

## **ANA Volunteer Application**

### **District Representative and International Volunteer Ambassador**

#### **Contact Information**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

ANA Membership Number (Must be a member at all times to be in program): \_\_\_\_\_

Mailing Address (will NOT be published on ANA website and print collateral):

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number (WILL be published on ANA website and print collateral):

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

E-mail Address (WILL be published on ANA website and print collateral): \_\_\_\_\_

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#### **Volunteer Information**

(You may add additional page(s) as needed)

1. Volunteer Area Proposed (list state, section of state(s), country):

2. Why do you want to be an ANA District Representative or International Volunteer Ambassador?

3. Coin Club(s)/Numismatic Organization(s) member of:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4.

5.

4. Have you ever attended an ANA Summer Seminar Session(s)?

5. Have you ever attended ANA National Money Show(s) and/or The World's Fair of Money Show(s)?

6. Numismatic Volunteer Experience (club officer, worked at a coin show(s), served on a board, etc.)

7. Comment(s) (anything you would like to add):

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I have read the ANA Position Description (next pages) and am willing to do the volunteer work. I understand my name, phone number and e-mail address will be listed and that I may be contacted by ANA members and the public. The Volunteer Service can be ended at any time by me or the ANA.

SIGNED: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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ANA USE ONLY

Approved by ANA Club Coordinator and date:

Approved by ANA Outreach Programs Coordinator and date:

Date Volunteer notified of acceptance (or not) into the volunteer program:

Order date of:

1. ANA Business cards:

2. ANA Name tag:
3. ANA Volunteer Polo shirt (need volunteer's size)
4. ANA District & Club Rep Volunteer Manual sent:
5. Other

## ANA Club & District Representatives and International Volunteer Ambassador Program

### Position Description

The Club & District Representatives and International Volunteer Ambassador Programs serves as the main communicator between the Outreach Programs Coordinator, ANA Club Coordinator and Coin Club Representatives in their area of responsibility. District Representatives are identified by their home state(s) and regions, but are not confined to only represent clubs in these areas.

International Volunteer Ambassadors are identified by their country or region(s), but are not confined to only represent clubs in these areas.

### Duties and Responsibilities

#### **Required:**

- Submit a quarterly report on your numismatic activities to the ANA Club Coordinator and Outreach Programs Coordinator
- Contact Coin Club Representatives in your area on a regular basis
- Attend Coin Shows in your area (may want to have an ANA Membership Table at Coin Show, Show Kits can be arranged via ANA Club Coordinator)
- Communicate routinely with the Outreach Programs Coordinator, ANA Club Coordinator (via e-mail, phone, at coin shows, etc.)

#### **Recommended:**

- Submit *MintMark* or *The Numismatist* article(s) on club activities in your area (i.e., National Coin Week activities, YN activities, promotional activities, awards, etc.)
- Solicit and forward comments and/or concerns to the Outreach Programs Coordinator and ANA Club Coordinator.
- Promote the benefits of ANA clubs and individual membership
- Strive to attend ANA club, non-ANA club and club convention meetings to establish communications.
- Support Club Representatives and ANA Clubs in utilizing ANA services such as educational resources and ANA promotional materials for club meetings.
- Strive to attend ANA Conventions (and Club & District Rep meetings)
- Support the promotion of National Coin Week at local level.

- Promote recruitment of Club & District Representatives and ANA Clubs
- Assist clubs in maintaining up-to-date contact information for ANA Clubs by reporting to ANA Club Coordinator
- Support public inquiries about the hobby
- Promote the hobby

### **Skills and Qualifications**

- Maintain ANA membership in good standing
- Dedication to bettering both the ANA and the hobby of numismatics
- Ability to attend conventions, coin shows and meet with other program volunteers in your area
- Ability to contact and respond to organizations and individuals, speak before groups and compile reports as needed
- Access to the internet and e-mail for electronic communications
- Computer skills to complete and submit reports, watch virtual meetings, access ANA web site(s), access other numismatic web sites as needed
- Attend virtual meetings (in real time or watch delayed) as needed

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ANA Outreach Programs Coordinator

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