

TradeWorks Field School Guide

Elicia D. Garske

2024

TradeWorks Field School Guide

Elicia D. Garske, Harrison Goodall Preservation Fellow 2022

Version 1 - August 2024

"The preservation field needs more young and innovative energetic leaders who will make a difference."

- Dr. Harrison Goodall

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Introduction

Message from Author



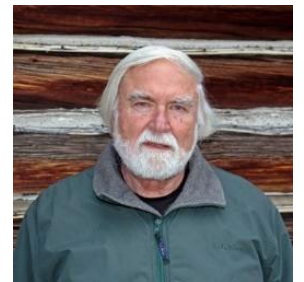
Greetings from northern Indiana. My personal and professional passion is conservation and historic preservation. Since 2017, I have served as the grounds superintendent for my neighborhood, the Pine Lake Landowners' Association, a historic lake retreat founded by settlers in the 1890s. Twelve of our twenty-two acres of undeveloped forest, parkland, and lakeshore are protected in perpetuity through a conservation easement.

I achieved a Bachelor of Art from Purdue University in Interior Design, and a Sustainable Building Advisor Certificate. In my professional career, I manage historic preservation construction projects for H.G. Christman Construction in South Bend. In my previous role as the historic preservation administrator for the City of South Bend, I observed firsthand the challenge of locating skilled craftspeople who repair vintage windows and that specialize in historic preservation.



Dedicated to educating people on the importance of conservation and historic preservation, I am a founding board member of South Bend TradeWorks, a non-profit group that rescues historic buildings and materials by reclaiming and selling architectural salvage and provides training on historic building renovation best practices.

The Harrison Goodall Preservation Fellowship is "inspired by a gift from Harrison Goodall and made possible by Preservation Maryland. This National Park Service program aims to develop students and enterprising professionals into the preservation leaders of tomorrow." I have the honor of being awarded the Harrison Goodall Preservation Fellowship in 2022 to develop TradeWorks Field School and Field School Guide.



Using the professional experience that I have gained through the Harrison Goodall Preservation Fellowship, I aim to help other communities and organizations plan their own Field School. I can be reached by email at: sustainableretrofitting@gmail.com

Sincerely,

Elicia D. Garske

About TradeWorks Field School

TradeWorks Field School was developed to address the shortage of preservation trades workers by introducing students to a spectrum of preservation trades, professionals, and employers for the purpose of connecting people to advance careers in preservation trades.

The inaugural TradeWorks Field School in South Bend, Indiana was developed as a prototype that can be repeated, improved upon, and customized to help other communities and organizations begin their own Field School.

The pilot program took place June 12 - June 16, 2023 at The Castle of South Bend, historically known as Kizer House. Four students joined us for a jamb-packed week of classroom learning, demonstrations, hands-on experiences, and field trips.

About Field School Guide

The Field School Guide is a product of the Harrison Goodall Preservation Fellowship with the purpose to help other organizations and communities begin their own Field School. The Field School Guide includes best practices, a case study of TradeWorks Field School in South Bend, and a workbook for beginning to plan your own Field School. The guide is intended to help surmount and anticipate certain obstacles to meet the continuing need of trade's education.



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Primary Partners



National Park Service

nps.gov



Preservation Maryland

preservationmaryland.org



The Campaign for Historic Trades and Harrison Goodall Preservation Fellowship

historictrades.org/goodall/



South Bend TradeWorks

southbendtradeworks.org



H.G. Christman Construction

hgchristmanconstruction.com



Indiana Landmarks

indianalandmarks.org



Indiana Humanities

indianahumanities.org

Elicia D. Garske

sustainableretrofitting@gmail.com

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Acknowledgements

Harrison Goodall Preservation Fellow 2022

- Elicia Garske

Harrison Goodall Preservation Fellowship 2022 Committee Members

- Harrison Goodall
- Katherine Wonson
- Laura Tomcek
- Don Peting
- Lisa Sasser
- Stephanie Toothman

Harrison Goodall Fellowship 2022 Mentors

- Natalie Henshaw
- Todd Zeiger

South Bend TradeWorks 2022 Board Members

- Charity Stowe
- Elicia Garske
- Todd Zeiger
- Peter Wallace
- Sarah Hill
- Eric Stalheim
- Virginia Wallace
- Gary Hershberger
- Jenni Henecke

H.G. Christman Construction

- Norrie Emmons
- Elicia Garske

Indiana Landmarks

- Todd Zeiger
- Paul Hayden
- Deb Parcell

The Castle of South Bend

- Stephen Ziegler
- Fred Patton

Support for TradeWorks Field School was provided by Indiana Humanities and Indiana Landmarks Historic Preservation Education Grant.

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Identify Need

Best Practice

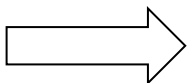
Determine the need for preservation trades workers in your community by talking with friends, family, community members, businesses, and building owners. Hosting a Field School can raise community to take action in preserving local heritage.

