



# The Colonial Master Gardener

January  
2020

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

## THE PRESIDENT'S MESSAGE

BY PATSY MCGRADY

January is not only the beginning of a new year but also of a new decade. When I was taking my Master Gardener training in 2010, I could never have anticipated that I would find myself as the president in 2020.

I would like to send thanks and appreciation to our outgoing president, Cathy Hill. It fell to her to guide us through the loss of our agent this past year.

It seems we had just gotten used to working with an agent when we lost the agent and now have to readjust again to working solo as an association.

Also thanks to our other departing MG board members: Janet Smith, as vice president for projects, who so skillfully and determinedly herded the projects and left the association with a much better defined project set; Liz Favre as treasurer, who changed banks to gain us more interest and faithfully accounted for all the incoming and outgoing dollars and cents; and Jennifer Campbell, as secretary, who kept the official record what we did and what we decided.

Welcome to the board Marty Oakes as our new president elect, Rick Brown as vice president for projects, Kathy Skube as treasurer, and Beth Deer as secretary. Continuing on the board are Dee Arbegast as vice president for administration and Hazel Braxton as vice president for internal education.

In January as always we are running our training class. This year we have thirty trainees, a wonderful number. Classes are held at the JCC recreation center on Tuesdays and Thursdays from 9:00am to 12:00 noon January through March. Any MG is welcome to attend any of these classes. It's a wonderful way to refresh your knowledge, and it also counts as continuing education hours.

In 2019 the association decided not to have a plant sale. We were able to maneuver through 2019 with no significant problem financially, but it has left our bank account very low for 2020. The plant sale in May this year is critically important financially for us to support our projects. Over the years, we tended to incorporate a larger proportion of commercial nursery plants. This year we are emphasizing plants from Master Gardeners. These may be plants from your own garden, plants you've grown from seed, or smaller plants you've purchased early in the season and repotted to larger pots allowing them to increase in size for the plant sale. Just as importantly, the plant sale provides an opportunity for us to come together as a group, share camaraderie, and work toward a common goal. And we can have great fun in doing this together with our new interns and members who perhaps work different projects than we do.

Next Meeting:  
Thursday, January 2  
  
Program:  
Business Meeting, then:  
  
The Graduation of the Extension Master Gardener Training Class of 2019, Followed by a Reception

The Graphics Fairy



I'm looking forward to 2020 as a great year for the JCC/W Master Gardeners.

2020  
MGA Board

*President:*  
Patsy McGrady

*President Elect:*  
Marty Oakes

*VP Administration:*  
Dee Arbegast

*VP Projects:*  
Rick Brown

*VP Internal Ed:*  
Hazel Braxton

*Secretary:*  
Beth Deer

*Treasurer:*  
Kathy Skube

*VMGA Rep:*  
Marilyn Riddle

*Past President:*  
Cathy Hill

*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.

## THE PLEASURE OF YOUR COMPANY IS REQUESTED

BY MARTY OAKES, 2019 TRAINING TEAM CHAIR

We are proud of our 2019 VCE Master Gardener Training Class. They have spent the year digging through facts, planting ideas, and dealing with compost. Now it is time to harvest the rewards!

Please reserve Thursday, January 2, for their graduation and welcome as an official VCE Master Gardener. A reception, hosted by the JCC / W Master Gardener Association, will be held at the Stryker Center following the graduation ceremony. The ceremony itself will take place at the Williamsburg Regional Library on Scotland Street beginning at 9:30am following a brief business meeting at 9:00am. We are pleased that our speaker will be Mr. Danny Carroll, former executive director and CEO of the Peninsula YMCA and current director of the Newport News Public Art Foundation.

We encourage all Master Gardener Association members to attend and honor our new colleagues. We look forward to seeing you on January 2.

—The 2019 Training Team (Marty Oakes, Janet Smith, Jennifer Campbell, Julie Denny, Liz Favre, Kathy Skube, and Hope Yelich)



The Graphics Fairy

## DO JOIN US FOR CLASS

BY JENNIFER CAMPBELL, MEMBER OF THE 2020 TRAINING TEAM

The 2020 training class begins on Tuesday, January 7. We have twenty-nine students anxious to get started on a new adventure. Training sessions are also open to our seasoned Master Gardeners and count as continuing education. It's a great opportunity to meet our latest group of prospective Master Gardeners and brush up on some of your favorite topics. We just ask that you take a seat at the back of the room so the students can fill the front rows.

