



# VOLUNTEERS NEEDED

As a kick-off to their 20-year anniversary, the Staunton Downtown Development Association (SDDA) is hosting “Stanton Stories” a one-day event to celebrate and document the people that make downtown Staunton a dynamic and diverse community. The event will be held at the R.R. Smith Center on Saturday, March 19 from 10:00 a.m.-2:00 p.m. and is free and open to all.

During the event, local residents and business owners are invited to bring up to three original photos or hand-held items that tell the story of their connection to Staunton. These items may include contemporary or historic photographs, documents or small memorabilia and may relate to local families, businesses, downtown events, activities, social clubs, etc. Photos may be print or digital—we just ask that you bring them in their original format. We are especially interested in photos that share pieces of Staunton culture and history that may not already exist in established archives.

Contributors may drop in to the Smith Center anytime during the “Stanton Stories” event and should plan on spending 20-30 minutes. The items will be scanned and/or photographed and then immediately returned to the contributor. Contributors will be asked to share the stories behind their items on paper and (if desired) on video. The data, digital images and videos collected at the event will become part of an upcoming exhibit and an online archive housed on the SDDA website. “Stanton Stories” is being organized in partnership with the Historic Staunton Foundation, NBC Channel 29 and the City of Staunton IT Department.

**We are looking for volunteers to help us run the event.** All volunteers should be friendly, patient and comfortable working with the public in a lively, interactive atmosphere.

**MANDATORY VOLUNTEER TRAINING SESSION:** Friday, March 18, 7:00-9:00 p.m., R.R. Smith Center, 2<sup>nd</sup> Floor. Volunteers should bring any items that they would like to contribute to Stanton Stories to the training session.

**STAUNTON STORIES:** Saturday, March 19, 10:00 a.m.-2:00 p.m., R.R. Smith Center, 2<sup>nd</sup> floor. **Volunteers must arrive at 9:00 a.m. and plan to stay until 3:30 p.m.** Lunch will be provided for volunteers.

## **VOLUNTEERS NEEDED:**

### **USHERS**

• **5-6 Ushers:** Assist any visitors who need help moving from station to station, provide back-up, listen to stories and be friendly! *Should be outgoing, able to engage contributors in the event and escort them from station to station and provide back-up, if needed.*

### **WELCOME STATION**

- **2 Greeters:** Greet contributors, explain event, manage nametags and paperwork. *Should be outgoing, friendly and detail-oriented. At least one of the greeters should be someone who knows his/her way around the R.R. Smith Center.*

#### **PAPERWORK STATION**

- **6-8 Paperwork Assistants:** Help contributors select items to share and complete paperwork. *Should be a good listener, able to ask questions to draw out contributors' stories, familiar with how to handle old photographs and detail-oriented. Some of the paperwork assistants should be familiar with Staunton sites and history.*

#### **SCANNING STATIONS**

- **2 Scanners:** Handles data entry and scanning. *Should have experience using a scanner, scanning software and cropping/renaming/saving files to a PC computer.*

- **3 Reviewers:** Manages paperwork. *Should be detail-oriented about managing paperwork and making sure paperwork is complete.*

If you are interested in volunteering, please contact Julie Markowitz at SDDA:

[julie@stauntondowntown.org](mailto:julie@stauntondowntown.org). Additional information about the event is available on the SDDA website: [www.stauntondowntown.org](http://www.stauntondowntown.org).