South Bend recognizes the ongoing need for preservation trades workers. In response, several local organizations came together in partnership with the Harrison Goodall Preservation Fellowship to develop TradeWorks Field School.

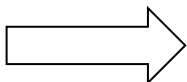


Case Study

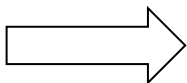
Workbook



Is there a shortage of preservation trades workers in your community?



List organizations or people in your community who may be interested in developing a Field School.



List preservation trades professionals that would be interested mentoring students.

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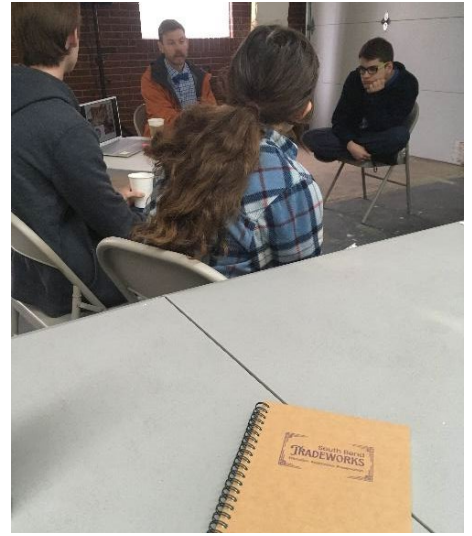
Planning

Best Practice

Planning a Field School takes time and involves many steps and many partnerships. Begin planning well in advance to ensure an organized and successful Field School.

Steps involved to plan TradeWorks Field School include:

- Identify need
- Research
- Goal setting
- Determine primary partners
- Schedule dates and times
- Determine student age/grade
- Marketing
- Instructors
- Schedule
- Communication
- Event planning
- Execution



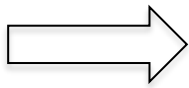
Case Study

[*see Timeline](#) for additional detail

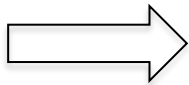
Lessons Learned

- Changing plans is inevitable.
- Prepare for instructor/student/volunteer cancelations.
- Be flexible enough to figure it out as you go.

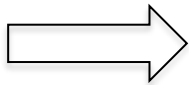
Workbook



List steps for planning a Field School in your community.



Contact organizations and people on your list to partner in developing a Field School.



Determine optimal dates and times.

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Goals

Best Practice

Set attainable and measurable goals for what you aim to accomplish.

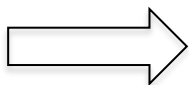
Case Study

TradeWorks Field School had 5 primary goals:

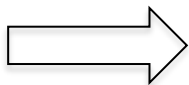
1. Address the shortage of preservation trades workers
2. Be a catalyst for historic preservation
3. Fill a need for preservation trades education
4. Introduce students to preservation trades
5. Connect students and employers with networking opportunities to encourage mentorship



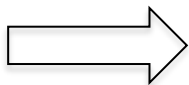
Workbook



List goals for a Field School in your community.



Determine what is necessary to meet the goals.



Are these goals attainable and measurable?

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Liability

Best Practice

Liability insurance and Release of Liability waivers are important for safety and protection in case of an accident. Prioritize obtaining liability insurance.

Release of Liability waivers were required of parents, students, and volunteers. Parents completed waivers for any student under 18 years of age.

The National Trust Insurance Services provided us with a one million dollar Special Event Liability policy \$175 total for this event.

Sample liability forms were provided by and credited to Camp NAWIC and ABC Baltimore.



Case Study

Lessons Learned

- Obtaining liability insurance was more challenging than anticipated. We were unable to secure a policy in the inaugural year to allow students to use power tools.
- We navigated this step with the help of an insurance agent but having an attorney involved would be helpful.

[* Appendix: Liability Photo Release](#)

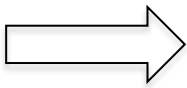
[* Appendix: Liability General Release](#)

[* Appendix: Liability Emergency Contact/Insurance](#)

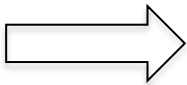
[* Appendix: Liability Rules of Conduct](#)

[* Appendix: Liability Waiver of Liability and Release](#)

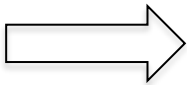
Workbook



Draft liability waivers specific to your Field School.



Contact a local insurance agent regarding liability insurance options.



Research additional options for liability insurance.
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Timeline

Best Practice

Create a timeline of steps to stay organized with tasks and communications. Update your timeline as things change or new tasks are added.

TradeWorks Field School timeline spanned roughly 9 months before the event:

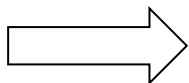
9 months:	Begin planning with primary partners
6-9 months:	Development, planning, networking, grant writing, finalizing decisions such as name, date, location, and additional partners
3 months:	Registration opens
1 month:	Registration ends, notify students that made enrollment, procure supplies
2 weeks:	Release of liability waivers due
1 week:	Volunteer orientation, begin set up, early set up for instructors
1 day:	Complete set up

Case Study

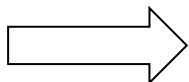
Lessons Learned

- Developing a Field School takes time and effort but yields great benefits for the community and historic preservation.

