

DEPARTMENT OF HISTORIC RESOURCES  
ARCHAEOLOGICAL COLLECTIONS  
2801 Kensington Ave.  
Richmond, VA 23221

**VOLUNTEER PROGRAM**

Are you passionate about the past? Help preserve its record by volunteering to work with DHR's Archaeological Collections. We need willing workers for a variety of tasks, which may include the following:

- Artifact processing and analysis
- Cataloguing and data entry
- Enhancing the environment and accessibility of collections
- Documentary research
- Outreach activities (exhibits, presentations)
- (These and other activities are subject to availability.)

The Volunteer Program, which ran from last January through May, will continue this fall. Volunteers can work with DHR's Archaeological Collections, under staff supervision, from 9 am until 4 pm on the following dates:

January 25 & 26  
February 8 & 9  
February 22 & 23  
March 14 & 15  
March 28 & 29  
April 11 & 12  
April 25 & 26  
May 9 & 10  
May 23 & 24

This is an opportunity to fulfill the ASV Certification Program requirement for lab time and Certification students are particularly welcome. To participate, you must be at least 16 years old, work at least eighteen hours this Jan. – May session, maintain accurate records & timesheets and sign and comply with the Code of Ethics (at the bottom of the application).

For further information, contact Chief Curator Dee DeRoche at [dee.deroche@dhr.virginia.gov](mailto:dee.deroche@dhr.virginia.gov) or (804) 367-2323 x134.

Complete the application form (on the reverse) and mail or email it to Dee at 2801 Kensington Ave., Richmond, VA 23221 or [dee.deroche@dhr.virginia.gov](mailto:dee.deroche@dhr.virginia.gov). You may also bring it to your first session, but **please email or call to let me know you plan to attend** a couple days in advance so that we can have activities arranged for the right number of volunteers.

**Act on your interest in Virginia's heritage and sign up today.**

## **DHR Archaeological Collections Volunteer Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_

Dates/days you would like to work \_\_\_\_\_

Emergency Contact \_\_\_\_\_

\_\_\_\_\_

Education/degrees \_\_\_\_\_

Occupation \_\_\_\_\_

Relevant Experience (paid or volunteer) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant training/skills \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Code of Ethics**

I agree to

Support conservation and preservation of archaeological resources

Refrain from engaging in any illegal or unethical conduct including the buying, selling, exchange, or unscientific collection of artifacts

Refrain from participating in any excavation which is not authorized and supervised by professionally qualified archaeologists and institutions

Comply fully with instructions given by DHR personnel in regard to volunteer activities and keep my supervisor informed of any changes to my schedule

Contribute to public education by accurately representing the work of DHR.

Signature \_\_\_\_\_ Date \_\_\_\_\_