There isn't a need to let us know when you plan to attend a class. The schedule is almost finalized, and when it is, we'll post it on the website. Classes will again be on Tuesdays and Thursdays, 9:00am-12:00noon, at the rec center. We're looking forward to another exciting year!

## UPCOMING SEMINARS AND EDUCATIONAL OPPORTUNITIES

BY HAZEL BRAXTON, VP FOR INTERNAL EDUCATION

**January 14, 2020** (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.](#)



**January 18** (Freedom Park Interpretive Center). 10:00—11:30am. **Pruning Clinic.** An experienced team of local Master Gardeners will show you how to care for dormant trees and shrubs during the winter. Learn about the right tools for pruning, how to use and maintain them, along with the best time for pruning other plants. Free, but limited seating. \$5 donation suggested. Registration strongly encouraged..



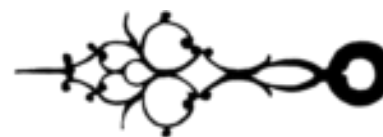
**January 18** (Norfolk Botanical Garden, 6700 Azalea Road, Norfolk 23518-5337). 10:00am—12:00noon. **Phases in Development of Collected Bonsai Trees.** With volunteer bonsai curator Bill McReynolds. Presentation with class discussion of actual collected bonsai trees. Topic will cover phases in bonsai development from initial collection procedures to final refinement. \$10 for members, \$ 15 for nonmembers. Register [here.](#)



**January 24-26.** (Virginia Beach Convention Center, 1000 19th Street, Virginia Beach 23451). 10:00am—7:00pm Friday and Saturday, 10:00am—4:00pm Sunday. **The Virginia Flower & Garden Expo.** The expo showcases speakers, demos, and displays featuring garden and landscape ideas for everyone from beginners to professionals.



**March 7** (Tabb High School, 4431 Big Bethel Road, Yorktown 23693). 7:30am—2:45pm. **2020 Horticultural Extravaganza.** Joseph Tychonievich, author and plant breeder, will be the keynote speaker. The cost for Early Bird registration (with lunch included) is \$20 before February 1 and \$25 after with a deadline of February 21. Sign up early to get the classes of your choice!



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/>

## PRUNING CLINIC VOLUNTEERS

BY PATRICIA PAQUETTE, PRUNING CLINIC CO-CHAIR

### There's still time

... to join teams who will visit local residents' yards during the 2020 pruning clinics season. We educate home gardeners on pruning basics and techniques, as well as the selection and care of tools that will help them maintain a sustainably landscaped property.

Five geographically based Master Gardener teams will be assigned for yard visits throughout February and early March—the best time for most shrub maintenance in our area. The onsite visits follow the Landscape Love format, for those familiar with that program. As we provide homeowners with the *Pruning Handbook*, no report writing is required.

### If you want to be part of the project

... notify Jeanne Millin [scotfarquhar@cox.net](mailto:scotfarquhar@cox.net), Patricia Paquette [patricia.paquette@gmail.com](mailto:patricia.paquette@gmail.com) or Gary Streb [gstreb11@gmail.com](mailto:gstreb11@gmail.com) by **January 6**.

The essential refresher training/organizational meeting is scheduled for Thursday, January 23, 9:30am at the JCC rec center, room C.



The Graphics Fairy

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Do your neighbors know about our free pruning yard visits?

## UPCOMING PRUNING CLINICS

BY PATRICIA PAQUETTE, PRUNING CLINIC CO-CHAIR

The dead of winter is gardening season for our neighbors who need to prune their woody shrubs, and you can help by telling them about Master Gardener pruning clinic yard visits. Signups are open until January 19, 2020.

Our talented teams of two-to- four VCE Master Gardeners will provide hands-on training to help homeowners maintain healthy ornamental shrubs and small trees. Two or three neighbors may request a session together at one of the homes in their neighborhood. The yard visits are free and also include tools and tool maintenance, a pruning handbook, and handouts addressing specific issues in their yards.

