



# The Colonial Master Gardener

December  
2019

PUBLICATION OF JCC/W MASTER GARDENER ASSOCIATION &  
VIRGINIA COOPERATIVE EXTENSION

## THE PRESIDENT'S MESSAGE

BY CATHY HILL

### Beginnings and Endings

**Next Meeting:**

**Thursday, December 6**

**Program:  
The Senses of Plants**

**Speaker:  
Helen Hamilton**

At this time of year we look back to see what we have accomplished.

Maybe we took a trip we had been planning, learned a new skill, or just enjoyed life in our gardens. As I look back on my year as president of this association, my hope is that I will not only be remembered for short business meetings but also that there were no major bumps in the road.

I will admit that the first few months were a challenge with Kate's departure. Thanks to my board for their help at that time. Please give Patsy McGrady and all of the board members the same support I have received from all of you.

Happy Holidays to everyone.

—Cathy

Please join us after the business meeting on December 5 for a holiday celebration with refreshments provided by the board.



## REMINDERS

BY DEE ARBEGAST, VP FOR ADMINISTRATION, AND JANET SMITH, VP FOR PROJECTS

- Roster Changes: If there are changes to any of your personal information, please [let me know](mailto:deearbegast@gmail.com) (deearbegast@gmail.com)
- Volunteer Hours: The end of the year is approaching fast. Please enter your hours regularly. You need to enter all your time by December 25, since projects for 2019 will be closed out on midnight, December 31. We have many hard-working individuals, and we need the administrative part of our job documented for VCE purposes.
- Those Pesky Forms: It is that time of year when we need all completed [recertification \(aka re-enrollment\) form](#) and the [standards of behavior form](#). These forms must be completed (along with at least twenty-four hours of volunteer activity and eight continuing-education hours) so you can be a Master Gardener in 2020.

## 2020 DUES

BY LIZ FAVRE, TREASURER

I will collect dues at our December 5 meeting. Make your checks payable to JCC/W Master Gardeners in the amount of \$15.00. I will also accept cash and give you a receipt. You may also mail your check to my home: 4419 Chickasaw Court, Williamsburg, VA 23188.

## THIS MONTH'S SPEAKER

BY HAZEL BRAXTON, VP FOR INTERNAL EDUCATION

We know plants move their leaves toward light, bananas can ripen apples and beans will climb up garden supports. How do plants see light? Why do bananas affect apples? What makes vines curl around a post? Recent researches have begun to elucidate how plants can apparently sense and respond to their environments. How closely do the actions of plants match ours in sensing sources of water, light and food? Are plants intelligent? Can they remember?

This month's speaker, Helen Hamilton, will talk about this in her presentation, "The Senses of Plants."

Helen is a retired high school biology teacher, who had a great facility for teaching biology so that it was both very informative as well as entertaining. She also worked as a plant technician for the National Park Service and served as both a board member of the [Virginia Native Plant Society](#) and as president of its local chapter, the [John Clayton Chapter](#). Helen also was a member of the board of the Williamsburg Botanical Garden.

In her spare time, Helen has co-authored two books: a wildflower book, *Wildflowers & Grasses of Virginia's Coastal Plain*, and an introduction to ferns, mosses, and liverworts, *Ferns & Mosses of Virginia's Coastal Plain*. Both books are available for sale.



2019  
MGA Board

President:  
Cathy Hill

President Elect:  
Patsy McGrady

VP Administration:  
Dee Arbegast

VP Projects:  
Janet Smith

VP Internal Ed:  
Hazel Braxton

Secretary:  
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VMGA Rep:  
Marilyn Riddle

Past President:  
Gary Streb

VCE ANR Program  
Assistant:  
VACANT

Newsletter Editor:  
Hope Yelich  
hopeyelich@gmail.com

The MGA board meets on the third Thursday of each month at 9:30am at the Williamsburg Regional Library, Room B, on Scotland Street, Williamsburg.

The board meetings are open to all Extension Master Gardeners, and all are encouraged to attend.

## UPCOMING SEMINARS AND EDUCATIONAL OPPORTUNITIES

BY HAZEL BRAXTON, VP FOR INTERNAL EDUCATION

**November 22-January 6, 2019**, except December 24 and 25. (Lewis Ginter Botanical Garden, 1800 Lakeside Avenue, Richmond 23228). 5:00-10:00pm. **Dominion Energy GardenFest of Lights**. A holiday tradition featuring one million twinkling lights, handcrafted botanical decorations, model trains, holiday dinners, firepit with s'mores and hot chocolate (for purchase); nightly family activities & more. The region's ultimate holiday extravaganza! Nonmember tickets \$13.00 adults, \$11.00 seniors.

