



FRIENDS OF LAUREL HILL &  
WEST LAUREL HILL CEMETERIES

## 2021 Virtual Graveyard Guide Training for West Laurel Hill Cemetery

Thank you for your interest in learning how to become a Graveyard Guide for West Laurel Hill Cemetery!

Included in this document, you will find:

- What is involved in our Virtual Training Program
- Required steps to successfully complete the program and become a Graveyard Guide
- Important training dates.

Please review the information below and if you have questions or concerns do not hesitate to reach out to Archives and Volunteer Coordinator, Beth Savastana at [bas@thelaurehillcemetery.org](mailto:bas@thelaurehillcemetery.org)

This Virtual Training Program is designed to fulfill our immediate need for trained tour guides at West Laurel Hill Cemetery while keeping the health and safety of volunteers and staff at the forefront. This new format also allows volunteers to work at their own pace by:

- Not requiring live attendance at training sessions over Zoom--all will be recorded and emailed to training volunteers
- Enabling maximum freedom in developing your tour while working remotely and one-on-one with the Volunteer Coordinator
- Allowing plenty of time and support for individual research.

By the end of the program, each trainee will be equipped to deliver a 1.5-hour walking tour of West Laurel Hill Cemetery starting and ending at the Conservatory building.

### Timeline & What to Expect

**January 31, 2021** – participation deadline

- Those interested in completing the program will have contacted us and be placed on the list to receive their training binders either via USPS mail or digitally.

**February 1, 2021- February 5, 2021-** training materials are either mailed out or emailed

- Friends staff will put together and mail/email general training materials on the history of the cemetery and notable burials, the description of the training program, materials on how to conduct research, interpretive techniques, and other things to help you deliver your tours and learn all you need to know about our cemetery and operations.



### **Timeline & What to Expect** *(continued)*

#### **Thursday, February 18, 2021, @ 7 PM-** Welcome Orientation on Zoom

- It is highly encouraged that you attend this session, but it will be recorded and emailed to everyone who received training materials.
- Meet staff members as they orient you with the virtual training program and your training materials.
- Take the next few days to absorb all the information and decide if you will commit to the training program.

**February 22, 2021-** Volunteer Coordinator emails everyone who received training materials to collect commitments to the program, and training officially starts!

**February 23, 2021 to June 30, 2021-** Virtual training sessions (Dates TBD), independent research, one-on-one mentoring and research with staff, study, create, and practice your tour

- All virtual training sessions will be delivered live on select dates but recorded and emailed to all trainees so they can watch them at their leisure and more than once.
  - o Topics will include but are not limited to: *The History of West Laurel Hill Cemetery and its Buildings, The History of The Friends of Laurel Hill & West Laurel Hill Cemeteries, Cemetery Operations (sales, burials, cremations, funeral home, pet aquamation, and burials), and An Informal Chat with Staff and Current Graveyard Guides*
- We will closely monitor COVID-19 restrictions and if/when in-person tours resume and if you are comfortable in attending them, you will be able to attend as many in-person tours and virtual programs as you like during your training period.

#### **July 1, 2021, to July 31, 2021-** Practice Tours and Evaluation

- Starting July 1<sup>st</sup>, you can either continue your research until you are ready to deliver your practice tour or schedule your practice tour for evaluation.
- All those who schedule practice tours in July will deliver their tour to at least one member of staff (possibly your friends and family as well) and be given feedback in an evaluation.
- If it is determined the trainee needs more work in researching or delivering their tour, they will be given the time to do so and can reschedule another practice tour.
- *If it is determined the trainee has given an adequate practice tour, it will be noted in their feedback that they have been accepted into the training program and are officially a Graveyard Guide for West Laurel Hill Cemetery! You will be eligible to give public and private tours if we can conduct them in late summer 2021.*



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**Are you ready to register? [CLICK HERE](#)**

**Have more questions?**

Email Beth Savastana, Archives and Volunteer Coordinator at [eas@thelaurehillcemetery.org](mailto:eas@thelaurehillcemetery.org)