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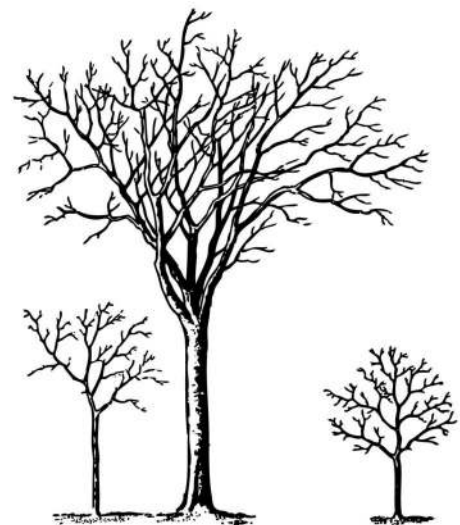
## RECOGNITION FROM PLANTS MAP

PASSED ALONG BY RICK BROWN

Just received this end-of-the-year report from [Plants Map](#), the platform that is used by plant people to get the message out about collections of interest. Our Master Naturalist chapter's efforts on behalf of the Bassett Trace Nature Trail in Colonial Williamsburg caused it to be recognized as the "Top Collection" for 2019. In addition, the Compton Oak in CW was the "Top Plant," and the work of the Master Gardener, Tree Stewards for the CW Arboretum was recognized as one of the top organizational profiles in their community.

[The Plants Map E-Journal of December 2019](#)

[The Compton Oak](#)  
[The Bassett Trace Nature Trail](#)  
[Colonial Williamsburg Arboretum](#)



The Graphics Fairy

## VCE POLICY ON ANNUAL RECERTIFICATION

BY RICK BROWN, VP FOR PROJECTS

Below is a restatement of the VCE guidelines and requirements for annual reenrollment for all active Master Gardeners in the JCC/W MG unit. This document will be presented and discussed at the next meeting on January 2.

### RESTATEMENT OF POLICY

The JCC/W MGA Board has recently reviewed the unit's members' VMS entries for the past three years beginning with 2018-2019 and restates the VCE policy as applied for Master Gardeners in this unit in accordance with the guidelines set forth below. This Policy and the Boards' action in accordance therewith will be explained and discussed with the members at the next regularly scheduled general meeting scheduled for 9:00 am, January 2, 2020, in the Williamsburg Regional Library.

**Definition: VCE MASTER GARDENER** - One who has completed the VCE-MG training, classroom and internship and is actively volunteering with VCE and thus, fulfilling the requirements necessary to remain active.

VCE-MGs who desire to stay with the program after completing their initial training and volunteer internship commitments are required to complete an annual reenrollment process. This process insures that VCE-MGs are trained in current, up-to-date information. Reenrollment consists of 28 hours annually spent in training and service, as described in the following paragraphs:

**[Continuing Education Requirement]** A minimum of eight (8) hours of recertification training is required annually (hours to be spent in further developing and sharpening horticultural and educational program delivery skills). This training obligation can be met through continuing education programs offered through the Virginia Master Gardener Association; lecture-style presentations at local VCE-MG monthly meetings; advanced training credits earned through participation in the annual VCE-MG College in June at Virginia Tech; completion of advanced-level VCE-MG training programs, such as Master Gardener Tree Steward; and similar educational opportunities, or college credits. Educational training activities must be approved by the local VCE-MG coordinator. In the case that a VCE-MG participates in a VCE-MG specialization training program, such as VCE Master Gardener Tree Steward, the education hours can be prorated over a three-year period.

**[Volunteer Hours Requirement]** Twenty (20) hours of work time/educational programming and/or volunteer coordination efforts are required annually to meet the recertification service obligation. These activities must be conducted in conjunction with the VCE agents' program objectives. They must also be approved by the local VCE-MG coordinator and, for liability purposes, appropriate Extension personnel. VCE-MGs should continue to report their volunteer times and keep track of their volunteer contributions as they did when they were interns.

When a person ceases active volunteering with VCE and/or no longer pursues continued education, he or she also relinquishes the title of Extension Master Gardener. If these requirements have not been met, the VCE-MG is considered inactive. Inactive status is temporary and is available for a one or two year period upon request of the individual and approval of the local coordinator. Coordinators may choose to review this status annually and may require additional training to reactivate an individual to VCE-MG status. The individual is subject to removal from mailing lists and is not eligible to attend advanced training programs during the inactive period.

Extracts from: Welcome to VCE Master Gardening: Guide to VCE Master Gardener Educational Programming, Resource and Reference Guide, Pub 426-699, 2000; and VCE MG Handbook, 2015 ed., at p. 9; (see also) Art. III, a-f, JCC/W MGA Bylaws, Restated and Approved January 8, 2015.



## THIS AND THAT

### CW Volunteer Applications Due January 3

The Colonial Williamsburg Landscape Department will be accepting applications for volunteer positions at the Reid and Shields gardens until this Friday, January 3. For complete information, see the December *Colonial Master Gardener*, page 7.