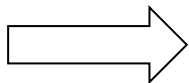
Workbook



List steps for developing your Field School.



Create a timeline of the steps.



Create a timeline of potential communications.

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Schedule

Best Practice

Determine the optimal dates to host your Field School. Include 3 - 5 lessons each day to keep students engaged and activated throughout each day.

TradeWorks Field School took place Monday, June 12 through Friday, June 19, 2023.

Monday through Thursday lessons were held 9:00 am to 3:00 pm. Friday ended at 1:00 pm.

A brief field trip within walking distance took place after lunch.

15-minute and 1-hour presentations were held in the morning.

2-hour presentations were held in the afternoon.

The final day of TradeWorks Field School, the professionals that presented during the week were invited to lunch to network with students.

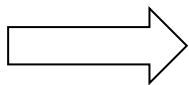
Parents were invited to a final ceremony on the final day and invited to explore site.

[* Appendix: Master Schedule for Director](#)

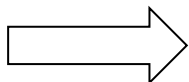


Case Study

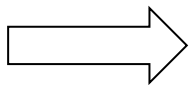
Workbook



Determine dates your Field School will take place.



Outline a daily schedule to include 3 - 5 lessons each day.



Prepare a comprehensive schedule for director and a simple schedule for students.

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Primary Partners

Best Practice

Bring together primary partners that are interdisciplinary (preservation professionals, non-profit professionals, government agency staff, contractors, homeowners, educators, legal and financial professionals, etc.).

Case Study

As a founding board member of South Bend TradeWorks, project manager for H.G. Christman Construction, and past Historic Preservation Commission administrator, Elicia Garske was well positioned to connect interested people and organizations to develop TradeWorks Field School.

Norrie Emmons of H.G. Christman Construction was an avid supporter, making many network connections, sharing Elicia's employee time to develop the project, and volunteering his time and energy throughout.

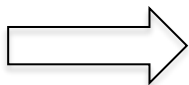
A natural partnership, South Bend TradeWorks was already doing local educational training and events. Board members helped develop the project and filled most of the Field School volunteer roles.

The Harrison Goodall Preservation Fellowship award connected the primary partners with the National Park Service, Preservation Maryland, and The Campaign for Historic Trades.

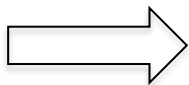
Indiana Humanities and Indiana Landmarks awarded TradeWorks Field School a Historic Preservation Education Grant.



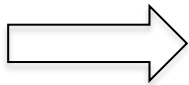
Workbook



Consider engaging people of all disciplines and interests.



Identify primary partners.



Determine primary partner contribution/role.

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Local Community Partners

Best Practice

Include local community partners to help with supporting roles, connecting with audiences, and with financial support. Be open to additional partnership opportunities as they develop.

Case Study

Many local community partners contributed to TradeWorks Field School. Some were planned in advance with others contributing spontaneously.

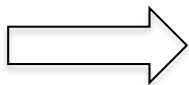
- Public high schools (principal, guidance counselor, trades teacher), home school, private school, Montessori school
- Penn High TV and Radio class
- Regional Chamber of Commerce
- Historic Preservation Commission
- 1st Source Bank
- Lowe's of South Bend
- White Cap
- Michael and Andy Turbo
- Adam Toering
- Joanie Downs



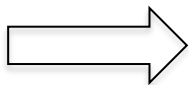
Workbook



Identify local community partners.



Determine local community partner contribution/role.



Continuously seek local community partners.

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Field School Director

Best Practice

Establish a director to be in charge of supervising the production of the Field School.

TradeWorks Field School's director was an important and significant factor towards executing a successful program.



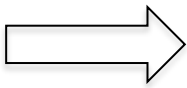
Elicia Garske developed/directed TradeWorks Field School as the 2022 Harrison Goodall Preservation Fellow and with the support of H.G. Christman Construction. A minimum of 5 hours/week were dedicated over 9+ months of planning. A 40 hour commitment was necessary during the week of TradeWorks Field School.

Case Study

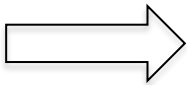
Director duties include:

- Overall support
- Timeline/Scheduling
- Grant writing
- Researching
- Procuring supplies
- Nourishment
- Chaperone
- Correspondence
- Planning
- Setting goals
- Marketing
- Site set up
- Field trips

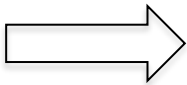
Workbook



Determine the director duties.



Identify and hire a director.



Begin planning your Field School.

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Volunteers

Best Practice

Identify volunteers early in the planning process so that tasks can be assigned.

Volunteers are crucial to the implementation and success of the Field School. Many volunteers participated in TradeWorks Field School, each with a specific and crucial role. Each topic area had at least 1 volunteer. Volunteers either provided a dedicated role or served more than one role. Perform volunteer screening in regards to working with minors and ensure that 2 adults are present with minors.

