



TAHOE HERITAGE FOUNDATION
Volunteer Program
Tallac Historic Site
APPLICATION

2019

Volunteering at the **Pope-Baldwin Estates, Tallac Historic Site** is a wonderful and rewarding way to contribute to two of the finest remaining *Old Tahoe* summer estates located in South Lake Tahoe, CA. Tallac volunteers help us meet our mission of preservation, interpretation, and stewardship of these historic estates for public education and enjoyment.

We are currently accepting applications for the 2019 season. If you have questions about our Volunteer Program, please contact our Volunteer Coordinator at (530) 544-7383 or email volunteer@tahoheritage.org.

***EACH Volunteer is to fill out and return a separate application**

Full Name: _____

Mail: _____, _____, _____
(Street/PO Box) (State) (Zip)

Cell Phone: () _____ - _____

Email: _____

- RETURNING Volunteer** **LOCAL *Skip Section 2**
 NEW Volunteer **RV (must live more than 50 miles from site)**

Section 1: AREA(S) OF INTEREST – Indicate all volunteer activities that interest you

<input type="checkbox"/> Visitor & Member Services <input type="checkbox"/> Tallac Museum Docent <input type="checkbox"/> Tallac Gift Shop <input type="checkbox"/> Site, House or Garden Docent <input type="checkbox"/> Estate Trail Docent <input type="checkbox"/> Boathouse Docent <input type="checkbox"/> Interpretive Program(s) <small>(Includes Heritage Days)</small> <input type="checkbox"/> Special Events & Hospitality <small>(Includes Gatsby Festival & Tea)</small> <input type="checkbox"/> Classes (Free & Fee Based) Instructor: _____ <input type="checkbox"/> Demonstrations i.e. Rug Hook _____ <input type="checkbox"/> Youth Programs <small>(Schools/Clubs/Scouts)</small> Are you fluent in another language?:	<input type="checkbox"/> Blacksmith* <input type="checkbox"/> Costuming <input type="checkbox"/> Artist in Residence (Medium?)* _____ <input type="checkbox"/> Exhibits <input type="checkbox"/> Collections & Library <input type="checkbox"/> Past Perfect Software <input type="checkbox"/> Photography <input type="checkbox"/> Social Media* <input type="checkbox"/> Administration <input type="checkbox"/> Pianist in the Museum <input type="checkbox"/> Calliope Musician <input type="checkbox"/> Musician _____ <input type="checkbox"/> Antique Vehicles* <input type="checkbox"/> Vegetable Garden <input type="checkbox"/> Food & Snack Services <input type="checkbox"/> Committee Member/Chair Additional or Special Skills:	<input type="checkbox"/> Restoration <input type="checkbox"/> Preservation <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> Irrigation Systems * <input type="checkbox"/> Building Maintenance <input type="checkbox"/> Painting <input type="checkbox"/> Signage <input type="checkbox"/> Gardens & Horticulture <input type="checkbox"/> Plumbing* <input type="checkbox"/> Electrical* <input type="checkbox"/> Carpentry* <input type="checkbox"/> Historic Window Repair* <input type="checkbox"/> Made by Volunteers Program Additional Skills: <p style="text-align: right;"><i>*Experience Required</i></p>
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Section 2: RV VOLUNTEER(S) – Indicate which Session(s) and RV Space that interests you

2019 RV VOLUNTEER SESSION DATES

√ Check selection: Request(s) honored but not guaranteed

- Session 1 (7 wks) May 7 - Jun 24** Restoration, Maintenance, Site Opening, Tours
- Session 2 (8 wks) Jun 26 - Aug 21** Tours, Programs, Gatsby Festival, Maintenance
- Session 3 (7 wks) Aug 23 – Oct 10** Maintenance, Restoration, Tours, Programs, Site Closing

- **LIMIT** of two (2) sessions; consecutive or alternating.
- **Tuesday, June 25 and Thursday, August 22**
Departing RV Volunteers: Pull-Out by Noon; ALL personal items must be removed
Arriving New RV Volunteers: Pull-In After 1:00 p.m.
- **Mandatory Orientations:** May 7th, June 26th & August 23rd | Tallac Museum 8:00 a.m.

RV SPACE REQUEST

Check selection: Request(s) honored but not guaranteed

	BALDWIN Site # Full Hook-Ups Off-Site (½ mile from Site)	TALLAC Site # No Sewer On-Site (Blue Boy Provided)
*See RV Site Maps		
1 st Choice		
2 nd Choice		
3 rd Choice		

Describe RV (Type, Size): _____

One Additional Vehicle Allowed (Type) _____

Pet(s) (Type): _____



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Section 3: ALL VOLUNTEER(S) – SCHEDULING

LOCAL VOLUNTEERS - the Tallac Historic Site season is from May to Mid-October, some events, activities and committees may carry into other months throughout the year and at other locations and services, please indicate below your availability or unavailability. *Service times vary dependent on type of service

- **Mandatory Orientations:** May 7th, June 26th & August 23rd | Tallac Museum 8:00 a.m.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM 9:30-1							
PM 1-4:30							
All Day							

√ Check Availability

- May
- June
- July
- August
- September
- October
- Other Months

Please indicate Start, Last Day and Unavailable dates:

RV VOLUNTEERS – Each RV Volunteer is committed to 4 days of service each week of each Session. Breakdown: 4 days on, 3 days off - 28 hours per week/7 hour days. Hours of operation at the Tallac Historic Site are 10am – 4pm, RV Volunteers start daily at 9am and finish at 4:30pm; with ½ hour break for lunch with additional 15 minute am/pm breaks.

