

British Schools Museum *at-home volunteering*

	Task	Description	# Volunteers needed	
Inventory work	1	Edwardian CR Inventory	Tidy up the Edwardian CR Inventory (in Excel)	2
	2	Stereoscopic Slide Inventory	Tidy up the Stereoscopic Slide Inventory (in Excel)	1
	3	Rationalise the HMH locations	Go through the HMH list and ensure all locations are OK (in Excel)	1
	4	WWI CR Books	Tidy up the WWI book inventory (in Excel)	2
	5	JG Ephemera Transcriptions	Transcribe PDFs to Excel sheets	10 doing 2 files each
	6	JG Ephemera Inventory	Tidy up all of the JG Ephemera Transcriptions (in Excel)	4
	7	Tag the Master Lists	Go through the two Master Lists (books and non-books), tagging items according to the topic (i.e., Preparing lessons; Learning; Being Awarded; Being Punished; Playing; Working; Socialising; Growing up in Hitchin (in Excel)	up to 13
Exhibition work	8	Exhibition research	Continue research into our 2021 'Journeys: the industrial and the wild' exhibition	n/a
	9	Exhibition research	Continue research into our 2022 'The Secret History of Nursery Rhymes' exhibition	n/a
	10	Exhibition research	Continue research into our Bandstands pop-up exhibition	1
	11	Exhibition research	Start research into our 'Charles Dickens v Teachers' Exhibition (mostly involves reading novels at the moment...)	2
	12	Exhibition research	Start research into IPA Pop-up	1
	13	Exhibition research	Start research into Home Schools for a Pop-up exhibition (for 2021)	1
	14	Exhibition research	Start research into a Decimalisation Pop-up exhibition (for 2021)	1
Volunteer Induction and training	15	Induction for all volunteers	Update the Induction booklet for all volunteers new to the museum	A small working group
	16	Training / reference manuals	Create or update training material / manuals for (1) The Front Desk (2) The Tea Room (3) Guiding (4) Education Team (5) Collections team, to be given to team members when they start in an area	5 small working groups
Marketing	17	Create a flowchart	Create a dynamic flowchart based on lead times for advertising events and activities /posting on social media etc.	1
Design and makeovers	18	Easter Makeover of the	Offer a digital makeover of the HMH (in case we're not open)	2

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	Headmaster's House			
19	Halloween Makeover of the Headmaster's house	Start designing makeover of Haunted HMH	1	
20	Christmas HMH makeover	Start designing the Christmas makeover of the HMH	1	
Education	21	The Summer Activities	Help design some of the Summer activities on the theme of movement in the air and earth: 1. Mobiles 2. Growing things 3. Games - indoor and out 4. Musical instruments - to blow and to beat 5. Making Patterns 6. Mazes and Puzzles	
	22	Halloween Activities	Help design the Halloween activities on the themes of Light and Dark: Lanterns, candles, Halloween decorations, sparkly magic wands, making binoculars to watch out for monsters, (make the monsters), then fly off into the night on a witches broom.	
	23	Analyse the Community Learning offer	Start an analysis of the Community Learning offer provided at other Herts and Beds museums	1
	24	Research Songs and Dances	Suggest simple circle dances and songs, for example, In and Out the Dusty Bluebells	2
	25	Research Playground games	Suggest some safe playground games for schools	2
	26	New Monitor of Order medals	Make new MoM medals: domed paper mache on a circular wire base, then covered with silver foil.	2
	27	Pruning	While you're gardening, please save some small pruning and twigs (washed, no leaves!!) for craft projects with children	
	28	Save trays, pots and kitchen roll tubes	Please also save washed trays, pots, and kitchen roll tubes. The prettier, the better (that's the pots, not tubes...). Ideally painted, so no logos are showing.	
	29	Make moving Victorian-style toys	If anyone has a jig-saw - to make a moving Victorian-style toy. (I can make suggestions)	A small team
Christmas	30 Help to prepare Christmas events	Help us to prepare for a site-wide Christmas event (it's only 9 months away)	A small working group	

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		Task	Description	# Volunteers needed
Scan n Cut	31	Scan n Cut expert	Are you a Brother 'Scan n Cut' expert - help us create designs for HMH makeovers, shop etc.	1
IT	32	Help identify bookings program	Help us to identify possibilities that will help simplify our Education Bookings program	1
Research	33	Identify Lancaster's school locations	Help us to identify where Lancaster's Schools were. He have a database (in Excel) - we want to build up a list of exact areas (from Google maps) and locate nearby heritage organisations / libraries etc. who may take a travelling exhibition	1
Shop	34	Shop development	Work on the development of the shop	1 initially
e-Bay shop	35	Shop development	Investigate the best way to offer an online shop (via eBay initially)	1
Video editing	36	Social media videos	Help us to produce and / or edit SM videos	2
Social Media	37	Social media prep	Help our small team prepare SM content	A small team
Photography	38	Tagging photos	Work out a way to bulk tag our photos, according to #9; and a way of placing them online	A small team of photography volunteers
	39	3D photos	Create a workflow for creating 3D photos of objects / spaces	1
MS Access	40	Database creation	Help us to create a simple database to add our customers in (only the structure will be created by the volunteer)	1