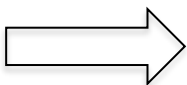


Case Study

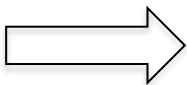
Volunteer roles include:

- Overall support
- Grant writing
- Marketing
- Site set up
- Field trips
- Instructors
- Planning
- Researching
- Procuring supplies
- Nourishment
- Chaperone

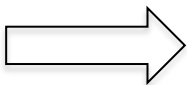
Workbook



Identify volunteers.



Determine each volunteer contribution/role.



Research rules regarding working with minors.

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Students

Best Practice

Determine student demographics (age/grade) and how many students are a good fit for your program based on goals and other factors such as location.

TradeWorks Field School focused on high school age youth (Ages 13 - 18) based on our local ongoing need of preservation trades workers.

Maximum number of students we could accommodate was 12 during this inaugural year due to size of venue, budget constraints, and limited chaperones.

6 students registered for the inaugural TradeWorks Field School, 4 students completed.

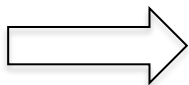
Case Study

Lessons Learned

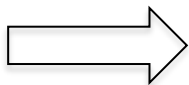
- 2 students did not return after the first day, which stressed the budget as nourishment and supplies had already been planned and purchased.
- Secure a commitment of student participation.



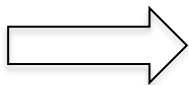
Workbook



Decide student demographics (age/grade).



Determine how many students are a good fit for your Field School.



Determine how you will secure student participation.

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Marketing

Best Practice

Prioritize marketing to promote the Field School. Marketing is an important aspect for public awareness, connecting to people, and to get the word out to potential students, professionals, instructors, and volunteers.

TradeWorks Field School marketed in many different ways to gain attention and attract students, professionals, instructors, and volunteers.

Marketing examples:

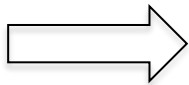
- One-on-one meeting
- Worksite presentation
- Website
- Instagram
- YouTube
- Mailer
- Tee shirt
- Classroom presentation
- QR Code
- Facebook
- Online registration
- Flyer
- Road sign
- Swag



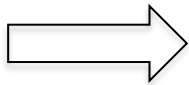
Case Study

[* Appendix: Marketing Flyer](#)

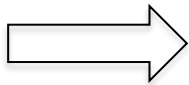
Workbook



Decide your marketing goals.



Determine what marketing strategies to use for your Field School.



Pay attention to which marketing strategies are successful and those that are not very useful.

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Budget

Best Practice

Develop a budget that includes funding from multiple sources and is sustainable for hosting the Field School in future years.

TradeWorks Field School budget included in-kind donations, grant funding, private donations, and partner donations.

- Harrison Goodall Preservation Fellowship
- South Bend TradeWorks
- H.G. Christman Construction
- Indiana Humanities and Indiana Landmarks
- The Castle of South Bend
- 1st Source Bank
- White Cap
- Lowes of South Bend
- Andy and Michael Turba
- Historic Preservation Commission
- Instructors
- Employers



Case Study

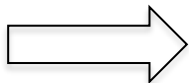
The inaugural TradeWorks Field School was provided at no charge to the students.

Lessons Learned

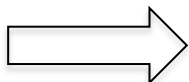
- Funding to host subsequent Field Schools is challenging but vital. Planning administrative time is critical.

[* Appendix: Budget](#)

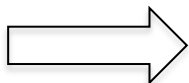
Workbook



Draft a working budget for your Field School.



List sources of potential funding.



Contact potential donors.

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Supplies

Best Practice

Determine the supplies list based on what the budget can accommodate.

TradeWorks Field School budget supported a generous amount of supplies including:

1. Gifts for students
 - Tool bag filled with tools
 - Notebook with custom logo
 - T-shirt
 - Engraved brick
 - Personal Protection Equipment



Case Study

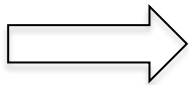
2. Gift card for instructors
3. Stipend for instructor supplies
4. Nourishment

Lessons Learned

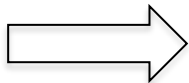
- Set up trade accounts with non-profit exemption in advance of purchasing.

[* Appendix: Tool Bag Inventory](#)

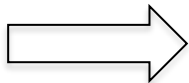
Workbook



List supplies needed.



List supplies wanted.



Determine supplies list based on what the budget can accommodate.

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Location

Best Practice

Location is a critical decision and should meet the needs of your program goals and how many students are participating.

- Location considerations include:
- Place-based learning
 - Conditioned space for classroom
 - Space to serve and eat food in
 - Restroom onsite
 - Connectivity for technology
 - Parking for participants
 - Engaged property owner/manager
 - Accessibility



Case Study

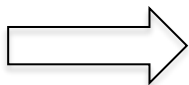


TradeWorks Field School was held at The Castle of South Bend, historically known as Kizer House. The house and carriage house are undergoing extensive renovation work throughout and presented well for place-based learning. The owner generously improved the classroom space and fulfilled all other location considerations. We also appreciated access to internet and other technology including GoPro footage of nearly all of the inaugural TradeWorks Field School.

