

Tools, Templates and Inspiration



Introduction

Planning a milestone doesn't have to start from a blank page. In this section, you'll find ready-to-adapt materials—such as volunteer role descriptions, partner invitation language, and sample promotional ideas—designed to help reduce the “where do we begin?” feeling that many organizations experience.

Many of these resources come directly from the organizations interviewed for this toolkit. They reflect real-world efforts—from small volunteer-run sites to larger institutions—that have used anniversaries and milestones as opportunities to engage their communities, strengthen partnerships, and tell meaningful stories.

To make these materials easier to use, the resources are organized around the same modules found in the workbook—Engagement, Capacity Building, and Collections & Community Memory—so you can quickly find examples that connect to the type of work you're exploring. Some items are simple templates you can adapt, while others are examples meant to spark ideas and show how different organizations approached similar moments. Think of this section as a toolkit within the toolkit: practical starting points you can modify, borrow from, or build upon as you move from reflection into action.

Tools to Support: Engagement—Deepening Participation, Relevance and Relationships module

Flyers and invitations:

- Mountain Island Lake Centennial, Mecklenberg County Park and Rec, NC
 - Paddle Party Poster
 - Birthday Bash Flyer
- Puyallup Valley JACL Remembrance Gallery: 75th anniversary invitation

Cascade Locks Main Street

- **Bridge of the Gods Downtown Centennial Files:** project overview, event overview card, rack card and sponsorship card
- **Escaped Troll Community Night:** program, sponsorship, promotional flyer, troll hunters handbook, pins and nametags

Websites:

Main Street Cascade Locks: <https://www.mainstreetcascadelocks.org>

Friends of the Cascade Locks Historical Museum: [Riveting History Pub Talk](#)

[Maxville to Vanport musical composition:](#) From Maxville to Vanport celebrates the history of two towns that reveal distinctive viewpoints of the state's under-represented Black history. Looking honestly at the prejudice these people faced, the album celebrates their resilience, courage, and important contributions to Oregon through jazz, R&B, and blues.

Minnesota Historical Society: 175th anniversary scavenger hunt

- [FAQ Website](#)
- [175th Google Map for Visitors](#)
- [Google Sheet-](#) Content for scavenger hunt

Puyallup Valley JACL Remembrance Gallery:

- [Video tour](#) of gallery

Tools to Support: Capacity Building: Strengthening Revenue, Volunteers & Relationships module

Donor Letters & Invitations:

- NW Museum of Arts and Culture
 - Donor Letters
 - Gala Save the Date and Evite

Table Tents:

- Job Carr Museum, Trivia Cards for 25th anniversary
- Cascade Locks Main Street- Escaped Troll Community Night Fundraiser

Volunteer Job Descriptions:

- Sample job descriptions for various milestone needs

Tools to Support: Collections & Community Memory: Looking Closely at What you Hold and What Might be Missing module

Minnesota Historical Society:

- Minnesota History Magazine: *An Invitation Presenting 25 Objects that Speak to 175 Years of MNHS History*

History Colorado 150

- [Project 150 Storytelling website](#)
- [Oral History Toolkit](#)

Beyond the Doorway — Resources for Going Further

Introduction

This section gathers a curated list of websites, professional standards, and reference materials—including Oregon Heritage tools—that can help you go deeper when you have the time, curiosity, or need for guidance.

While the ideas and prompts throughout this toolkit draw on many of these same fields of practice, the resources collected here go beyond what was used to create the workbook itself. They point to trusted organizations, frameworks, and learning opportunities that can support your work long after your milestone has passed.

Whether you are looking for professional standards, training opportunities, or additional inspiration, these resources offer a place to continue learning and strengthening your organization's work in interpretation, stewardship, and community engagement.

