

Strasburg Heritage Participation Guide

Community Affairs and Architectural Preservation Committee

The core focus of this committee is to promote preservation of the historic structures and character Strasburg. Specific activities include:

- *Develop the positions of the Society regarding general public issues which impact on the historic character of the Strasburg area.*
- *Develop and implement plans to encourage preservation and restoration of local historic properties.*
- *Administer the Society's Historic Site Plaque program.*

Finance and Ways & Means Committee (with Sub-Committees)

This committee makes the ongoing work of the Heritage Society possible by raising the needed funds. Much of the work is done within large sub-committees including:

- *the annual **Holiday Home Tour** sub-committee,*
- *the biennial **Garden Tour** sub-committee, and*
- *the annual **Pork Bar-B-Q** sub-committee.*

Within the sub-committees, there are roles such as:

- *Working with homeowners for the Holiday Home & Garden tours*
- *Event publicity*
- *Ticket sales*
- *Coordinator of day-of-event volunteers*
- *and many more!*

While main purpose of these activities is to raise funds, the events are also important community events, providing uniquely enjoyable activities for Strasburg's residents and as well as for visitors.

This committee is also charged with handling the Society's investments, although there currently are no investments.

Grounds subcommittee

The grounds subcommittee is responsible for the upkeep of landscape and gardens surrounding the Shroy House at 122 S. Decatur St. Their work to beautify this property conveys the Society's commitment to stewardship for the good of the community.

The role includes hands-on lawn and gardening work, as well as planning and managing larger jobs and recruiting contractors or additional volunteers. Tasks include:

- *Designing, planting, and maintaining (weeding) flower beds*
- *Mowing lawn*
- *Trimming bushes*
- *Pruning apple trees*
- *Leaf collection*
- *Snow removal*

Strasburg Heritage Participation Guide

History Specialists

The new role of “History Specialist” was created to help the Heritage Society to capture the stories and details of Strasburg’s history. There is space for many History Specialists. These volunteers would each focus on learning about and documenting a particular topic related to Strasburg history. The knowledge acquired by the Specialists would become a permanent part of Strasburg’s historical record. The Specialists could advise others who are preparing presentations, magazine articles, exhibits, etc., or the Specialist could take on these activities themselves. The Specialist can define the scope of the role and can continue the position for as long as they are interested. It’s a great way to work at your own pace, while making a very important contribution.

To get started, a list of suggested focus areas for History Specialists is given below. The Society would be happy for a volunteer to specialize on any topic that interests them, even if it’s not in this list. Design your own specialty!

- *Prominent people or families*
- *Period architecture*
- *Schools*
- *Churches or a particular church*
- *Plain communities*
- *Community organizations – IOOF, Lions, Temperance, Heritage Society, etc.*
- *Women’s history*
- *African-American history*
- *Daily living: social norms, fashion, food, work, housekeeping, family, childhood, health, ...*
- *Newspapers*
- *Stores & businesses*
- *Industries*
- *Agriculture / farming*
- *Development of tourism*
- *Transportation: streets, horse-drawn conveyances, automobiles, railroad, trolley, ...*
- *Post office*
- *Fire company & police*
- *Local government - Borough Council, HARB, Planning Commission, ...*
- *Utilities – water, electricity, telephone, sewer, ...*
- *Miscellaneous – create your own specialty*

House Committee

The house committee is involved in the long-term effort to preserve and restore the buildings at 122-128 S. Decatur St. This huge ongoing task has the ultimate goal is to restore these buildings to provide a space that will serve the public with a museum. One property (the Shroy House) is presently undergoing a historic restoration, while the two remaining properties are being maintained as residential rental spaces, to provide cash flow for the restoration.

Since time, labor, and money are always in limited supply, this committee must identify the work needed, plan and prioritize the work within budget and labor constraints and execute the work either through volunteer labor or by hiring contractors.

The work requires a range of skills, and the set of skills needed changes according to the projects that are underway, but there is usually work to be done. The building committee lead can advise interested volunteers regarding work opportunities and needed skills.