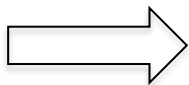
Lessons Learned

- In consideration for implications with liability and insurance, prepare a Site Agreement with location owner.

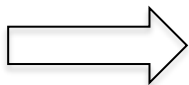
Workbook



List location considerations that are important to your program.



Visit potential locations/narrow down locations.



Meet with property owner/manager to negotiate terms of use.

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Topics

Best Practice

Offer a variety of topics to give students a broad introduction to preservation trades.

TradeWorks Field School topics include:

- History of the site
- Intro to historic preservation
- Building anatomy
- Exterior carpentry
- Traditional photography
- Painting
- Sustainability
- Interior carpentry
- Window restoration
- Specialty tools
- Stucco
- Stone and brick masonry
- Historic Preservation Commission
- Plaster
- Construction management
- Wood floors
- Historic preservation resources
- Exploring careers



Case Study

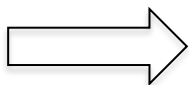
Additional topics considered:

- Tool safety
- Measuring, cutting, fastening
- Construction drawings

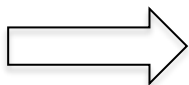


[* Appendix: Master Schedule](#)

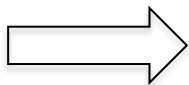
Workbook



Determine the topics that are important to your community.



Make a comprehensive Director Schedule.



Make a simple Student Schedule.

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Lessons

Best Practice

Program a variety of lesson styles to match attention span. Lesson styles include presentation instruction, demonstration, place-based, hands-on, and visuals/field trips.

Lessons were interactive and incorporated hands-on learning. The site and building were used as a teaching tool through place-based learning. Instructors provided their own lesson content within the topic and lesson structure assigned to them. Field trips to nearby attractions were within walking distance.



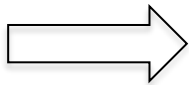
Case Study

Lessons Learned

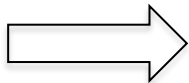
- Ensure that lessons are appropriate information for audience.
- Lesson plans should be reviewed first by the director to be assured that content meets the goals.
- Consider timing and interest span (no more than 15 minutes of talking without an activity).
- Level and structure of content should not be too advanced for an introductory lesson.

[* Appendix: Field Trips](#)

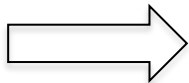
Workbook



List potential topics as lecture/demo/hands-on.



List potential field trip locations.



Outline or standardize lesson plans.

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Instructors

Best Practice

Instructors are interdisciplinary and include experts, professionals, educators, and leaders of preservation trades and related or complimentary professions.

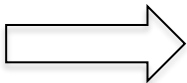
Finding instructors and scheduling each topic is a significant undertaking. Instructors were local professionals who generously donated their time to prepare and present their topics.

14 leading instructors and 12 minor topics/field trips added up to a well-rounded lineup of 26 highly energetic learning experiences.

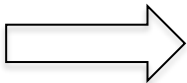
Case Study



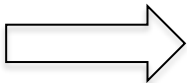
Workbook



List potential instructors.



Select instructors for leading topics, minor topics, and field trips.



Determine if instructors will provide their own lesson content or follow a standardize lesson plan.

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Nourishment

Best Practice

Provide nourishment in the morning and afternoon if budget allows. Seek local donations for donations.

Nourishment is important to ensure students have nutrition during the day to support a learning environment.

A local bank donated funds to provide nourishment each day during TradeWorks Field School. Breakfast and lunch was provided to students and volunteers present.

Two dedicated volunteers planned the menu, shopped for groceries, prepared the food and beverages, served breakfast and lunch, and cleaned up each day.



Case Study

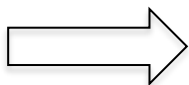
Take into account special dietary considerations and plan ahead.

Lessons Learned

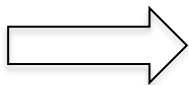
- Student cancellations without adequate notice can lead to excess food being purchased.

[* Appendix: Nourishment Schedule/Menu](#)

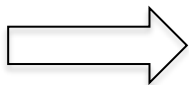
Workbook



Determine if budget allows for providing nourishment to students and/or volunteers.



Assign one or two dedicated volunteers to plan and provide nourishment.



Ask local restaurants, grocers, or businesses to provide donations.

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Evaluate

Best Practice

Evaluate your program to know if goals were met and to identify improvements for future programs. Evaluations can provide important indicators to secure future funding as funders want to see metrics of success.

TradeWorks Field School evaluation indicators were:

1. Anecdotal testimonial of student experience.
2. Student pursuit of further study or employment in preservation trades.
3. Employer participation.

Goals were met based on:

1. 4 students successfully completed the inaugural program.
2. 1 student secured a full-time summer apprenticeship with a local employer.