250th and Anniversary Resources

USA's 250th Toolkit for the 250th Anniversary of the United States & Pennsylvania: <https://pdesas.org/Page/Viewer/ViewPage/84/?SectionPageId=36855>

AASLH 250th Anniversary Handbook: <https://heyzine.com/flip-book/7978d4ce33.html#page/1>

Sharing the Value of Heritage, OR Heritage Commission Toolkit: <https://www.oregon.gov/oprd/OH/pages/tools.aspx>

Indiana Historical Society 250th Planning Framework
<https://indianahistory.org/wp-content/uploads/U.S.-250-in-Indiana-Planning-Framework.pdf>

Indiana Historical Society 250th Planning toolkit
<https://indianahistory.org/wp-content/uploads/U.S.-250-in-Indiana-Plan-Framework-Toolkit-and-Resources-1.pdf>

Designations

Oregon Heritage Tradition and Oregon Heritage State Commemoration:
<https://www.oregon.gov/oprd/OH/Pages/Heritage-Designations.aspx>

[National Register of Historic Places](#)

Other Toolkits and Plans

2026 Oregon Heritage Plan, 2024 Oregon Historic Preservation Plan -
<https://www.oregon.gov/oprd/OH/pages/tools.aspx>

NPS Interpretive Toolkit: History and Hope:
<https://www.nps.gov/subjects/climatechange/historyhope.htm>

AAHC Juneteenth Toolkit: <https://aahc.nc.gov/2025-nc-aahc-juneteenth-toolkit/open>

Grant resources

Oregon Heritage Grants <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>

Oregon Cultural Trust Cultural Development Grants
<https://www.culturaltrust.org/get-involved/what-we-fund/>

Cultural Coalition Grants <https://www.culturaltrust.org/about-us/coalitions/>

Oregon Humanities Grants <https://www.oregonhumanities.org/programs/grants/>

The Roundhouse Foundation <https://roundhousefoundation.org/>

Oregon State Capitol Foundation Exhibit Funding Program
<https://oregoncapitolfoundation.org/project/exhibit-sponsorship/>

National Endowment for the Humanities Grants
<https://www.neh.gov/grants/listing>

Institute of Museum and Library Services Grants <https://www.ims.gov/find-funding/funding-opportunities>

Communications & Casemaking

Heritage Bulletin #2 (an Oregon Heritage publication) - [How to Spread the News](#)

Heritage Bulletin #28 (an Oregon Heritage publication) - [Recognizing Achievements](#)

[2024 Oregon Heritage Vitality Study Report \(2024\)](#)

The Oregon Heritage Commission released the 2024 Oregon Heritage Vitality Study Report identifying the top issues impacting the operational vitality of Oregon's heritage organizations and proposing six primary recommendations to comprehensively support the health of the heritage sector.

[Cost of Collections Care Report](#), Oregon Heritage Commission

[Sharing the Value of Heritage Toolkit](#), Oregon Heritage Commission

Volunteers

[Simple Tool To Re Energize](#)

[Recruiting and Training Volunteers](#), University of Kansas Community Toolbox

[Designing a Museum Volunteer Program](#), American Alliance of Museums

How to Manage Volunteers Resource List, [Connecting to Collections Webinar](#) (8/9/2023)

Fundraising

AASLH 101 Fundraising:

<https://download.aaslh.org/101+Ideas+for+New+Revenue-FINAL.pdf>

[Oregon Main Street Donor Guide](#) (Please note, while this was developed for Oregon Main Street organizations, there are resources within it that can apply to any type of nonprofit organization)

[Fundraising for Collections Care Webinar](#), Connecting to Collections

[Ten Fundraising To-Do's for Small Museums & Nonprofits](#), American Association for State and Local History

Beyond the Bake Sale: Fundraising for Local History Organizations, Texas Historical Commission Webinar, presented by Jamie Simek:

[Recording](#)

[Slides](#)

[Handouts](#)



Standards

AASLH Standards and Excellence Program for History Organizations (STEPS): <https://aaslh.org/professional-development/steps/>

NAI Interpretation Standards: https://nai-us.org/common/Uploaded%20files/Admin_Docs/Standards_2019.pdf

Engagement

[Made by Us https://historymadebyus.org/](https://historymadebyus.org/)

PART 6

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- Job Carr Museum- *Courtney Bird*, Director
- Main Street Cascade Locks - *Lauryl Nagode*, President
- Maxville Heritage Interpretive Center - *Gwen Trice*, Director
- Mecklenburg County Government - *Joli Reynolds*, Nature Center Manager
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- Puyallup Valley JACL Remembrance Gallery- *Eileen Yamada Lamphere*, President

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