

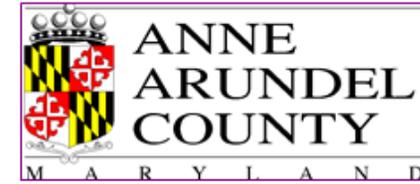
NEW VOLUNTEER PROGRAM HIGHLIGHTS 2016

We identified three areas that we needed to improve on: structure, support, and education. Our new program aims to address all three of those goals. Here's how our new program works....

- First we start with an **application!** Nothing fancy, just a quick document to get your demographic info, emergency contact info, and interests and availability. This will let us know who specifically is interested in lab work, in public outreach, in research, and allow us to reach out to you personally as these options become available.
- **Orientation!** In order to provide every incoming volunteer with a basic knowledge of archaeological methods, we're creating a mandatory orientation program. This two hour session will cover the basics: what is archaeology, key concepts, how does the archaeological process work, etc. Orientation sessions will be offered once a month per need/request at various times (week day, evening, weekend, etc).
- **Mentor program!** Our mentor program will pair new volunteers with experienced, specially trained volunteer-mentors to help guide them along the way. These mentors will help guide new volunteers around a hectic fieldwork site or lab filled with dirty artifacts and be available to answer any questions.
- In an effort to standardize the work we offer our volunteers, and ensure that everyone is comfortable doing the tasks they're assigned, we've created a **tier program!** See the tier pyramid on the next page. This program allows us to keep better track of the work you've accomplished, while creating a clear path for advancement with key goals for you to strive for. There are separate tracks for lab and field work, however to reach Tier 1 you must be proficient in both. To reach the next level, you must be able to competently and independently accomplish all of the tasks in your current tier. I'll explain this system a bit more at orientation, here's a quick rundown:
 - ✓ **Tier 4:** This is where you start. Once you attend orientation and master the art of screening or washing artifacts and are able to competently identify an artifact (as in "yes, this is an artifact") you will move to Tier 3.
 - ✓ **Tier 3:** This is where most of our volunteers will camp out (and what most of you currently do). This includes the majority of exciting lab and field work. If you would like to progress beyond Tier 3, you will need to take a mandatory advancement course.
 - ✓ **Advancement Course:** This course between Tiers 3 and 2 will test your knowledge of archaeology and prepare you for the increased responsibilities of Tier 2. In the field course, you will learn how to fill out provenience cards, draw maps, and excavate features. In the Lab course, you will learn how to catalog.
 - ✓ **Tier 2:** Increased responsibilities! Please note, reaching Tier 2 status in the Lab (specifically learning how to catalog or doing special projects) will require at least a 2 day per week commitment and will be at the discretion of the Lab Director. Tier 2 status in the field will be more flexible.
 - ✓ **Tier 1:** The top of the pyramid, the volunteers who reach this point are long term, dedicated volunteers who have been consistent volunteers with our program for at least a year. They will receive training to become either mentors or work on artifact analysis and interpretation.

**The best thing about this program: you can advance or stay put as you wish.
Go at your own pace!**

Tier System for Archaeology Volunteers



Tier 1

- Artifact Analysis
- Mentor Volunteers

Advancement Course Required

Tier 2

- Feature Excavation
- Documentation—provenience cards
- Mapping—profiles and plan views

Tier 2

- Cataloging
- Special Projects

Advancement Course Required

Tier 3

- Workshop attendance
- STP and EU excavation and layout
- Soil Identification
- Photographing
- Water screening and flotation

Tier 3

- Workshop attendance
- Sorting and artifact identification
- Photographing artifacts
- Data entry
- Complete basic lab processing independently

- Orientation, Screening, Artifact Identification

Tier 4

Tier 4

- Orientation, Washing, Artifact Identification

Field

Lab

Have I confused you yet? I hope not, because there's more!!!!

- To support our education goal, we're introducing monthly **workshops!** We've already held one successful event and have two more coming up in February and March of 2016. These programs will let you delve deeper into a variety of archaeological topics from the basics of artifact analysis, to archival research, to GIS and distribution maps. Attendance at two workshops will be mandatory for advancement beyond Tier 3.
- **Scheduling.** One of our biggest issues in the past has been scheduling. A problem for both our volunteers and staff, we've decided to enact maximums in both the field and the lab and create an online RSVP system (to be demonstrated at orientation). The Lab will max out at 5 people per day; field work will depend on the amount of work available. RSVPs are on a first-come first-serve basis. Please note: you may not RSVP for work more than a week in advance. You cannot put your name down for everything (place save) on the off-chance you'll want to volunteer; it's not fair to others who are available. We will have a "three strikes you're out" policy (valid excuses excluded) to prevent this.

So what does this mean for you?

In order to make sure everyone is on the same page, we're making **orientation mandatory** for all of our current volunteers as well. Not only will this provide a great refresher on archaeological basics, but it's a great time to further explain and ask questions about our new volunteer program! Our first Orientation will be held March 1 at 6pm at the Lab. There is a 14 person maximum (Please do not RSVP now, I will send out an email when this is open). Additional sessions will be added based on response. If you feel you are Tier 2-ready, which we will assess on a case-by-case basis, there will be an advancement course offered in late March (tentatively March 22).

Never fear! After you attend orientation you can pick up where you left off in terms of work abilities. If you were at Tier 3, you'll still be there. However, if you do wish to fall into the Tier 2 category you must attend the advancement course!

Furthermore, to ensure that nobody sneaks by, **you MUST attend an orientation to be placed on the scheduling email.** Before orientation, you can receive emails describing our current projects, upcoming orientations, and public programming. You will not, however, receive specific scheduling information until you have completed orientation. This will only be sent to participants in the orientations.

Thank you so much for your patience as we roll out these changes! And please, let us know your thoughts as we progress through the next couple of months. We love feedback!!