Strasburg Heritage Participation Guide

Membership Committee

The membership committee is the primary contact between the Heritage Society and the members. This committee keeps track of member information and communicates with members. Tasks include:

- *Maintain the list of all member names and contact information.*
- *Track registrations and collect dues.*

Drive initiatives to retain members and to attract new members.

Museum Committee (Acquisitions & Collection)

The Heritage Society holds a unique collection of artifacts in trust for the benefit of the public. Studying of objects in the collection provides knowledge that becomes the basis for publications, programs, and eventually exhibits. Through the collection, the Heritage Society can engage the public and to help them to understand and learn from Strasburg's history.

The Society faces a large undertaking to protect and preserve the collection, as well as to learn about it and interpret it. Activities include:

- *Cataloging the items, and documenting them with photos & supporting information*
- *Verifying the provenance of objects*
- *Learning proper care techniques*
- *Developing & implementing long-term care strategies*
- *Researching and interpreting the stories behind the objects*
- *Making information available to the public*
- *When the **Society** establishes a museum space, this committee will be responsible for its operation, including development of exhibits.*

Programs & Hospitality Committee

The Programs committee is responsible for producing the monthly membership meetings. This committee also arranges field trips as well as classes, workshops, and other special events. For the monthly meetings, the committee responsibilities include:

- *Securing speakers for pertinent topics*
- *Securing the meeting space*
- *Providing refreshments*

Strasburg Heritage Participation Guide

Publicity Committee

Building enthusiasm, support, and participation are critical for the Heritage Society's health and its ability to fulfill its mission. A vibrant social media presence is a key element that allows the Society to engage existing and potential members and reach the broader public. This is an area that is in critical need of volunteers with the right skills to build a following.

- *Identify the best platforms, approaches, and content to grow the audience and to promote participation in the Heritage Society.*
- *Collect and analyze data to understand the audience and their needs.*
- *Promote Heritage Society events and fundraising.*
- *Provide electronic services, such as access to Heritage Society resources, online purchases, contributions, dues payment, etc.*
- *The committee also has to maintain traditional channels for publicity, such as producing an annual newsletter, and utilizing print media, TV, radio, and school outreach.*

STEPS

*The Strasburg Heritage Society has an institutional membership with the **American Association for State and Local History (AASLH)**. AASLH offers many resources for small museums and historical societies. An important resource that we plan to utilize is the **STandards and Excellence Program (STEPS)** to guide us in self-evaluations against national standards, enabling us to move toward a more effective and professional operation.*

The STEPS program addresses six key areas:

- *Mission, Vision, and Governance*
- *Audience and Community Engagement*
- *Interpretation*
- *Stewardship of Collections*
- *Stewardship of Historic Structures and Landscapes*
- *Management*

As various levels of achievement are achieved in STEPS, AASLH awards certificates to recognize the progress. By earning certificates, we can show stakeholders (i.e. members, donors) that we are conscientious, responsible, and professional in our operation.

We need volunteers who are interested in improving the Heritage Society. Volunteers should be willing to work in a group to assess our current way of operating and to recommend improvements, guided by the STEPS standards. The group that works on STEPS will include board members and regular members.

Strasburg Heritage Participation Guide

Strasburg Heritage Magazine

The Strasburg Heritage magazine is published twice a year and distributed free of charge to Society members and all households in the 17579 zip code. Costs are covered via advertising. Through the magazine, we aspire to promote a sense of community and pride in Strasburg by helping residents to discover and preserve the town's history.

Some key volunteer needs are:

- *Researchers - Numerous interesting topics have been identified for future issues, but they all require significant research before they can be turned into accurate and interesting articles.*
- *Advertising sales – The magazine can't be published without the support of advertisers, but volunteers are needed to help sell ads.*
- *Writers are needed to spin the researched history into interesting stories. Contributing even a single story has great value, and adds welcome variety.*
- *Artists/illustrators are needed to add visual appeal, since historic photographs do not exist to support many stories.*