**November 28—January 1, 2020**. (Newport News Park, 13560 Jefferson Avenue, Newport News 23603). 5:30-10:00pm. **Celebration in Lights**. Newport News Park will be transformed by over a million individual lights, creating animated holiday and fanciful scenes. For its twenty-seventh year, the event will add special effects snow that will fall on the cars as they drive into the Winter Wonderland area on special nights. Cost \$15.00 per car.

**December 3** (Norfolk Botanical Garden, 6700 Azalea Garden Rd, Norfolk 23518). 9:30-11:30am. **The Tidewater Garden in Winter**. Led by director of horticulture Les Parks. Learn about the most visually striking, yet hardy plants to include in your personal garden for year-round interest. Indoor lecture followed by outdoor walking tour. \$10 for members, \$15 for nonmembers. Register [here](#).

**December 4-16** (Colonial Williamsburg). **Christmas Decorations Walking Tour**. Enjoy a guided look at Colonial Williamsburg's picturesque building exteriors and streets decked out in holiday splendor. Discuss the materials and construction techniques of these traditional holiday decorations. Tickets \$15.

As always, don't forget to take a look at the latest biweekly update from the state EMG office. Click on

<https://www.mastergardener.ext.vt.edu/biweekly-update/>

**December 5** (Norfolk Botanical Garden, 6700 Azalea Garden Rd, Norfolk 23518). 1:00-3:00pm. **12 Plants of Christmas**. Get into the Holiday spirit by exploring the twelve Plants of Christmas! Indoor presentation followed with outdoor tour. Walking required. \$10 for members, \$15 for nonmembers. Register [here](#).

**December 13** (Norfolk Botanical Garden, 6700 Azalea Garden Rd, Norfolk 23518). 1:00-3:00pm. **Winter Sowing with Greenhouse Technician Meredith Simmons**. This family friendly class will have you gardening even in the dead of winter. Turn recycled milk jugs into mini-greenhouses to produce tough, hardy seedlings for your pollinator-friendly garden in spring. \$10 for members, \$15 for nonmembers. Register [here](#).

**December 17** (Norfolk Botanical Garden, 6700 Azalea Garden Rd, Norfolk 23518). 6:00-9:00pm. **Gathering of the Gardeners**. You are invited to this year's Gathering of Gardeners when Norfolk Botanical Garden hosts all of the gardening societies that meet, volunteer, and hold events at the garden throughout the year.

**January 14, 2019**. (Founders Inn & Spa, 5641 Indian River Road, Virginia Beach 23464). **Home Gardener Day: Rethinking the Modern Garden**. Hosted by the Virginia Horticultural Foundation. Explore low maintenance gardens, easy care plants, and design techniques to create a beautiful and bountiful garden. Enjoy a catered lunch, visit educational booths and garden vendors, place a bid at the silent auction, shop the bookstore, and take home a few additions for your garden from our winter plant sale. Speakers and afternoon workshops. Registration is \$100 until January 6, \$125 after. Register [here](#).



## THIS AND THAT



### Class Managers

Would you like to be a class manager for the 2020 Master Gardener training classes? The 2020 Master Gardener training classes will begin on Tuesday, January 7, and run through Thursday, March 26. Classes will be held on Tuesdays and Thursdays from 9:00am to noon at the rec center.

If you are interested and have not been a class manager in the past, please add your name and email address to the sign up list on the Master Gardener registration table in the lobby during the December monthly meeting. The list of class manager responsibilities is available next to the sign up list.

Past class managers have already been contacted so they do not need to sign up again. Questions? Please contact Cheryl Roettger ([vintagewd@gmail.com](mailto:vintagewd@gmail.com)).

### We Want Photos!

We want to keep the Mobile Master Gardener display board up to date with current photos of Master Gardeners engaged with the community.

Please send photos of your project activities to:  
[mgspeakersjccw@gmail.com](mailto:mgspeakersjccw@gmail.com).

Kindly include a caption which tells the 'who, what, where, when and why' of the action in your photo—and also who took it.

