

The Michigan Historic Preservation Network  
**VOLUNTEER APPLICATION**  
**45<sup>th</sup> Annual Statewide Preservation Conference**  
**“Bringing Stories to Light”**

Walker Cisler Conference Center, Lake Superior State University, Sault Ste. Marie, Michigan  
Wednesday, May 14 – Saturday, May 17, 2025

Submit this Application by 5:00 PM, Sunday, April 13, 2025, to  
[Volunteer@mhpn.org](mailto:Volunteer@mhpn.org)

Alternatively, by mail: East 313 César E. Chávez Avenue, Lansing, Michigan 48906, or by fax: 517-371-9090

Assignments are made based on your application’s timestamp or postmark.

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## HOW MAY WE CONTACT YOU?

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Cell: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

If you have volunteered with the MHPN, for what? \_\_\_\_\_

Are you interested in ride-sharing Yes\_\_ No \_\_ and/or sharing a hotel room? Yes\_\_ No \_\_

### For the following, check all that work for you:

\_\_\_\_\_ Wednesday afternoon, May 14, preparation of participant bags, auction set-up, marketplace set-up.

\_\_\_\_\_ Thursday evening, May 15, Opening Reception & Vendors’ Showcase, welcome desk, raffle ticket sales.

\_\_\_\_\_ Friday lunch, May 16, Keynote Address registration desk, helping direct guests.

\_\_\_\_\_ Friday evening, May 16, Awards Reception & Ceremony registration desk, raffle ticket sales.

### For the following, check all that work for you:

There will be tech support in the classrooms, but it would be helpful to know if you can put in a thumb drive, bring up a power point, and show a speaker how to use a remote: Yes\_\_ No \_\_

#### Wednesday, May 14:

#### **Afternoon:**

\_\_ Unpack/Set-Up  
\_\_ Pack Participant Bags

#### Thursday, May 15:

#### **Morning:**

\_\_ Registration Desk  
\_\_ Tour Dispatch/Go-fer  
\_\_ Rm Monitor 1  
\_\_ Rm Monitor 2  
\_\_ Rm Monitor 3  
\_\_ Marketplace  
\_\_ Raffle Ticket Sales

#### **Afternoon:**

\_\_ Registration Desk  
\_\_ Tour Dispatch/Go-fer  
\_\_ Room Monitor 1  
\_\_ Room Monitor 2  
\_\_ Room Monitor 3  
\_\_ Marketplace  
\_\_ Raffle Ticket Sales

#### Friday, May 16:

#### **Morning:**

\_\_ Registration Desk  
\_\_ Tour Dispatch/Go-fer  
\_\_ Rm Monitor 1  
\_\_ Rm Monitor 2  
\_\_ Rm Monitor 3  
\_\_ Marketplace  
\_\_ Raffle Ticket Sales

#### **Afternoon:**

\_\_ Registration Desk  
\_\_ Tour Dispatch/Go-fer  
\_\_ Room Monitor 1  
\_\_ Room Monitor 2  
\_\_ Room Monitor 3  
\_\_ Marketplace/Auction check-out/pack up  
\_\_ Raffle Ticket Sales

#### Saturday, May 17:

#### **Morning:**

\_\_ Reg Desk  
\_\_ Rm Monitor - Workshop  
\_\_ Breakdown/Pack-Up

**The “fine print:”** Shifts are for full morning, full afternoon, or evening; volunteers are asked to put in a minimum of 3-4 hours in any day they work. Volunteers to this great networking opportunity receive a 100% registration discount on the days they work; the reduced Student Rate is available for additional days. There is a brief, required training Thursday at 8 AM and Friday at 7 AM. Check out the conference brochure - [www.mhpn.org/conference/](http://www.mhpn.org/conference/). By providing advanced notice, volunteers can be scheduled to avoid conflicts whenever possible with their sessions of interest. Volunteers are responsible for their transportation and overnight expenses; check out the conference hotel rates in the brochure. After assignments are set, contact info for volunteers and scholarship recipients are circulated so you can talk about sharing rides and room costs, if desired. **For more information or to submit this application, email: [Volunteer@mhpn.org](mailto:Volunteer@mhpn.org) by 5 PM, April 13! Please do not register for the conference until Volunteer assignments are approved. You will receive a code for registration.**