ashley Affleck-Johnson ..... Frosty89@aol.com  
303.378.6263 (Cell)

Mary McKnight—Collections & Archives Preservation Lead Volunteer..... 719.473.2493 (Landline)

Marilyn Lee – Exhibits and Display Lead Volunteer .....

Rita Affleck ..... rkacol@msn.com

## Programs & Education

### Special Events Descriptions

**Victorian Tea** – Help host a High Tea at the History Center

**Auction** – Help run an online/in person auction of items from collections and donations.  
(Fundraising event)

**Territory Days** – Work in the Garvin Cabin in Bancroft Park or the History Center giving short history snippets to guests.

**Silhouette Portraits at Territory Days** –At Garvin Cabin work with guests to compose a Victorian Era Silhouette Portrait that they can take with them.

**Tunnel Tales Walking Tour** – Discuss the Tunnels that run throughout Colo City, either as a tour guide or as an enactor at the different stops along the tour. (1-day tour)

**Walk on the Wild Side Walking Tour** – Discuss the Red-Light district and the wilder parts of Colo City, either as a tour guide or as an enactor at different stops along tour. (1-day tour)

**Haunted Histories Fairview Cemetery Crawl** – Ghost Host: lead guests on timed tour(s) around Fairview cemetery, telling different stories about Victorian Colo City. OR be a Colorado City Citizen Ghost who stands at or near their grave site and tells a short story about their life and demise. (1 or 2 nights/days)

**Odd & Eerie Walking Tour** – on Friday nights and Saturdays throughout October, led tours around Colo City:

**Come and explore the darker side of Colorado City's past,  
filled with chilling deaths, strange happenings, and paranormal mischief.  
Our guides will unearth stories of spooky tunnels and strange tragedies  
in this hour-long walking tour of the OCC Historic District.**

## **Education In-reaches & Out-Reaches**

**COMING SOON...**



## Volunteer Positions

**Museum Docent** – Greet Guests, provide short tours of History Center displays

**Bookstore / Front Desk Volunteer** – Greet Guests, manage bookstore daily sales

**Assistant to Bookstore Manager** – Assist with bookstore inventory, tracking sales and administrative duties.

**Archives Preservation** – Help maintain Archive Database data input, work with Exhibits Coordinator on future displays and exhibits, help Collections Coordinator in Archives with different projects.

**West Word Newsletter** – Help the *West Word* Newsletter Editor research and write articles. format each month's newsletter; pick up from printer, set up for bulk mailing.

**Social Media & Website Developer** – Assist Social Media/Website Board Member with online content and posting.

**Event Committees / Event Volunteer** – Work with Event Committee planning, promoting and executing Special Events.

**Tour Committee / Tour Guide** – Work with a Tour Committee planning, promoting and executing and guiding walking tours around Old Colorado City.

**Maintenance** – Assist Facilities Manager with maintenance of History Center, may include handiwork, carpentry, and painting.

**Researcher** – Help research incoming questions about early El Paso County, and Colorado City.

**Assistant to Education Coordinator** – Assist the Education Coordinator with field trip in-reaches at the History Center, and school out-reaches. Help create educational curriculums for in-reaches.

**Board Member** – Join the Board of Directors. Elections occur in January for 2-year terms— (unless positions open to be filled throughout year).

**Refreshments**– OCCHS will pay for Refreshments, snacks/drinks, for monthly programs— Volunteer to purchase and pick up these items.

# **Volunteer Policy & Guidelines**

## **Becoming a Volunteer**

Any person wishing to act as a Museum volunteer must:

- Complete the volunteer application and misc. forms required for their position.
- Meet with a Board Member to assess volunteer interests and proper placement.
- Participate in a New Volunteer Orientation.
- Participate in any training for desired position(s).
- Record their volunteer hours in the Volunteer Time Record Binder

## **Behavioral Guidelines**

Volunteers are a representative of the Old Colorado Historical Society (OCCHS) and should adhere to professional standards.

## **Disciplinary Actions / Dismissal**

OCCHS reserves the right to dismiss any volunteer that does not abide by the guidelines listed in this document. The Museum has the right to request a volunteer to leave immediately. Unacceptable behavior which does not lead to immediate dismissal may be subject to a series of actions including: Verbal Warning, Written Warning, and dismissal.

## **Dress Code**

**Docent/Bookstore/Greeter/Tour Guide**—Business Casual.

Appropriate footwear if leading a walking tour.

**Archives Preservation/Collections**—Casual, be aware you may get dusty and dirty.

## **Tracking Hours**

Please be sure to track your volunteer hours, every time you volunteer, in the Volunteer Binder, located in the Research Library/Technology Center.

## **Covid-19 – Protocols**

Bookstore volunteers please follow the Opening/Closing Bookstore Sanitizing List at Front Counter.

*Everyone:*

*Please wear a mask and wash hands often.*

## Forms

### Photo Release Form for Minors (if under 18)

The Old Colorado City Historical Society & History Center has my permission to use my or my child's photograph publicly to promote the Historical Society and History Center. I understand the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

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

## **Photo Release Form for Adults**

The Old Colorado City Historical Society & History Center has my permission to use my photograph publicly to promote the Historical Society and History Center. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_