We will print photos to display at the "In the Garden With WRL" second Saturday programs each month, as well as at other outreach activities in the community.

—Judith Alberts & Elizabeth McCoy, incoming Speaker's Bureau co-chairs

### Class of 2019 Graduation

All Master Gardeners are invited to the Class of 2019 graduation and reception during the association monthly meeting on January 2.

These interns have worked hard to become full-fledged Master Gardeners. Please plan on congratulating them during the reception in the Stryker Center immediately following the graduation in the Williamsburg Regional Library.

—Hope Yelich, member of the 2019 training team



## **MG SPEAKER'S BUREAU OUTREACH** BY ELIZABETH MCCOY, PROJECT CO-CHAIR



The Speaker's Bureau and Mobile Master Gardener Display are part of the public face of our Master Gardener Association and an important aspect of our educational outreach to the greater Williamsburg area.

Judith Alberts and Elizabeth McCoy will take up the work as co-chairs of the Speaker's Bureau from outgoing Chair Kathy Bush in January 2020.

Recruiting additional speakers and new program topics, and developing our speakers' skills, remain important priorities for the Speaker's Bureau.

**Any Master Gardener interested in joining us in 2020 should contact Judith or Elizabeth to discuss your program ideas.** There will be a project meeting after the first of the year to discuss ways to improve our outreach to the community and support for our speakers.

Kathy initiated our "In the Garden With WRL" programs in partnership with the Williamsburg Regional Library. Every second Saturday, a Master Gardener from the Speaker's Bureau offers a free program on an interesting gardening topic for the general public. We expect this series to continue in 2020, with Peggy Krapf offering the first 2020 program, "Landscape Like a Pro," in March.

Our new Master Gardener website will offer a complete list of topics and speakers to streamline the scheduling process for community groups who want to schedule a speaker. We urge all members of our MGA to work through the Speaker's Bureau when invited to speak by a local organization. Program participants earn MG hours for their preparation time and for time spent at their engagement. Honorariums offered to Master Gardeners are turned over to our MGA treasurer to support the ongoing activities of our unit.

We also need current photos of Master Gardeners at work in the community to keep our Mobile MG display up to date. We urge project chairs and those taking photographs at Master Gardener project activities to send us digital photos for the display. Please include a caption that explains the 'who, what, when, where and why' of each photo submitted. Please also indicate who took the photo.

**We welcome ideas and suggestions to improve our outreach through the Speaker's Bureau.** We need volunteers to offer support with the Mobile Master Gardener display in addition to those willing to speak in the community.

Elizabeth McCoy [e.mccoy105@gmail.com](mailto:e.mccoy105@gmail.com)

Judith Alberts [Judith.alberts@gmail.com](mailto:Judith.alberts@gmail.com)



## LET'S PROPAGATE NATIVE SHRUBS AND TREES FOR THE MGA PLANT SALE

BY ELIZABETH MCCOY

Do you have native trees or shrubs growing in your yard?

You may have noticed that many of our most beautiful native trees and shrubs are hard to purchase locally. We could provide a valuable service to our community by propagating native woodies for our spring plant sale.

Selling native shrubs and trees allows us to educate the public and generate interest in growing native species. Every tree successfully grown on also contributes to the number of native plants growing in our communities to support local wildlife.



All photos by Elizabeth McCoy



Trees grown from local seeds or cuttings are already uniquely adapted to grow well in our area. Between us, we also have access to unusual native or heirloom species which are difficult to purchase commercially.

By beginning now, we can have a few seedling trees ready to offer at our MGA plant sale in May 2020 and 2021. We can support MG unit while also providing a valuable resource to our community.

We'll schedule a time in the next few weeks when interested members can get together to discuss this in more detail, share ideas, and perhaps assist those who need a little guidance with tree propagation. Each species has its own requirements. We'll need to select those whose seeds require winter stratification or will root from hardwood cuttings.

If you are interested in working together informally to start some native trees this fall, please [send me a message](mailto:e.mccoy105@gmail.com) (e.mccoy105@gmail.com).

State which native species you have access to for seeds or cuttings, your level of expertise in sowing native seeds or taking hardwood cuttings, and whether you have space at home to raise some tree seedlings. A few seeds to gather now: all oaks, hickories, pecan, pine, sumac, redbud, winterberry, beautyberry, buttonbush.