Improvements were identified and will be incorporated into future programs.

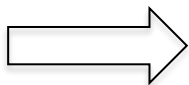
Lessons Learned

- Prioritize evaluation to gain insight into if goals were met and future improvements.

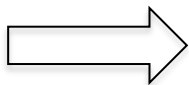


Case Study

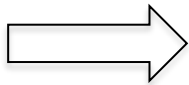
Workbook



Determine how you will evaluate your program.



Determine evaluation indicators to know if goals were met.



Identify improvements for future programs.

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Future Planning

Best Practice

Plan for future events by documenting the planning process, evaluating your program, and by making improvements each year.

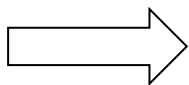
Improvements for future TradeWorks Field School:

- Develop a standardized format to document planning.
- Develop a survey to obtain feedback from students, parents, instructors, and volunteers.
- Standardize lesson plans for each topic.
- Partner with alumni to help market subsequent years.
- Participate at career fairs.
- Grow budget to be self-sustainable without grants.

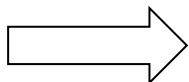
Case Study



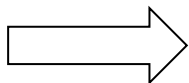
Workbook



Document your planning process.



Determine if you will host another Field School.



Implement improvements in future years.

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Resources

Best Practice

Research and reach out to local, state, national, and international resources that have related goals and/or programs.

Local

- South Bend TradeWorks
- Historic Preservation Commission

State

- Indiana Landmarks
- Indiana Humanities

National

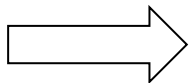
- The Campaign for Historic Trades
- Touch a Trade
- Camp NAWIC
- National Park Service's Historic Preservation Training Center

Case Study

International

- Association for Preservation Technology Conference 2022: Training Our Future Preserving Our Past

Workbook



Learn more about starting a Field School at The Campaign for Historic Trades.



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Workbook Actions

Identify Need

- Is there a shortage of preservation trades workers in your community?
- List organizations or people in your community who may be interested in developing a Field School.
- List preservation trades professionals that would be interested mentoring students.

Planning

- List steps for planning a Field School in your community.
- Contact organizations and people on your list to partner in developing a Field School.
- Determine optimal dates and times.

Goals

- List goals for a Field School in your community.
- Determine what is necessary to meet the goals.
- Are these goals attainable and measurable?

Liability

- Draft liability waivers specific to your Field School.
- Contact a local insurance agent regarding liability insurance options.
- Research additional options for liability insurance.

Timeline

- List steps for developing your Field School.
- Create a timeline of the steps.
- Create a timeline of potential communications.

Schedule

- Determine dates your Field School will take place.
- Outline a daily schedule to include 3 - 5 lessons each day.
- Prepare a comprehensive schedule for director and a simple schedule for students.

Primary Partners

- Consider engaging people of all disciplines and interests.
- Identify primary partners.
- Determine primary partner contribution/role.

Local Community Partners

- Identify local community partners.
- Determine local community partner contribution/role.
- Continuously seek local community partners.

Field School Director

- Determine the director duties.
- Identify and hire a director.
- Begin planning your Field School.

Volunteers

- Identify volunteers.
- Determine each volunteer contribution/role.
- Research rules regarding working with minors.

Students

- Decide student demographics (age/grade).
- Determine how many students are a good fit for your Field School.
- Determine how you will secure student participation.

Marketing

- Decide your marketing goals.
- Determine what marketing strategies to use for your Field School.
- Pay attention to which marketing strategies are successful and those that are not very useful.

Budget

- Draft a working budget for your Field School.
- List sources of potential funding.
- Contact potential donors.

Supplies

- List supplies needed.
- List supplies wanted.
- Determine supplies list based on what the budget can accommodate.

Location

- List location considerations that are important to your program.
- Visit potential locations/narrow down locations.
- Meet with property owner/manager to negotiate terms of use.

Topics

- Determine the topics that are important to your community.
- Make a comprehensive Director Schedule.
- Make a simple Student Schedule.

Lessons

- List potential topics as lecture/demo/hands-on.
- List potential field trip locations.
- Outline or standardize lesson plans.

Instructors

- List potential instructors.
- Select instructors for leading topics, minor topics, and field trips.
- Determine if instructors will provide their own lesson content or follow a standardized lesson plan.

Nourishment

- Determine if budget allows for providing nourishment to students and/or volunteers.
- Assign one or two dedicated volunteers to plan and provide nourishment.
- Ask local restaurants, grocers, or businesses to provide donations.

Evaluate

- Determine how you will evaluate your program.
- Determine evaluation indicators to know if goals were met.
- Identify improvements for future programs.

Future Planning

- Document your planning process.
- Determine if you will host another Field School.
- Implement improvements in future years.

Resources

- Learn more about starting a Field School at The Campaign for Historic Trades.