### The Usual—But Important — Reminders

- Roster Changes: If there are changes to any of your personal information, please [let me know](mailto:dearbegast@gmail.com) (dearbegast@gmail.com)
- Those Pesky Forms: We really 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



### We Have a New Treasurer

This is a reminder that the association has a new treasurer. Liz Favre has stepped down. From now on any reimbursement requests and/or dues should go to the new treasurer, [Kathy Skube](#). Kathy's address is 3955 West Providence Road, Williamsburg 23188.

### Reminder: 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



All from Openclipart

## WILDFLOWER OF THE MONTH JANUARY 2020

BY HELEN HAMILTON  
JOHN CLAYTON CHAPTER, VIRGINIA NATIVE PLANT SOCIETY



### WITCH HAZEL *Hamamelis virginiana*

This low-branching shrub or small tree can furnish year-round interest, with winter-blooming flowers. From late fall and into winter, fragrant yellow flowers, each with four crinkly, ribbon-shaped petals, grow in clusters close to the stem.

Throughout the summer the branches are covered by broad, slightly pointed dark green leaves that turn a brilliant gold in the fall. In late summer the leaves often show small triangular growths – these are created by the witch hazel

cone gall aphid. Although their presence on leaves suggests some type of disturbance, galls usually do not harm their hosts.

In late winter the flowers are replaced by greenish dry fruits (capsules) that become woody with age, maturing to light brown. These seed capsules mature in two years, splitting open the following fall to release black seeds over some distance.

Witch hazel likes rich, acid, soil and moist to dry drainage in full sun to part shade. It is easy to grow in the home landscape as a hedge, foundation planting, and in a rain garden.

There are only five species worldwide of *Hamamelis*, three that are native to North America, one in Japan, and one in China. *H. virginiana* is common in the mountains and Piedmont of Virginia, infrequent naturally in the Coastal Plain and throughout eastern U.S. and Canada. This rootstock of this species is often used when grafting cultivars of Asian origin. The Chinese witch hazel (*H. mollis*) is widely sold, noted for its larger yellow flowers and stronger fragrance. Other cultivars are available in the nursery trade; many are hybrids between the two Asian species and/or Ozark witch hazel (*H. vernalis*).

A widely used medicinal herb, the North American Indians used witch hazel bark to heal wounds, treat tumors, and for eye problems. The bark is astringent and hemostatic; a homeopathic remedy is made from fresh bark and used to treat nosebleeds, hemorrhoids and varicose veins. The bottled witch hazel is a steam distillate, used as an external application to bruises, sore muscles, and inflammations.

Seeds are eaten by ruffed grouse and squirrels. Witch hazel is pollinated by winter moths that fly when temperatures are above freezing. Leaf litter protects the moths during cold nights.



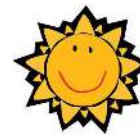
For more information about native plants, visit [www.vnps.org](http://www.vnps.org)

## Important Dates

- 1/14 Home Gardener Day (Virginia Beach)
- 1/18 Bonsai Development (Norfolk)
- 1/18 Pruning Clinic (Freedom Park)
- 1/24-26 Virginia Flower & Garden Expo (Virginia Beach)
- 3/7 2020 Horticultural Extravaganza (Yorktown)



## 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.

This month we sent cards to:

Dave Banks – Sympathy  
Julie Denny – Thinking of You  
Governor's Land Garden Club – Thank You  
Kathy Bush - Farewell  
Larry Gaskins – Farewell

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

## NEXT NEWSLETTER DEADLINE

The deadline for submissions to the February 2020 newsletter will be Wednesday, January 22.

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





# *Learn to Prune Your Yard*

... with help from Virginia  
**Cooperative Extension Master  
Gardeners**, offering free  
hands-on pruning clinics in the  
yards of James City County and  
Williamsburg residents.

**Register by Jan. 19 at**  
[jccwmg.org](http://jccwmg.org)

**For more information**, call the Virginia  
Cooperative Extension James City County  
office at [757] 564-2170

 **Virginia Cooperative Extension**  
Virginia Tech • Virginia State University  
[www.ext.vt.edu](http://www.ext.vt.edu)

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, VA; Ray McKinzie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Kate Robbins, VCE, James City County Office at (757) 564-2170 during business hours of 9 a.m. and 5 p.m. to discuss accommodations 5 days prior to the event.



## 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.)**