



**DUNCAN TAVERN HISTORIC CENTER
VOLUNTEER INSIGNIA PIN APPLICATION**

FIVE (5) hours of volunteer work are required. MUST be completed within one year of the first hour of service. Timeline begins on January 1, 2024.

Name: _____ Chapter: _____
 Email: _____ Phone No: _____

ON-SITE VOLUNTEER WORK (*see examples below*)

Date Worked	Hours Worked	Description of Work

Approved by DTHC Chair/ Vice Chair _____

REMOTE VOLUNTEER WORK (*see examples below*)

Date Worked	Hours Worked	Description of Work

Approved by DTHC Chair/ Vice Chair _____

“GRANDFATHERED IN” SERVICE (*from current or previous administrations*)

Position Held (*see positions below*) _____

Approved by DTHC Chair/ Vice Chair _____

FINAL APPROVAL BY KSDAR STATE REGENT

Signature _____

Date _____

EXAMPLES OF VOLUNTEER WORK

1. **On-Site Volunteer Work** (performed at Duncan Tavern)

- a. Volunteer in John Fox, Jr. Library
- b. Volunteer as a Docent
- c. Volunteer in kitchen
- d. Assist with yard work
- e. Volunteer during fundraising or educational events
- f. Scan documents to digitize KSDAR Archives
- g. Other types of on-site volunteer work

2. **Remote Volunteer Work**

- a. Volunteer at the DT table or DT gift shop table at KSDAR events such as State Conference, SBOM, or Summer Workshops
- b. Organize fundraisers at chapter level for DT (Prior approval by State Regent is required.)
- c. Conduct research for DT such as transcribing letters or documents
- d. Other types of approved volunteer work that benefits DT

3. **“Grandfathered In”**

- a. Current/past KSDAR State Regents
- b. Current/past Duncan Tavern Committee members including:
 - DTHC Officers – Chairman, Vice Chairman, Chaplain, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Curator, and Librarian
 - KSDAR State Officers – Vice Regent, Treasurer, Librarian, and Curator
 - KSDAR State Finance Chair
 - DT Subcommittee Chairs