



INFORMATION FOR NEW VOLUNTEERS

Introduction

Welcome to the Volunteer Program of the Sacramento County Historical Society. We are delighted to have you join us in our quest to promote and inspire interest in the history of the greater Sacramento County region.

The Society has no paid staff and, as a result, completely relies on volunteers to carry out all the programs and projects of our organization.

It is YOU who makes this organization work and helps us accomplish our goals.

So let's take a minute to talk about those goals...

Mission

The purpose of the Sacramento County Historical Society is to preserve the heritage of the Sacramento region, to promote a greater awareness of regional history, to act as a resource for inquiries regarding local area history, and to educate the public about the importance of Sacramento County's history.

The organization was formed to accomplish four objectives:

- To preserve the historical heritage of the Sacramento region with an emphasis on Sacramento County;
- To promote a greater awareness of our regional history;
- To act as a resource for inquiries regarding local area history; and,
- To educate the public with regard to the importance of Sacramento's History.

In the spirit of these objectives, we aspire to share our regional heritage from the classroom to the boardroom, elevating and showcasing our shared history in California and the Nation.

Together, we can all make a difference through projects and programs that proudly educate all of us in the value of learning about where we've been, and in understanding where we are going in order to build a brighter future.

The Value of Volunteers

At its essence, the SCHS exists as a voluntary organization created to achieve a mission, and how to do this is open to infinite possibilities.

The SCHS volunteers are the force that takes our mission, with its inherent intentions and values, and turns it into services and products that are meaningful, relevant, and useful to our members and the greater public.

The Society/volunteer relationship can be amazingly and wonderfully reciprocal and mutually beneficial. It truly is a win-win situation.

SCHS Volunteer Definition

A Sacramento County Historical Society Volunteer is an individual serving under the direction of an SCHS Volunteer Program Lead or Supervisor who, of his or her own free will and without compensation or financial gain, contributes services to assist the Society in the accomplishment of its mission.

Volunteers are not considered employees within the legal meaning of the term and do not have the same rights as employees.

SCHS Volunteer Duties and Supervision

As a Society volunteer, you will have a Volunteer Duty Statement that identifies your tasks and responsibilities. This statement will be attached to your signed Volunteer Service Agreement and maintained in the SCHS files.

You will also have an individual to whom you directly report in relation to your volunteer duties. That person may be a Society officer or board member, or may be the lead of a specific Society program or project. Be sure to hold onto the contact information you are given for your lead so you can contact him or her should any issues, concerns, or questions arise.

Some volunteer positions will require close contact with the volunteer supervisor while others will be conducted largely independently with only occasional check-ins required.

Volunteering Safely

As a volunteer, you are not considered an employee as defined in State law and are therefore not covered by workers' compensation and insurance laws when serving as a volunteer.

Because we want to ensure your safety as a volunteer, be sure that you:

- Only perform assigned tasks that are within your physical capability, and will not undertake tasks that are beyond your ability or physical capability;
- Familiarize yourself with the safe operation and use of equipment and tools that you may use in connection with your volunteer activity, and do not undertake to use any

equipment or tools with which you are unfamiliar or do not know how to operate safely;
and,

- Perform only those tasks assigned, observe all safety rules, and use care in the performance of your assignments.

Intellectual Property

Oxford Dictionaries defines intellectual property as “A work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.”

Wikipedia further explains, “Intellectual property rights are the protections granted to the creators of IP, and include trademarks, copyright, patents, industrial design rights, and in some jurisdictions trade secrets. Artistic works including music and literature, as well as discoveries, inventions, words, phrases, symbols, and designs can all be protected as intellectual property.”

Generally, the Society owns the intellectual property rights to works created by its volunteers who are working within the scope of their volunteer agreement/duty statement. Intellectual property produced by volunteers is considered a work made “for hire” and the copyright is owned by the Society.

An individual seeking to retain ownership of intellectual property he or she creates should simply not consider their time spent creating such works as volunteer time. Rather, the individual was working on his/her own time and behalf.

Individuals who have created intellectual property for use by the Society, or which the Society would like to use, can provide a license for such use.

Intellectual property published online, such as on a website, or any other electronic medium is subject to the same ownership and licensing requirements as other forms of intellectual property.

For More Information...

Information about the Society’s programs, projects, officers, board members, program leads, and much more can be found on the SCHS website at www.sacountyhistoricalsociety.org.