



# Dillsboro Main Street

## What is Main Street?

Dillsboro Main Street, Inc. is a nonprofit organization focused on the growth, appeal, and economic vitality of Downtown Dillsboro. Established in 2016 as Dillsboro Community Partnership, we are now registered with the State of Indiana as an official Indiana Main Street partner.

## Mission Statement

The Dillsboro Main Street fosters community pride, enhances and promotes growth and supports local businesses and organizations to strengthen the quality of life in our community.

## Vision Statement

Dillsboro will grow and develop a vibrant downtown through the support of volunteers, local businesses, partnering organizations and sponsors who share a desire to see a strong downtown that benefits the residents and visitors of our community.

### ***What events does Dillsboro Main Street host?***

- Dillsboro in Bloom
- Antiques, Crafts and Home Businesses on the Lawn
- Munch-A-Lunch Program at Dillsboro Community Park
- Dillsboro's Hometown Christmas including the Winter Market, Stage Entertainment, Best Decorated House, Lighted Vehicle Parade, Petting Zoo and Fresh Cut Trees and Wreaths for Sale
- Possibly more to come...

### ***What does Dillsboro Main Street really do for Businesses and Community as a whole?***

- Bicentennial Torch Relay and Created Heritage Days
- Launched Dillsboro Arts/Friendship Gallery
- Created CARE Team
- Hosts Ribbon Cuttings for New Businesses
- Funded Indoor/Outdoor Sound System at Heritage Point
- Published Dillsboro Elementary Bicentennial Poetry Book
- Received OCRA Grant of IMPACT Main Street/Market Analysis 2019
- Collaborated with Dillsboro Library and Indiana Humanities to host the Smithsonian Exhibit "Crossroads: Change in Rural America" 2019
- Purchased Hand-Washing Stations for Public Events
- Moving to the Future: Streamlining Business after Covid 19 – Small Business Assistance Program

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dillsboromainstreet.com





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- Received OCRA Award for Promise Indiana
- Provided PPE for businesses when not available yet
- Engaged Lowes Community Heroes to build Porch at the Art Gallery
- Launched a Grief Share Program with CARE Team
- Purchased indoor/outdoor stackable chairs to be used at Art Gallery & Events at the Porch
- Created Entrepreneurs and Small Business Assistance Committee & Funded Façade Grant Program
- Planning Grant for Downtown Revitalization Plan
- Collaborated with Dillsboro Family Market to organize USDA/Prairie Farms Free Milk Giveaway
- Honored 1000's of volunteer hours at Evening of Thanks Dinner
- Awarded the 2022d Bicycle & Pedestrian Planning Grant by Indiana Dept. of Health, Division of Nutrition and Physical Activity
- Created a Dillsboro Main Street Page that connects all of our Businesses
- Created and Posts Dillsboro Business of the Month on Facebook
- Offer Discounted WSCH Radio Advertising for our Area Businesses

## ***What can you do?***

Ideas are always welcome from anyone that would like to work with Dillsboro Main Street on new and exciting events. We are always looking for motivated people within the community that would like to help foster our ideals.

Please come out to our meetings the first Monday of each month at Dillsboro Town Hall.



# Dillsboro Main Street

## Volunteer Interest Survey

Please provide some information about your interests and talents and the time you are available to help. There are many opportunities for service with Dillsboro Main Street. Come find the one that best fits you. You will be contacted about how you can help. Thank You!

**I AM INTERESTED IN VOLUNTEERING TO MAKE A DIFFERENCE:**

**COMMUNICATION:**

- Main Street Facebook
- Main Street Fliers
- Calendar Updates for Activities
- Other:

**FUNDRAISING**

- Door Prize
- Sponsorship
- Other:

**HELP FROM HOME:**

- Baked Goods
- Crafts
- Event Signage
- Event Decorations
- Ice Cream
- Other:

**KIDS ACTIVITIES:**

- Assist with Annual Christmas Tree Winner Party
- Setting Up Prince & Princess Jars
- Summer Munch a Lunch
- Other:

**SPECIAL EVENTS**

- Ice Cream Vendor at Events
- Setting Up Booths
- Selling Bakes Goods
- Photographer
- Other:

**I CAN DONATE A NEEDED ITEM:** Strapped for time? Donate needed items during bake sales, offer discounts at your place of business, provide monetary donations/ sponsorships, or event door prizes would be appreciated.

