THE SEABROOK ISLAND NATURAL HISTORY GROUP

www.sinhg.org

2011/2012 Membership and Volunteer Form

Name(s) _____ _____

E-mail: _____

Local Address: _____

_____

Local Phone: _____

Number of Memberships: _____ @ $12.50 per person Total$_____
Note: NEW memberships are available to Town of Seabrook Island property owners only.
Renewals are not affected by this change.

PLEASE indicate below the areas you are interested in volunteering to keep SINHG the wonderful organization it has become. Identify the member name if more than one person is responding.

Trip Reconciliation/assist Trip Coordinator reconcile weekly paper work
(We are looking for one volunteer to help with this function)
_____

Hospitality – Evening Programs _____

Trip Organizing Session _____
(2 hrs; one for Fall, one for Spring)

Trip Planners/Trip Leaders _____

Future SINHG Board Member _____

Nature Trail Maintenance Team _____

Soup Supper (January 2012) _____

Fish Fry (May 2012) _____

MISC. Odd Jobs _____

PLEASE return this form with your check (payable to SINHG) to:
Kathy Maher 3315 Seabrook Island Rd. Seabrook Island, SC 29455

Kathy Maher, Membership 768-8916 Pat Greubel, Volunteer Coordinator 768-8390

How to Volunteer for SINHG:

There are many opportunities to help SINHG run smoothly each season.
When you complete your membership form please check the areas you would like to volunteer.
You will receive an e-mail, or phone call, prior to the event giving you the what, when and where information you will need to know.
Please feel free to call the Volunteer Coordinator at any time to offer assistance.

Below is a brief description of the volunteer opportunities:
Trip Reconciliation: Be the assistant to the Trip Coordinator and Treasurer by reconciling trip paperwork. Averages once a week duties, done in your own home. No Board meetings to attend!
Hospitality - Evening Programs: Set up coffee and cookies prior to the program, or bring cookies to share. There are three programs in the fall and three in the spring.
Trip Organizing Sessions: Guaranteed to be fun! Done once for the fall and once for the spring, these sessions help the Trip Coordinators prepare the materials for all trips. Duties involve sorting, alphabetizing, labeling, and such. Time commitment is about 2-3 hours.
Soup Supper: Usually held in January, this involves everything from set-up to greeters, parking, table monitors and clean-up.
Fish Fry: Held in May, this involves set-up, caterer liaison, parking, greeting, food organization, signage and clean-up.
Nature Trail Maintenance Team: Help keep the nature trails clean and clear.
Trip Planners/Leaders: Working with the Trip Coordinators, plan and/or lead a fall or spring trip.
MISC. Odd Jobs: Just good workers who may be needed from time to time.
SINHG Board Member: Please throw your hat in the ring to serve on a future SINHG Board.

SINHG Board Positions:

The following is a brief description of the duties required of each board member.

President – Preside over board meetings; represent SINHG as needed; oversee all functions of organization
Vice President – organizes Soup Supper and Fish Fry; steps in for President if needed
Secretary – record minutes at board meetings
Treasurer – prepares budget; maintains bank records; handles expenses
Membership Chair – maintains membership records
Trip Coordinator - Distribute information regarding SINHG trips to members, collect sign up information and make trip assignments. Knowledge of Excel necessary.
Trip Planning Co-Chairs – Plan, finalize and lead day trips for SINHG members; provide oversight for larger group of trip planners/leaders.
Evening Programs Co-Chairs – Plan fall and spring speakers
Communications – Handle publicity for SINHG
Webmaster – Update and maintain web page
Volunteer Coordinator – Arrange the volunteers needed for different functions
Nature Trail Maintenance – Lead volunteer team to maintain nature trails as needed.