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South Bend TRADEWORKS ~ FIELD SCHOOL

June 12-16, 2023 9am-3pm

Topics of Study:
Plaster-Wood or Steel
Windows-Brick
Masonry-
Stucco-Wood
Floors-Interior and Exterior
Carpentry-
Painting

A five day introduction to historic preservation tradeswork for regional high school trades students.



Observe the trades in action- on site and in class.

Tool Bag, Gift Card and Certificate upon completion of course



Connect with local tradespeople for future employment opportunities.

For eligible high school students

Apply TODAY:



Contact Elicia Feasel
elicia@hgchristmanconstruction.com



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Nourishment Schedule/Menu

	Breakfast 8:30-9:00 am		Lunch 12:00-12:30 pm	
	<u>Menu</u>	<u>Volunteer</u>	<u>Menu</u>	<u>Volunteer</u>
Monday	muffins	Trish	pulled pork, coleslaw	Trish
Tuesday	egg & hash brown cups	Trish	sub sandwiches	Virginia
Wednesday	bagels, cream cheese	Virginia	chicken wrap	Virginia
Thursday	yogurt, fruit, granola	Virginia	walking tacos	Trish
Friday	doughnuts	Virginia	hot dogs, baked beans	Virginia

Field Trips

	<u>Location</u>	<u>Speaker</u>	<u>Topic</u>	<u>Volunteer</u>
Monday	West Washington home	homeowner	civic engagement	Joanie
Tuesday	Oliver Mansion lawn	Marty	economic development	Joanie
Wednesday	TBD	TBD	TBD	TBD
Thursday	The History Museum	Brian	upkeep on facility	Joanie
Friday	South Bend TradeWorks	Charity	salvage shop tour	Elicia

Tool Bag Contents

safety glasses	dust mask	4-in-1 screwdriver	putty knife
ear protection	pencil	stubby screwdriver	5-in-1 putty knife
latex gloves	marker	torpedo level	sanding sponge
work gloves	25' tape measure	9" scraper bar	can opener
flashlight	claw hammer		1 ½" paint brush

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Master Schedule

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:30-9:00 am	Nourishment	Nourishment	Nourishment	Nourishment	Nourishment
9:00-9:15 am	Elicia- Intros Charity- Housekeeping Joanie- Ice Breaker	Joanie- Ice Breaker Elicia- Recap	Joanie- Ice Breaker Elicia- Recap	Therese- Sustainability	Elicia & Charity- South Bend TradeWorks field trip
9:15-9:30 am	Steve- The Castle of South Bend	Lou- Traditional Photography	Annette- Specialty Tools	Adam- Historic Preservation Commission	
9:30-10:30 am	Deb- Historic Preservation	Joseph- Paint	Trevor- Stucco	Paul- Plaster	Todd- Historic Preservation
10:30-10:45 am	Break	Break	Break	Break	Break
10:45 am-12:00 pm	Eric- Building Anatomy	Mac- Interior Carpentry	Steve- Stone Masonry	Norrie- Construction Management	Kate- Careers
12:00-12:20 pm	Nourishment	Nourishment	Nourishment	Nourishment	Nourishment
12:20-1:00 pm	Field Trip	Field Trip	Field Trip	Field Trip	Certificate of Completion Ceremony
1:00-3:00 pm	William- Exterior Carpentry	Adam- Windows	Steve- Brick Masonry	Charity- Wood Floors	

Budget

	Grant Funds	Cost Share- Cash	Cost Share- In-kind	Total Budget
Administration			\$10,000	
Personnel	\$1,400		\$1,400	
Supplies	\$1,041.18	\$250	\$830	
Space Rental	\$500		\$500	
Other	\$117.18	\$58.82		
	\$3,058.36	\$308.82	\$12,730.00	\$16,097.18

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**Liability
Photo Release**



2023 South Bend TradeWorks Field School Photo Release

Permission to photograph _____
Printed name of Volunteer or Student

I grant South Bend TradeWorks (SBTW) its representatives, members, and volunteers the right to take photographs of me in connection with the SBTW Field School activities. I authorize SBTW, its assignees and transferees to copyright, use, and publish the same in print and/or electronically.

I agree that SBTW may use such photographs of me with or without my name and for any lawful purpose, including for example, such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Volunteer/Student Signature

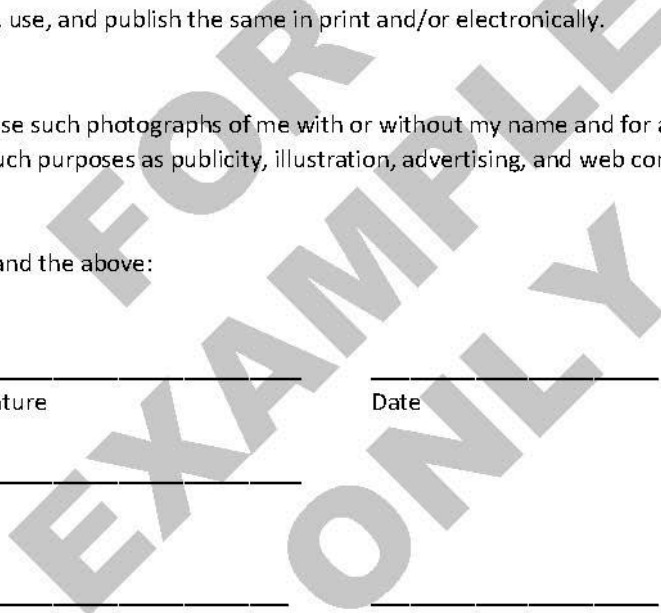
Date

Printed Name

Parent/Guardian Signature

Date

Printed Parent/Guardian Name



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2023 South Bend TradeWorks General Release

