



Archeology Program

National Park Service
U.S. Department of the Interior

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brief **22**

Developing and Implementing Archeological Site Stewardship Programs
sophia kelly, arizona state university

Table 2: Checklist: Components of a Successful Site Stewardship Program
Information based on information about site stewardship programs via websites and consultation with SHPO offices.

A. LEADERSHIP	
	At least one, preferably two, paid full-time leadership positions
	Central leadership roles filled by people trained in the archeological resources of the region
	Local leadership is not too greatly invested in one person
	Coordinator positions filled by people who can commit at least five years to the program
	A clear chain of command to facilitate communication
	Site stewardship coordinator regularly communicates with volunteers
	Preferably, leadership has valuable contacts/roles in pertinent state and federal agencies
	Program leadership is intimately connected with pertinent land management agency
B. BUDGET	
	Identify at least two to three years of funding before implementing program
	Try to diversify funding sources
	Budget includes funding for coordinator position
	Contingency plans to protect against unpredictable changes in funding
C. PROGRAM GOALS	
	Goals are clearly developed and communicated to both partnering agencies and volunteers
D. PARTNERSHIPS	
	Partnerships are strategic: Partner with agencies/institutions that can provide funding/resources
	Partnerships are explicit: The roles, responsibilities, and expectations of the partnership are concrete
	Partner with groups that have a stake in the resources protected by the program, i.e., solicit involvement of Native American groups
	Partnerships with federal land management agencies and local archeologists are essential
	Partnerships can provide more than money—other types of resources can be exchanged
	Diversify partnerships to prevent over-reliance
	Consider a Memorandum of Understanding to streamline interactions between the program and partnering agencies
	Create an advisory body to facilitate communication between partners
E. PROTECTING SITE INFORMATION & CAREFUL RECRUITMENT	
	Rely on recruiting volunteers via word-of-mouth

	Require a reference for steward applicants, consider an exit interview
	Require extensive training for site stewards that includes classroom and fieldwork components
	Identify archeological resources that are too fragile to be monitored by site stewards
	Create and emphasize a local archeological community that includes volunteers
F. PROGRAM ADVERTISING	
	Aim It at attracting the "right" type of person
	Highlight a community of site stewards
	Avoid calling attention to specific sites
	Use It to educate about local archeology
	Utilize Internet sites to get the word out
	Advertising is for attracting volunteers as well as to inform the community of the valuable work of the stewardship program
G. VOLUNTEER MOTIVATION & RETENTION	
	Volunteers are actively involved in the planning and operation of the program
	Avoid giving volunteers too many tasks that will overwhelm them
	Volunteers should be updated on progress towards program goals
	Regular communication between site stewardship coordinators and volunteers
	If possible, encourage families to volunteer together
H. VOLUNTEER BENEFITS & RECOGNITION	
	Track the volunteer hours contributed by each individual
	Regularly recognize volunteers for their contributions
	Personalize awards and gifts to volunteers
	Incorporate volunteers within the local archeological community
	Give volunteers special benefits for their time and effort
	Publicly recognize volunteers in some way

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- addressing problems through site stewardship programs
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