

**The Park Forest Historical Society is looking for volunteers! Areas in which we could use your assistance as a member or friend of the Society include:**

1. Fund raising efforts under the direction of the President and Board; which could include planning large public events, anniversary celebrations, etc.
2. Becoming a docent for the 1950s Park Forest History Museum or for any future museum we develop, and/or being trained to work on the Archive collection.
3. Assisting at public events by transporting, setting up and taking down our display and/or manning a booth or table to promote the Society, Museum and Archive.
4. Assisting in our annual Park Forest Historical Society Hall of Fame Induction Ceremony and Reception, usually held in early April at Freedom Hall: helping to receive inductees before the ceremony; setting up and serving refreshments; or serving as an usher, helping to pass out programs to the audience, directing them to sign the guestbook.
5. Assisting in, or providing ideas for, Social Media outlets and sending out messages under the direction of the Archivist, i.e.: Twitter, Instagram, HistoryPin, Facebook.
6. Assisting in decorating the 1950s Park Forest House Museum, or a new museum--taking down and putting up decor, under the guidance of the Museum Director.
7. Helping to design and mount exhibits for the new museum space after March 31, 2015, when we have to leave the 141 Forest Blvd unit. This may be a Park Forest History Museum with 1950s components. Helping with art work; design museum logo.
8. Serving on the Park Forest Historical Society Board of Directors. We prefer previous Board experience with another group, but will review all applicants.
9. Serving the Park Forest Historical Society Board of Directors in an advisory capacity.
10. Donating physical help to make a new museum space habitable, or retrofitting a space to fit our needs. This could include heavy cleaning, repairing floors and walls, basic painting skills, like you would use in your own home.
11. Offering pro-bono services if you are in a trade to do any of the tasks in point 9. Other trade skills we may need could include building inspection before purchase, upgrading or simple repairs to electrical wiring and outlets, professional wall repair or painting, exhibit building like walls or movable or fixed display boards or cases, floor refinishing or installation of new flooring, carpentry, lock installation, plumbing inspection and repair, water heater inspection, repair or replacement, and furnace and central air inspection repair or replacement. If we secure a home, we will need skilled help to install original architectural elements like original kitchen cupboards, exterior doors, light fixtures, bathroom fixtures, medicine cabinets and bathroom lighting.

**See the reverse side of this sheet for our Time and Talents Survey to let us know what skill or professional or amateur ability you have, or what trade skills you would be willing to donate *pro-bono*, or at reduced rates, and what time availability you have.**

**Please return this survey to PFHS along with your membership form.**

**Please check all boxes that apply on this Time and Talents Survey to let us know what skills, or professional and amateur abilities you have and are willing to share with us, even if just from time to time. We would like to know you all, better and involve you in what we do!**

**If you have Professional or Trade skills which you would be willing to donate *pro bono*, or at a reduced rate, please contact Mike Gans, PFHS President, at 708-305-3308 to discuss them.**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you currently a Park Forest Historical Society member?      YES      NO

**Availability:**

Seasons:                      All Year                      Academic                      Summer

What days:      Monday      Tuesday      Wednesday      Thursday      Friday

                         Saturday                      Sunday

Time of day:      Morning                      Afternoon                      Evening

**Interests: (Check all that apply).**

Distribution of fliers around town and nearby, banks, churches, library, village halls

School flier/ distribution to area schools

Hospitality/Sign-in Table, Refreshments      Special event support

Special Event Planning      Ticket Chair for Events      Ticket or raffle sales

Photocopying      Data Entry      Mailings      Special Clerical Projects

Archives Researcher      Archives Collection work with training.

Museum Docent/Tour Guide with training      Museum Decorating

New Museum set-up/Displays/Exhibit Design and/ or Fabrication

**Skills you would be willing to share, even once in awhile: (check all that apply.)**

Acting      Arts & Crafts      Carpentry      Decorating      Drawing or painting

Storytelling

Writing school curriculum      Teaching

Fund raising      Chair a fund raising committee

Public Speaking      Designing and/or giving PowerPoint presentations

Writing copy for newsletters/press releases      Placing PR online and with papers.

Doing video or audio recording      Digital editing      DJ an event or dance

Blogging      Setting up accounts and posting to Social Media outlets (with content supervision)      Data

Entry      Clerical skills/ Word Processing/ Excel design + Entry

Sewing      Sign Language      Singing      Playing piano or other instrument

Painting walls      Wallpapering      Carpentry      Plumbing      Flooring

Heavy cleaning      Light housekeeping

Other \_\_\_\_\_

**I would like to speak to someone about becoming a PFHS Board member.**

**I would like to be contacted about becoming an active volunteer, now!**

**I can't volunteer, right now, but I can suggest someone who would like to.**

Name \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_