

City of Elgin Community Development Main Street Volunteer Application

Name: _____

Phone Number : _____

Email: _____

How did you hear about us? _____

Thank you for your interest in downtown Elgin! Elgin is a Texas Main Street City - that means we have volunteers work with business and property owners, community groups and citizens to support the revitalization of downtown through historic preservation and economic development.

for more information email amiller@ci.elgin.tx.us or call 512-299-3213

Please check all areas that you are interested in learning more about and volunteering in.

	Organization	Writing, editing and photography for a direct mail publication that goes out three times per year to 12,000 households in Elgin area.
	Promotion Tourism	Committee for Main Street Board and Chamber of Commerce. Meets monthly. Goal is to promote tourism in Elgin.
	Design Committee	Committee of Main Street. Meets monthly. Focuses on public infrastructure, public art, architecture, preservation, design concerns and improvements in the downtown area.
	Business Retention & Recruitment	Committee of Main Street. Meets monthly. Focuses on business retention and recruitment for downtown Elgin, business training, cooperative advertising efforts.

	Hogeye Festival	Annual Street festival by the Main Street Board and volunteers. MANY options from a few hours to supporting development and lead up to the event. Volunteers are needed to help: In the office week of the festival, Coloring Contest (print and deliver coloring pages to elem. schools, deliver ribbons and awards to winners at each elem. campus, display winners art work in downtown, returning art work to schools), Thursday October 25 Dessert Contest (set up, serving, clean-up, judging,) Art Show Reception (set-up, break-down, serve refreshments), Friday night street dance (pig sty, logistics) , Saturday October 27 with 5:30am Vendor check-in, 5:30pm Vendor Check-out, Hospitality Room (set up, serving, cleaning at the end of the day), Pig Sty (help sell souvenirs), Logistics (5:30am stage set up, 5:30pm breakdown, signage) Corn Hole (registration, set-up, officiating game), Pig Suit (High school students to wear pig costume and walk around the festival grounds greeting everyone, offer safety pops to the children, costume lead- helps lead the person wearing the costume)
	Special events	Help plan, and implements events throughout the year - Local Lore history & preservation awareness event; Elgin Art Studio Tour, July 4th Parade and program, Dine in Elgin, Dinner Downtown, Safe trick or treat, Shop small Saturday, Holiday by tracks, Hot Cocoa Stroll, Holiday Concert, Saturday events for the holidays and
	Window Display	Update Prosperity Bank window according to the upcoming holiday/season. Changes needed 4 to 6 times per year. Décor must be changed during banking hours Monday through Friday
	Marketing	Flyers for special events, social media, general publicity and promotion of the district and events
	Sip, Shop & Stroll	Every 2nd Thursday of the month participating businesses stay open until 8pm and offer some sort of refreshments and specials to customers. Assist with delivering maps and balloons to participating businesses between 3:30 and 5pm. Assist with picking up gift card drawing bags form business not eh following day. .
	Kiosk program	Visit business that host one of the Event / directory information stands around town - we call these kiosks. Replace new flyers and brochures, keep looking nice. Locations throughout Elgin. Weekly during business hours help with kiosks and other tasks as needed.
	Office support	Data entry, folding maps, posting flyers for special events, etc.
COMMUNITY DEVELOPMENT		The Elgin Main Street program is part of the Community Development Department. The following volunteer opportunities are community wide and are also part of Community Development
	Safe Routes to School	Welcome and thank kids for walking/biking to school on Walk or Bike to school days. Update Walk/Bike signs, put signs out at the schools prior to walk/bike days.

	Community Clean-up	Assist in picking up litter throughout the city limits on designated clean up days. Locations are assigned the morning of the clean up.
	Main Street Board	Meets monthly. Promotes downtown revitalization through the Main Street Four Point Approach and hosts Hogeeye Festival.
	Historic Review Board	Meets monthly to review applications for alternations to buildings including signs within the historic district in downtown Elgin.
	Envision Elgin	Meets quarterly. Promotes sustainable growth of Elgin through coordinated and cooperative leadership in order to attract businesses, encourage lifelong learning and maintain shared belief in Elgin's core values.