



# County Historical Commission TIPS & TOOLS

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## Our Mission

To protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment and economic benefit of present and future generations.



*Pictured at Canton's regional planning forum for Texas' Statewide Preservation Plan are (from left): Van Zandt CHC Marker Chair Elvis Allen, THC Deputy Executive Director Terry Colley, and Van Zandt CHC Chair Lawrence Greer.*

In addition to their county service, many County Historical Commission (CHC) appointees provide volunteer hours to other organizations. Since detailing volunteer hours is a priority for CHC annual reporting and a requirement for Distinguished Service Award eligibility, several CHCs have asked for recommendations on how to determine what hours count toward this annual total for CHCs.

The following examples of service should be documented so the hours can contribute to the whole of what your CHC reports to the Texas Historical Commission:

- CHC meetings and conferences (including travel), as well as time spent preparing for meeting content.
- County commissioners court meetings (including travel) or other meetings when representing the CHC.
- CHC work done at home, i.e., research for CHC projects, mailings, phone calls, etc.
- Presentation preparation and/or participation in preservation-related educational opportunities.

- Presenting history or preservation-related programs or speeches for schools, civic clubs, etc.
- Traveling between events representing the CHC (time spent for personal stops en route should not be included).
- Appearing on local media to promote the CHC or preservation in general.

If you are representing another volunteer organization in addition to the CHC for any of the above items, this time may still contribute toward your total CHC volunteer hours.

Work hours that should not be counted:

- Research for personal projects that happen to be history-related. Researching your family genealogy is typically performed for personal interest rather than as a county service.
- Working at/for a CHC event in which you are paid personnel or are making money. For example, if you own or are employed by a concessioner and work a history festival, you would be participating as an employee, not as a volunteer.