



*Washington's Headquarters
State Historic Site
P.O. Box 1783
Corner of Liberty and Washington Streets
Newburgh, New York 12551
(845) 562-1195*



March 25, 2022

Dear Friends,

The Newburgh Volunteer Fair is BACK!!!!

After a hiatus, Washington's Headquarters State Historic Site, in collaboration with Safe Harbors of the Hudson and the Newburgh Free Library, is excited to be coordinating the 2022 Newburgh Volunteer Fair. This year's event will take place on **Saturday, May 7th from 11am to 2pm**. We would like to invite your organization to participate.

As we have learned from previous years' participants, this event is an opportunity to raise awareness of the special needs that exist in our community. The feedback we received indicated participation in this event provides a needed and worthwhile opportunity for not-for-profit organizations:

- To reach out to the community of Newburgh with information about their organization and how it benefits members of the community.
- To provide information to interested individuals, students and young people about opportunities to become active in their community through volunteering.
- To unite Newburgh community organizations, learn about each others' needs and find ways to share resources.
- To provide Newburgh and the neighboring communities with proof that there ARE positive things happening in Newburgh!

We also learned a few things from previous years' participant surveys. First, we will increase our social media impact on the event. Hopefully those postings will be shared by our participating organizations and their followers. Second, we learned that most people didn't know we have parking adjacent to the site. There is a parking lot attached to the site on Lafayette Street. And we have an auxiliary lot on Lafayette Street.

The Newburgh Volunteer Fair will again be held on the historic grounds at Washington's Headquarters State Historic Site, an anchor of the community since the 19th century. The site is located at the corner of Washington and Liberty Streets in Newburgh. During the event:

- Hasbrouck House, also known as Washington's Headquarters, will be open with no admission fee to encourage participants and visitors to learn more about the importance of the first publicly owned historic site in the nation – right in their own backyard!

"First in the Nation."

- Lunch will be provided for organizational volunteers.
- We will be giving away door prizes for people volunteering at this event from participating organizations. You must be present to win. Watch for more information!

In case of rain, Safe Harbors of the Hudson has offered the Lobby at the Ritz and their historic Green Room at 111 Broadway as an alternate venue.

I'm sure your organization would want to be a part of such a positive and productive event by staffing a table, promoting the activities and goals of your organization, and recruiting possible volunteers for upcoming opportunities within your organization.

Please feel free to extend this invitation to other non-profit or community organizations. There is **no fee to participate** in this event. If you are interested, please **complete the enclosed form and return by April 18th, 2022**. If you have any questions, please contact me either by email at elyse.goldberg@parks.ny.gov or via telephone at 845-562-1195. Thank you.

Sincerely,



Elyse B. Goldberg
Historic Site Manager

2022 NEWBURGH VOLUNTEER FAIR APPLICATION

Event Date: Saturday, May 7, 2022

Submission Deadline: April 18, 2022

Please complete all the information.

Organization: _____

Contact Name: _____ Contact Title: _____

Phone Number: () _____ Email: _____

Address: _____

Organization's Purpose/Mission _____

Location of Service _____

How many organization members do you expect to attend/work this event? _____

Do you need future Volunteer Fair information sent in both English and Spanish? (Y) (N)

Do you have access to mailing lists to promote this event to potential volunteers? (Y) (N)

Can you include information about the event on your website or Facebook page? (Y) (N)

We ask that if you commit to this event, that you are set up by 10:45am, and staff the table until 2pm. Drop off and pick up may be done in the circular driveway off Liberty Street. Parking is available in our lots on Lafayette Street. You will be provided with an 8' table and two chairs. Please remember that not all tables will be in the shade, and no electricity will be provided to tables. Set up begins at 10am, and breakdown must be completed by 2:30pm.

Once your application has been processed, you will receive a confirmation of your participation, including a Frequently Asked Questions handout. Please contact Elyse Goldberg at 845-562-1195 if you have additional needs/requests.

As in the past, we will be giving away door prizes for people volunteering at this event from participating organizations. You must be present to win. Watch for more information!

Please return completed form to:

MAIL: Washington's Headquarters State Historic Site
PO Box 1783
Newburgh, New York 12550

FAX: 845-561-1789

EMAIL: elyse.goldberg@parks.ny.gov