Many of us already have some native seedlings growing in our yard that can be dug with minimal effort, potted up and grown on until spring. Look for seedling oaks, wax myrtle, beautyberry, magnolia, holly, redbud, pine, juniper, paw paw, poplar, dogwood, or other natives to dig for the plant sale.



## COLONIAL WILLIAMSBURG LANDSCAPE VOLUNTEER APPLICATIONS

BY PAT ABRAHAM, PROJECT CO-CHAIR

The Colonial Williamsburg Landscape Department will be accepting applications for volunteer positions at the Reid and Shields gardens. The purpose of our volunteer program is to maintain the two gardens as “demonstration gardens” while growing flowers and vegetables of the colonial period. Through our labors, we provide support for Colonial Williamsburg and create an enviable attraction for passing visitors and touring guests. While accomplishing these goals, our volunteers maintain a mutually beneficial partnership between the Virginia Cooperative Extension, James City County/Williamsburg Master Gardener Association, and the Colonial Williamsburg Foundation.

Each Master Gardener who wants to volunteer in the Reid/Shields gardens must commit to volunteering a minimum of forty annual hours: thirty-six hours of garden work plus four hours of training scheduled by CW landscape management. These hours can be spread among all the projects in the Reid/Shields gardens....Perennials, Herbs, Roses, Veggies and Orchard.

To facilitate the entry process, Barb Floyd and Pat Abraham will be available to answer questions at the December Master Gardener meeting.

You can apply online at the following:

<https://recruiting.ultipro.com/COL1030CWF/JobBoard/d1d83d8e-bd7f-41c5-ac90-f1b4796fa63f/OpportunityDetail?opportunityId=e52ab651-7310-4427-b084-1449468408fe>

In the section asking for work preference, write Master Gardener.

Completed applications are due Friday, January 3, 2020. Alternatively, you may complete a paper application which can be mailed to the address on the application or dropped off at the Franklin Street Office building (427 Franklin Street, Williamsburg 23185), attention Nealla Champagne, volunteer coordinator. We will have paper applications available at the December Master Gardener meeting. Please let Barb or Pat know if you've applied.

Barb Floyd: [bmfloyd57@gmail.com](mailto:bmfloyd57@gmail.com)

Pat Abraham: [tspmeritage@cox.net](mailto:tspmeritage@cox.net)



Patrick Q, “Colonial Williamsburg Christmas 2010,” courtesy of flickr

## VOLUNTEERS KEEP OLDE TOWNE "BLOOMING"



Thanks to an active group of Master Gardeners from the James City County Extension Service, the front entrance of Olde Towne is blooming almost nine months of the year. The garden is rain water sustainable. In other words, Mother Nature takes care of the watering. Recently the group installed a decorative hardscape surrounding the entrance. Often times patients may be anxious prior to their medical or dental appointments and just looking at the beautiful flowers can put them at ease.



### Thanks to Waterwise

Although it doesn't seem to be posted online yet, the 2018-2019 annual report of the [Olde Towne Medical & Dental Center](#) featured the MG Waterwise project.

Thanks to Susan Neidlinger for sending on the copy of the article (which appears on page 6 of the annual report), at right.

## GARDEN ADVICE FROM THE COLONIAL MASTER GARDENER

Excerpt from *Williamsburg's Joseph Prentis: His Monthly Kalendar & Garden Book*\*

### The Monthly Kalendar December 1775

The first of this Month take up your Carrots, cut the tops off; and put them in a hole. -----

When the Frost has bit your Parsneps, dispose them in the same Manner.

If the Weather be open, about the 20<sup>th</sup> of this Month, sow almans Hotspur Peas, when they come up, earth them to the Top, don't cover them.

Cover your celery and every thing else that can be destroyed by the Frost.



\* Williamsburg, Va.: The Colonial Williamsburg Foundation, 2011.



## WILDFLOWER OF THE MONTH DECEMBER 2019

BY HELEN HAMILTON  
JOHN CLAYTON CHAPTER, VIRGINIA NATIVE PLANT SOCIETY

### WINTERBERRY *Ilex verticillata*

Truly a spectacular sight in winter – long whips of red berries against a white background, or any place where a spot of bright red is welcome. This holly loses its leaves in late fall and until eaten by songbirds, the glossy red berries are a standout in the winter landscape. The display of berries remains from September to mid-winter, since birds do not eat them until they have softened.

