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April 20, 2009

Hello everyone and Happy Spring,

If you are receiving this letter or downloading it from our website, you are either a past docent or a person who has an interest in becoming a docent at the Old Jail Museum. For anyone who does not already know, our long-time friend and loyal volunteer at the museum, Joy Horn, passed away a few weeks ago. Joy spent many years both staffing and working shifts at the museum. She really cared about Truckee and loved to share its vast history with our visitors. Joy will be greatly missed.

Reina Markheim has volunteered to take over the job of staffing the museum. Please contact her by e-mail or phone before May 1<sup>st</sup> to set up your docent work schedule at the museum. After May 1<sup>st</sup> Reina will start contacting those who did not get a hold of her to introduce herself and place you on the schedule.

\*\*\*Important\*\*\* We will have the museum open for Memorial Day Weekend. Both Saturday, May 23<sup>rd</sup> and Sunday, May 24<sup>th</sup> need to be scheduled. After that the museum stays closed until the official opening date set for Saturday, June 13<sup>th</sup> through September. Also, Don Colclough is still our contact for special tours at the museum. If you are unable to reach Reina or myself, Don knows the routine and can answer questions, as well as schedule private tours.

Spring Cleaning and Docent Training will be on Saturday, May 9<sup>th</sup> at the Old Jail Museum. Anyone who would like to help get the museum cleaned up for the season can come by from 1:30-2:30 pm. Training for new docents (or returning docents for a refresher) will follow from 2:30-3:30 pm. Reina will be there to meet our new docents and go over the scheduling routine, so bring your calendars! The shifts for the season are Saturdays and Sundays, the morning shift from 11:00-1:30 and the afternoon shift from 1:30-4:00. If we have days where we are short handed, only one shift will work from 12:00-3:00.

Please feel free to bring along any interested people who may want to help us out by volunteering to work a shift. The Truckee-Donner Historical Society is a 501(c)(3) non-profit organization and we depend 100% on volunteers and donations to keep the Old Jail Museum open, so we really need all the help we can get!

Thank you for your time and I look forward to seeing you on May 9<sup>th</sup>. If you are still interested to become a docent and are unable to make it on May 9<sup>th</sup> please contact myself to arrange a special training session just for you! Please call me if you have any questions.

Sincerely,

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