√ Check your schedule preference for 1 or 2 Sessions

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 On / 3 Off	1	2	3	4 / 1	2	3	4
1 st Session ____ Wed – Sat or Sun - Wed 9am - 4:30pm							
2 nd Session ____ Wed – Sat or Sun - Wed 9am - 4:30pm							

ALL - Please let us know if you have a spouse, partner or friend whom you would like to be scheduled to volunteer with (if possible): _____



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RESERVE YOUR SPOT NOW! WE WILL BEGIN ACCEPTING APPLICATIONS IMMEDIATELY

RETURNING VOLUNTEER APPLICATIONS DUE BY: JANUARY 31, 2019

OPEN RECRUITMENT BEGINS: FEBRUARY 1, 2019

Email your application to: volunteer@tahoheritage.org

Mailing address: Tahoe Heritage Foundation, PO Box 8586, South Lake Tahoe, CA 96158

Please read the following information regarding your volunteer service:

- Volunteer positions and RV sites will be filled as they are received according to the needs of the Tahoe Heritage Foundation and the operational needs of the Tallac Historic Site. Tahoe Heritage Foundation reserves the right to accept or decline volunteers based on information on this application, past performance, or references. Personal and professional references are required for new volunteers (please attach).
- Schedule preferences will be accommodated as requested, but are not guaranteed.
- Volunteers should plan to be flexible and expect the possibility of schedule changes in order to meet the needs of the historic site daily, during peak visitor times and event coverage such as the Annual Gatsby Festival (2nd weekend in August); all volunteers assist daily during the festival.
- First and foremost, all volunteers are expected to provide exceptional customer service to visitors and members at the site. All volunteers will provide direct support for visitor services through daily interactions and using specific marketing materials provided.
- We will do our best to match your interest and expertise to the specific areas of need.
- Daily building opening and closing, general upkeep and cleaning duties will be shared by all volunteers.
- Heritage Days - Wednesdays 10am – 3pm, July & August; all volunteers to participate in a 1920s portrayal of summer activities for families and children. Costumes and props suggested and provided. NO power tools, gas-powered lawn equipment or golf carts are to be used during the hours of Heritage Days. Gardening, landscaping, crafts/demonstrations, cleaning and maintenance work is encouraged on with the use of period clothing, tools and interpretive and educational interactions with the public. Tallac Museum Docents and Tallac Gift Shop volunteers are costume optional.

*Participation exception(s) may occur at the sole discretion of the Director of Operations.

Thank you for taking the time to complete this application!

We appreciate your service and look forward to seeing you in 2019!

Tahoe Heritage Foundation
Volunteer Program
530-544-7383
volunteer@tahoheritage.org

Visit Us: www.tahoheritage.org
Facebook: Tallac Historic Site & Tahoe Heritage Foundation
Instagram: [tahoheritage](https://www.instagram.com/tahoheritage)



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VOLUNTEER PROGRAM AGREEMENT

1. **Compensation and Expenses:** I agree that no compensation will be paid for my time and services. Unless specifically agreed to in advance in writing, Tahoe Heritage Foundation is not responsible for any travel or business expenses paid or incurred by me while volunteering.
2. I understand that I must carry my **own health insurance**. Tahoe Heritage Foundation does not carry health or worker's compensation insurance. I will not hold Tahoe Heritage Foundation responsible for any unforeseen injuries or illnesses that may occur while volunteering. Tahoe Heritage Foundation is under a Group Volunteer Agreement with the U.S. Forest Service; volunteers *may* have coverage under that agreement.
3. I understand and agree to comply with all **safety rules and guidelines** as presented by Tahoe Heritage Foundation and/or U.S. Forest Service and will attend training sessions applicable to any or all of the duties I might perform.
4. I understand and agree that any **equipment** which I provide or that is provided by Tahoe Heritage Foundation or the U.S. Forest Service, I use at my own risk. Tahoe Heritage Foundation shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment and any other sponsors/providers make no warranties of any kind regarding the equipment.
5. I understand that I may not be alone in the **company of minor children** without the presence of a legal guardian or a Tahoe Heritage Foundation or U.S. Forest Service staff or volunteer with appropriate clearance. I will not transport minor children for any purpose.
6. I understand that I may not consume any **alcohol** at any time when acting as a Tahoe Heritage Foundation volunteer.
7. I give permission to Tahoe Heritage Foundation to use **photographs and/or video** of me obtained while volunteering for the use of promoting the organization. I release Tahoe Heritage Foundation from any and all liabilities arising from the use of these items for publicity purposes.
8. I agree to abide by the policies laid out in the **Tahoe Heritage Foundation Volunteer Handbook**.
9. I understand that the terms listed above are not all-inclusive and may be updated as needed.

I will **release, hold harmless and indemnify** Tahoe Heritage Foundation, its Board and staff, any other sponsors/providers and their employees, agents or contractors from and against any loss, damage, liability, claims, costs and expense including legal fees which may be incurred by reason of my participation as a volunteer. I understand that I am accepting full financial and legal responsibility for my actions.

I understand and accept the above agreement.

Signature: _____ Date: _____

Print Name: _____