

## **VOLUNTEERING for the RAINBOW HISTORY PROJECT**

### **About Us:**

The mission of the Rainbow History Project is to collect, preserve, and promote an active knowledge of the history, arts, and culture of metropolitan Washington DC's diverse LGBTQ communities. RHP is a non-profit, tax-exempt organization.

### **Diversity:**

The Rainbow History Project's mission can be accomplished only if our collection, volunteer corps, and programming reflect and represent the full diversity of those communities and their allies. It is therefore our fundamental policy to seek out the active participation and involvement of individuals of all backgrounds -- particularly those from under-represented groups -- who agree with and are committed to carrying out the goals of our organization.

### **About Becoming a Volunteer:**

We are an all-volunteer organization, and no one working with RHP is compensated for their services. If you would like to join us in our work, please check out the list below for some of the very interesting things that you could be doing. Note: Volunteers are eligible to be granted membership in the organization, and outstanding volunteers are eligible to join us on the Board of Directors.

## **HERE IS WHAT YOU CAN DO AS A VOLUNTEER**

### **Communications: Webpages and Other RHP Websites and Publications**

#### Writing.

*Examples:* Preparing blogs, articles, and monographs based on the materials in the RHP collection; Preparing descriptions and captions for those materials.

#### Technical Services.

*Examples:* Maintaining the digital integrity of RHP websites; Integrating programming updates; Taking other necessary steps to enhance the technical aspects of the sites.

#### Graphic Design:

*Examples:* Improving the quality of the appearance of the RHP websites and other RHP publications and distributions.

### **Other Editorial Services**

#### Describing Content:

*Examples.* Preparing summaries and descriptions of the RHP collection and specific groupings within the collection.

#### Preserving Recorded Material.

*Examples.* Preparing text transcripts of audio tapes (analog and digital); Taking other steps to assure the preservation of their content.

### **Photography and Videography**

- ✚ Photograph RHP activities.  
*Examples:* Covering RHP Panel Discussions, as well as RHP participation in LGBTQ events;
- ✚ Photograph RHP Collection.  
*Examples:* Depicting specific items in the RHP collection and other items of historical importance.
- ✚ Other:  
*Examples:* Photographing people, places, and events of historical significance.

### **Organizing and Managing RHP Events**

- ✚ RHP Programming.  
*Examples:* Assisting with the planning and development of RHP panels and other programming; Assisting with the publicizing of these events; Managing the various logistical aspects of the presentation of RHP programming.

### **Archiving**

- ✚ Curating.  
*Examples:* Organizing the items in the RHP general collection and in its specialty collection, with particular emphasis on newly acquired items; Copying those documents as necessary; Filing hard copies in archival quality folders and library shelf boxes (Hollinger); Preparing finding aids and collection catalogs.

### **Enhancing Our Collection**

- ✚ Collection Enrichment.  
*Examples:* Securing additional materials for the RHP collection from the various groups within the metro Washington LGBTQ community, paying particular attention to the groups that often do not receive the attention they deserve.

### **Oral Histories**

- ✚ Interviews.  
*Examples:* Interviewing LGBTQ individuals about their lives, their coming out, their work in the community, and other matters of interest; Making video and audio recordings of these interviews; Arranging for the preparation of hard copies (transcripts) of the recorded conversation.

### **LGBTQ Locations and Timelines**

- ✚ Places and Spaces.

*Examples:* Continuing the development of a listing of all significant places in LGBTQ history in the DC area (e.g., community centers, dance clubs, bars, homes of significant people, places where activists met to advance the movement, etc.).

✚ Walking Tours.

*Examples:* Conducting walking tours various DC neighborhoods (e.g., Dupont Circle, Capitol Hill, etc.) for groups of people wishing to visit the places and spaces referenced above.

✚ Faces and Data.

*Examples:* Researching and Developing timelines of significant events in LGBTQ history throughout greater Washington; Securing and curating photography showing the individuals and groups involved in those events.

## **Fundraising**

✚ Assist with RHP's Fundraising Activities.

*Examples:* Preparing appeal letters and participating in the placement of these appeals on line; Mailing and emailing these letters to our membership and supporters; Creating novel ways to secure financial assistance from the public.

## **Grant Applications**

✚ Assist with RHP's Grant Applications.

*Examples:* Requesting grants from foundations, federal and local governments, and local charitable groups

✚ Assembling the Application Packet.

*Examples:* Drafting the grant applications in accordance with the donors' requested formats; Assembling all of the necessary information to forward to them.

## **"Community Pioneers"**

✚ Selection of LGBTQ people to Honor.

*Examples:* Assisting in the selection of individuals to be honored by RHP as a "Community Pioneer"; Collecting biographical information about the potential honorees and taking their oral histories, as described above.

✚ Preparation of Event Booklet.

*Examples:* Once the Board has chosen the official honorees, assisting in the preparation of a booklet containing pictures and biographies of the new "Community Pioneers."

✚ Working at the Honors Event.

*Examples:* Assisting with the details of the "Community Pioneers" ceremony, including set-up, securing of refreshments, and welcoming of people in attendance.

**FOR MORE INFORMATION**

**Complete This Form –**

[bit.ly/RHPSignUp](http://bit.ly/RHPSignUp)

or

**Email RHP at –**

[info@rainbowhistory.org](mailto:info@rainbowhistory.org)

or

**Write RHP at –**

RAINBOW HISTORY PROJECT

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The Rainbow History Project (aka Rainbow History Project Foundation) is a non-profit District of Columbia corporation. It is a charitable and educational organization, and it is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Contributions to RHP are deductible to the full extent permitted by law.

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