**I HAVE A UNIQUE TALENT OR SKILL THAT I'D LIKE TO SHARE** (photographer, artist, graphic designer, gardener, etc.):

**I HAVE ACCESS TO A UNIQUE RESOURCE THAT MIGHT BE A GREAT FIT:** (list)

**The Days, Times and Types of Activities Best For Me Are:** (Please check all that apply)

- Weekday Evenings     From Home     Weekends

Your name:

E-mail:

Phone: Day ( ) Evening ( ) Check best time to contact you.



# Dillsboro Main Street

## Volunteer Emergency Contact Details

Dillsboro Main Street would be grateful if you could provide us with emergency contact details in the event of an incident whilst you are volunteering with us. You may also like to detail any medical issues that may affect your volunteer role or may be required by medical staff in an emergency (e.g. medication). ***All volunteers under the age of 18 are required to complete this form and consent.***

**These details are kept strictly confidential and will only be used in an emergency.**

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

Relationship (e.g. partner, sibling): \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**We would appreciate an alternative emergency contact name in case we are unable to contact the above individual.**

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

Relationship (e.g. partner, sibling): \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Medical details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Under 18, parent consent:**

Parent/Guardian Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_





# Dillsboro Main Street

## Role and responsibilities as a volunteer

### Main Duties

- To organize and prepare for activities, where appropriate.
- To assist and where appropriate to participate alongside the community and to carry out tasks in a way that meets the aims and values of Dillsboro Main Street.
- To attend and take part in planning meetings when available.
- To work within the policies, guidelines, and legal requirements of Dillsboro Main Street.

### Availability

- Quarterly meetings will be held to discuss the needs of the group. Typically, this will involve the Dillsboro Main Street Promotions committee. All volunteers are encouraged to attend.
- Volunteers are asked to give their time in 2 hours increments, when available for Dillsboro Main Street Community Events or planning. The Community Events volunteer opportunities may be the day of the actual event, prior to the event for setup, or planning/prepping for the event. Volunteer opportunities will be published on [dillsboromainstreet.com](http://dillsboromainstreet.com) or discussed at the quarterly Volunteer Meeting. Otherwise, please contact Nicole Sparkman at 937-559-8640 to discuss these events.
- The volunteers should notify Dillsboro Main Street in advance if they are unable to attend the opportunities for which they signed up.
- Volunteer as much or as little as desired. All time given is appreciated.
- Volunteer hours will be tracked for those who will need proof as extracurricular activities. Please contact Dillsboro Main Street for assistance.

### Travel Expenses

We firmly believe that no one should be out of pocket for volunteering on behalf of Dillsboro Main Street; therefore, we reimburse all travel and out of pocket expenses incurred through volunteering. Please contact a Dillsboro Main Street board member for more information prior to travel.



# Dillsboro Main Street

## Volunteer Code of Conduct

This Code of Conduct is designed to provide all volunteers with a set of principles and expectations for appropriate conduct and behavior.

All volunteers shall abide by and conform to these professional standards:

- Volunteers shall act honestly and ethically while performing their volunteer duties on behalf of Dillsboro Main Street.
- Volunteers shall treat all leaders, volunteers, and community members with respect, courtesy, and dignity.
- Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- Volunteers shall not harass, bully, or mistreat leaders, other volunteers, or community members.
- Volunteers shall obey all applicable local, state, and federal laws, while acting on behalf of the Dillsboro Main Street, including all laws and regulations.
- Volunteers shall seek assistance if they have questions about any volunteer guidelines, including the Code of Conduct.
- Volunteers shall report violations or suspected violations of the Code of Conduct. Violations should be reported to the assigned leader, their board member, or via the Contact Us <https://dillsboromainstreet.com/contact>.