Winterberry is a small to large multi-stemmed shrub which can grow to fifteen feet tall, but in cultivation it grows slowly, usually maturing at eight feet tall x eight feet wide. Tiny white flowers appear April

through May, hidden among dark green leaves with coarse teeth. In nearly every county of Virginia, winterberry grows in swamps, bogs, and moist forests. Its range extends from Nova Scotia, south to Florida and west to Missouri.

Copying its preferred location in nature, this shrub prefers moist, well-drained habitat, full sun to part shade, and acidic soils. In wet sites, winterberry will spread to form a thicket; in drier soil it grows in clumps. One male plant should be planted in close proximity to three-to-five female plants to ensure good pollination and subsequent fruit set.

In the wild this plant spreads by seeds or suckers, but in cultivation it grows slowly, acquiring an upright oval or spreading rounded appearance. Winterberry works well planted in masses, along water or as a shrub border, particularly where the fruit display in fall and winter can be appreciated. The berry-laden stems can be cut for long-lasting indoor arrangements in winter.

“*Ilex*” is the Latin name for an evergreen oak, noting the fact that most hollies are broadleaf evergreen. The species name “*verticillata*” refers to the flowers and fruits which are arranged in a whorl around the stems.

Many cultivars are available in nurseries, the most common being “Red Sprite,” also known as “Nana” or “Compacta.” The berries of all cultivars are enhanced, in color and profusion.



Photo by Helen Hamilton

For more information about native plants,  
visit [www.vnps.org](http://www.vnps.org)

## Important Dates

- 11/22-1/6 GardenFest of Lights (Richmond)
- 11/28-1/1 Celebration in Lights
- 12/3 Tidewater Garden in Winter (Norfolk)
- 12/4-16 Christmas Decorations Tour (CW)
- 12/5 12 Plants of Christmas (Norfolk)
- 12/13 Winter Sowing (Norfolk)
- 12/17 Gathering of the Gardeners (Norfolk)
- 1/14 Home Gardener Day (Virginia Beach)



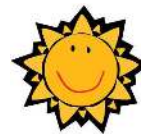
Except where noted, all images in this edition of the newsletter are from [pixabay](https://www.pixabay.com/).

## **NEXT NEWSLETTER DEADLINE**

**The deadline for submissions to the January 2020 newsletter will be Monday, December 23.**

**Please send any submissions to Hope Yelich, newsletter editor, at [hopeyelich@gmail.com](mailto:hopeyelich@gmail.com)**

## **SUNSHINE NOTES**



The organization sends cards to members with difficult medical issues or who have experienced a death in the immediate family. We also acknowledge donations made to the association.

Please provide names to the EMG secretary, Jennifer Campbell, at (757) 968-9499, or [jenkcampbell@yahoo.com](mailto:jenkcampbell@yahoo.com)



## **JCC/W Master Gardener Mission Statement**

*The purpose of the James City County/ Williamsburg Master Gardener is to learn, educate, and communicate environmentally sound horticultural practices to the community. Trained by the Virginia Cooperative Extension, Master Gardener volunteers are committed to offering information to the public through sustainable landscape management educational programs.*

## **ABOUT THE VIRGINIA MASTER GARDENERS AND VIRGINIA COOPERATIVE EXTENSION**

Virginia Master Gardeners are volunteer educators who work within their communities to encourage and promote environmentally sound horticulture practices through sustainable landscape management education and training. As an educational program of Virginia Cooperative Extension, Virginia Master Gardeners bring the resources of Virginia's land-grant universities, Virginia Tech and Virginia State University, to the people of the commonwealth.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.



## Extension Master Gardener Volunteer Re-Enrollment Form

VCE Unit Name: James City County/Williamsburg Re-Enrollment Year: 2020

Unit Address: James City County/Williamsburg - 3127 Forge Road, Toano, VA 23168

Volunteer Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

<b>A. Contact Information</b> (please update if any changes have occurred since your last enrollment)	
Address (Street, City, State, Zip)	
Home Phone	Cell Phone
Work Phone	Email Address
Emergency Contact Name	
Emergency Phone (Day)	Emergency Phone (Evening)

<b>B. Voluntary Disclosure</b>
<p>This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does not automatically exclude you from volunteering for this unit of the Virginia Cooperative Extension Master Gardener Volunteer Program.</p> <p>Within the past 12 months or since your last enrollment, have you been arrested and / or charged with a crime including moving traffic violations?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If "yes" to the question above, please describe:</p>   <p>I understand that criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service of Virginia Cooperative Extension (VCE).</p> <p>Signature _____ Date _____</p>

**C. Media Release Statement**

The Virginia Polytechnic Institute and State University/College of Agriculture and Life Sciences (CAL S) periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By my signature on this form, I acknowledge receipt of this document and give permission to the College of Agriculture and Life Sciences and its designee to use such reproductions for educational and publicity purposes in perpetuity without further consideration from me.

