



VOLUNTEERING FOR CHC

Name: _____ Phone _____

Email: _____ Member ID _____

CLEVELAND HIKING CLUB is an all-volunteer organization. Your active participation is needed and appreciated. Please take a moment to indicate your interest in participating in club activities and any special talents you may be willing to share with the club by checking all applicable boxes.

HIKING. Cleveland Hiking Club is unique among hiking clubs in the number and variety of hikes offered to members. Hike leaders are always needed to continue this exceptional tradition, as well as others to assist with activities that support the CHC's hiking mission.

- Hike Leading** If you are interested in leading hikes, please indicate type and availability (check all that apply):
 Type of Hike: Leisure/Short Moderate Energetic/Strenuous Theme or Special
 Availability: Weekday Daytime Weekday Evening Weekend Daytime Weekend Evening
 I would be interested in having a hike leader mentor to help me get started
- Pathfinder** committee: assembles the monthly hiking schedule. Members recruit individuals to lead hikes, meet to discuss the proposed hiking schedules and make additions and corrections. Then the lead typist makes a final copy for the printer and webmaster.
- Trail maintenance:** volunteers help maintain the Stanford/Brandywine trails one Saturday per month from 9:00 am to 12:00 pm. CVNP supplies tools for the light maintenance work.
- Long hike support** committee supports hikers on the annual forty-mile hike and other long hikes. Members locate and stock support stations, arrange for volunteers to make light food for the hikers, staff the support stations, keep track of hikers on the route, and generally cheer them on.

TECHNOLOGY. Volunteers help Club communications and operations to use, manage and maintain its information technology. Please indicate if you have technical skills in any of the following areas:

- MS Word MS Excel MS Access Web Programming/Development Programming language _____
- Broadcast alert** committee sends out mass emails to club members and handles all incoming inquiries and comments from the public.
- Webmaster** committee is responsible for day-to-day maintenance of club website performing tasks like updating content and uploading documents.

ADMINISTRATIVE. Administrative volunteers help the club perform legal, communication and recordkeeping functions.

- Membership** committee: maintains member and visitor records, mails invitations to join CHC to visitors who have completed the hike requirement, processes membership applications, mails Welcome Kits to new members, updates member records as required, creates monthly reports for the board and Newsteps, and creates the Member Directory.
- Recording pathfinders:** record member hikes, keep member mileage records, and prepare reports for the board and Newsteps.
- Newsteps** committee: produces printer-ready copy of Newsteps each month. The Newsteps editor must possess good editorial skills with some knowledge of formatting and layout as well as a thorough familiarity with all facets of Microsoft Word.
- Nominating** committee: recruits and prepares a tentative slate of candidates for club officers, directors, and trustees to stand for election and prepares voting ballots for the corresponding secretary to mail to voting members.
- Mileage awards** chair or a member-helper recognizes members and presents mileage awards at pre-hike circle-ups or other club events.

CAMP ONWEGO. Camp Onwego is a club-owned facility in Hinckley, Ohio. It serves as the site for Club meetings and many social activities. Volunteers are needed to assist with repair and upkeep.

- Painting Carpentry Plumbing Landscaping Construction Electrical Mechanical Other

OTHER

- Social** committee: arranges and hosts social events for CHC members, primarily at Camp Onwego. Members find and arrange for speakers, help with events, and host potlucks or larger events.
- Reservationist:** receives and records members' requests for reservations to club social events, sends confirmations and maintains waiting lists.
- Sunshine** committee: sends cards to members when notified about an illness, injury, death, etc., and writes an article for Newsteps.
- Outreach/cans/donations** committee: collects aluminum cans from hikers and transports them to recyclers for cash. Funds are used for donations to a variety of causes, including sending children to programs at CVNP.
- Gift memorial** committee: makes recommendations to the board for the use of memorial funds. Members of the committee should be familiar with how the club works and have been to Camp Onwego to be aware of appropriate/workable expenditures.
- Community engagement** committee: speaks at and participates in hiking-related health and wellness events.
- Photography** committee: collects and categorizes photos submitted for the annual photography contest, takes photos to the Cleveland Photographic Society for judging, labels and affixes ribbons to the winners, and frames first place photographs for display at Camp Onwego.
- Merchandise** committee; handles advertising, ordering, and distribution of club merchandise to members.

Return this form to Veronica Pavia, CHC Membership. 972 Arboretum Cir, Sagamore Hills, OH 44067 or email to chcmemberchair@gmail.com.