Know all persons by these presents:

That I, the undersigned, hereby remise, release, acquit, hold forever harmless and forever discharge South Bend TradeWorks (SBTW), its agents, officers, board members, their heirs, assigns, executors, administrators and representatives of and from any and all claims, demands, rights, actions, suites, liability, damages, and any and all causes of action whatsoever kind and nature of law or in equity, arising from or by reason of, any and all known or unknown, foreseen and unforeseen bodily or personal injuries, damages, loss and illness, attending or participating in any training class, meeting, or otherwise for any purpose whatsoever, in attendance at or on the premises or property of any training site, school site, classroom, or on any location whatsoever, which is no, or thereafter be designed for training and related uses by the SBTW.

Volunteer/Student Signature

Date

Printed Name

Parent/Guardian Signature

Date

Printed Parent/Guardian Name

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2023 South Bend TradeWorks Field School Rules of Conduct

The following Requirements and Rules of Conduct shall apply to all South Bend TradeWorks Field School participants. Prior to attending the South Bend TradeWorks Field School (SBTWFS), all participants must:

- 1) Officially register with South Bend TradeWorks and provide name and contact information.
- 2) Be at least 17 years of age (or provide written parent/guardian permission).
- 3) Submit to a background check, if applicable.
- 4) Attend the SBTWFS orientation session (or equivalent).

The following rules of conduct are required for all SBTWFS participants:

- 1) Act in a professional and safe manner. No profanity, smoking, alcohol, earbuds or use of cell phones during sessions is permitted.
- 2) Be engaged with other volunteers and students at all times to ensure activities can be carried out in a safe manner.
- 3) Wear proper attire and appropriate personal protective equipment (PPE) including, but not limited to hard hats, safety glasses, long pants, steel toed boots, gloves, and other PPE as assigned.
- 4) Provide supervision to students at all times during presentations, field trips, demonstrations, transportation etc.
- 5) Provide a nurturing environment for students to learn about the trades industry.
- 6) Report any allegations of child abuse, inappropriate activity, or neglect immediately to a South Bend TradeWorks Field School Director.

Volunteer/Student Signature Date

Printed Name

Waiver of Liability and Release



2023 South Bend TradeWorks Field School Waiver of Liability and Release

I acknowledge and agree that I am a participant either as a Student or Volunteer for the South Bend TradeWorks Field School which will include a tour and use of a construction job site located at 801-803 W. Washington, South Bend, Indiana (Job Site) in full recognition and appreciation of the dangers and hazards inherent in visiting an ongoing construction site. In consideration of being permitted to tour and utilize the Job Site, I hereby waive, release and discharge South Bend TradeWorks and the Job Site owner, and their officers, directors, members, employees, contractors, subcontractors, agents and their heirs, administrators, successors, and assigns from any and all damages, losses, penalties, liabilities, costs, attorney's fees, and expenses of any nature, and any demands, claims, suits and causes of action therefore, arising out of or resulting from my presence at the Job Site, including negligence.

The foregoing release is given with the understanding that: (i) construction is ongoing and that access and /or other conditions are not necessarily designed for accommodating guests; (ii) I am entering upon and touring the Job Site at my own risk; (iii) I must follow all safety precautions and instructions received from South Bend TradeWorks Field School director(s), instructors or volunteers, including wearing a hard hat at all times while on the job site; (iv) no person shall be allowed on the site unless accompanied by a duly authorized agent of South Bend TradeWorks; (v) this Release applies to, covers, and includes unknown, unforeseen, unanticipated and unsuspected damages, losses, or liabilities and the consequences thereof, which result from the matters hereinbefore inferred to as well as those disclosed and known to exist.

The provision of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims of damages which are unknown or unsuspected to exist at the time are hereby expressly waived by me.

I have read this Waiver of Liability and Release carefully, understand its significance, and voluntarily agree to all its terms. I understand that this Waiver of Liability and Release constitutes a full and complete waiver of all claims for personal injury, damage to property and death, whether or not arising from the negligence of mistakes of others, and the by execution of this Waiver of Liability and Release, I am assuming all such risks without recourse against others. I understand that if any portion of this document is held invalid, the remaining provisions shall be binding and continue in full force and effect.

Volunteer/Student Signature

Date

Printed Name

Parent/Guardian Signature

Date

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