I understand that I will need to notify Virginia Tech/College of Agriculture and Life Sciences if any changes to my situation occur that will impact this media release permission.

PLEASE INITIAL:  Yes  No

**D. Enrollment Agreement**

I am volunteering my time to further the educational purposes of Virginia Cooperative Extension (VCE). I agree to abide by all policies and procedures of VCE. I understand that VCE programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status or any other basis protected by the law. An equal opportunity/affirmative action employer. I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**VCE Internal Use Only**

Date volunteer re-enrollment received: \_\_\_\_\_

Re-enrollment requires further action:  Yes  No

Comments:

Signature, VCE Representative \_\_\_\_\_

Date \_\_\_\_\_



## Standards of Behavior for Virginia 4-H Volunteers

Trustworthiness, respect, responsibility, fairness, caring, and citizenship are the six core ethical values which the CHARACTER COUNTS! program calls the "Six Pillars of Character." These values reflect those of the Virginia 4-H program and each 4-H member, volunteer, and staff member should strive to practice these values. The following standards for 4-H volunteers identify how these values will be reflected in volunteer performance. These standards help to ensure the safety and well-being of all 4-H participants and the integrity of the 4-H program.

- I will teach, enforce, advocate, and model the Six Pillars of Character, which are trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- I will represent the Virginia 4-H program by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating reasonable conflict resolution skills.
- I will dress in a manner that is appropriate for a given 4-H program/event in accordance with that program/event's dress code.
- I will support and promote the Virginia 4-H mission, "To develop youth and adults working with those youth to realize their full potential – becoming effective, contributing citizens through participation in research-based, non-formal, hands-on educational experiences."
- I will actively participate in, and complete, Virginia 4-H program orientation and training that prepares me to satisfactorily accomplish the tasks for which I have volunteered.
- I will abide by all applicable laws and Virginia 4-H program policies, guidelines, and procedures. This includes, but is not limited to those regarding, child abuse, risk management, abuse suspicion, substance abuse, and limits of authority.
- I will accept supervision and support from salaried 4-H Extension staff or designated management volunteers and understand that I work under the guidance, supervision, and leadership of the Extension staff in charge.
- I will handle 4-H funds and engage in 4-H fundraising (when applicable) in an ethical manner.
- I will make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.
- I will not use (or allow others to use) alcohol or illegal drugs at any 4-H program or event. I understand that tobacco products can only be used in approved areas at approved times during approved events if I am of legal age. I understand the Virginia 4-H Search and Seizure policy regarding alcohol, drugs, or weapons.
- I will, when transporting youth, operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license in accordance with Virginia Tech and Virginia 4-H policies. I will comply with all motor vehicle-related state regulations and laws. All transported youth will be secured by properly operating seat belts when applicable.
- I will conduct myself in a manner that is in the best interest of youth and the Virginia 4-H program and will not use the volunteer position for purposes of private or personal gain.
- When applicable to my 4-H responsibilities, I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology in an appropriate manner in accordance with 4-H, Virginia Cooperative Extension, and Virginia Tech policies.
- I will complete all necessary paperwork in a timely manner.

I understand that these standards represent a contractual agreement between volunteers and the Virginia 4-H program (of Virginia Cooperative Extension and Virginia Tech). My signature below indicates that I have read, understand, and agree to abide by these standards for volunteers. I understand that immediate suspension or termination of my position as a volunteer could result if I do not meet these standards.

\_\_\_\_\_

VOLUNTEER (Print)

\_\_\_\_\_

VOLUNTEER SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

EXTENSION SUPERVISOR (Print)

\_\_\_\_\_

SUPERVISOR SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

PARENT/GUARDIAN (Print)

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_

DATE

**(NOTE: This line must be signed for volunteers under 18 years old.)**