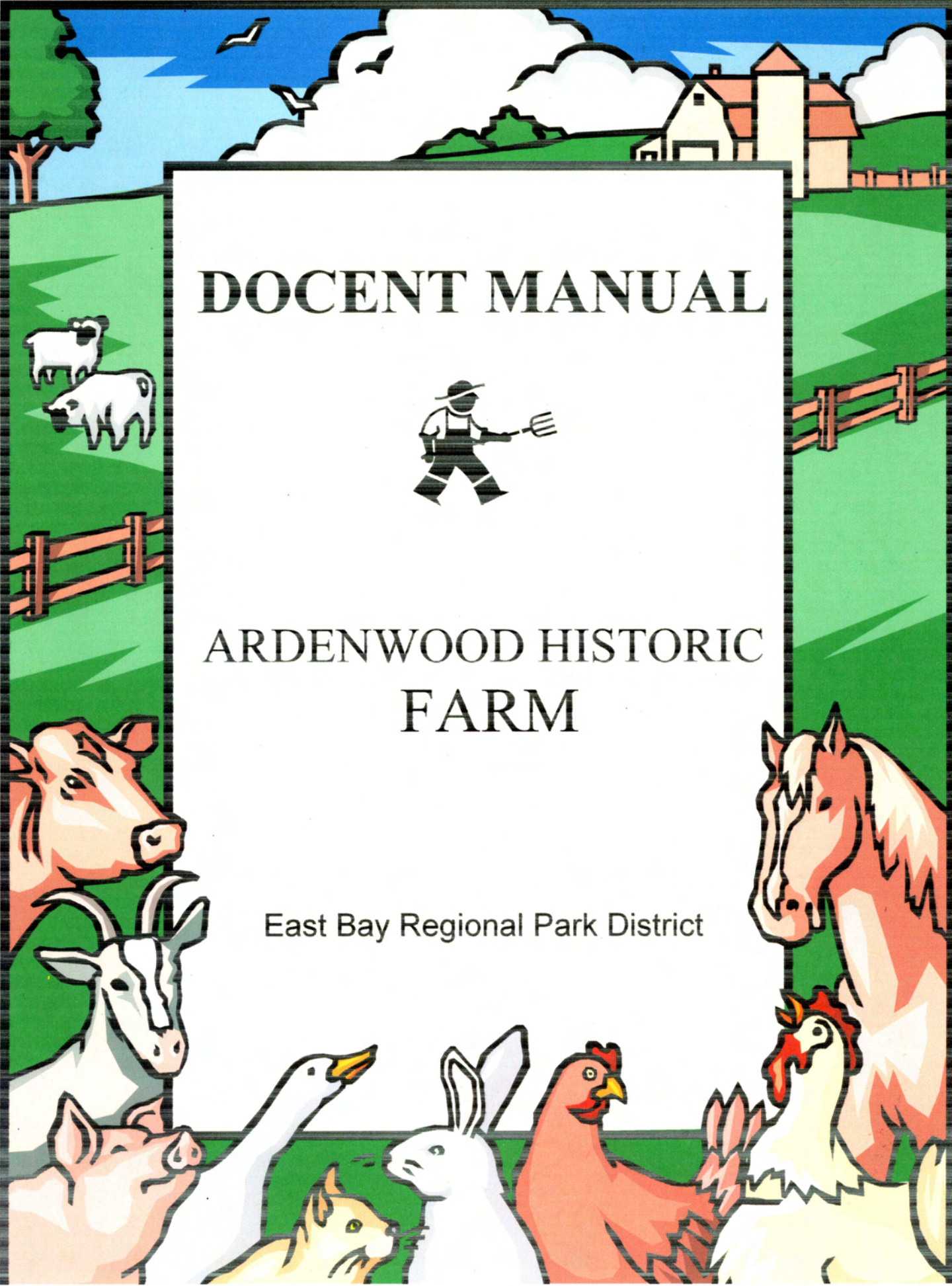


A colorful illustration of a farm scene. In the background, there are rolling green hills, a blue sky with white clouds and birds, and a farm with a yellow house and a tall silo. In the foreground, various farm animals are depicted: two sheep on the left, a cow and a goat, a pig, a white duck, a white rabbit, a red chicken, a yellow chicken, and a brown horse on the right. A wooden fence runs across the middle ground. A central white rectangle contains the title and subtitle.

DOCENT MANUAL



ARDENWOOD HISTORIC FARM

East Bay Regional Park District

East Bay Regional Park District

Volunteer Standards and Ethics

As with paid staff, there are certain expectations about your behavior on as well as off the job. Below are some of the rules to which we must all adhere:

- **Volunteers involved in public contact work should be neat and presentable. If possible they should wear identifying uniforms, T-shirts or costumes.**
- **Volunteers must maintain a professional and courteous attitude towards the public at all times. If a situation develops which you are unable to handle, refer the park visitor to paid staff or the supervisor.**
- **Under no circumstances may a volunteer be permitted to utilize the services of any District office or employee for the procurement of anything for personal use, or be permitted to convert to their personal use any District-owned material, equipment or services. A volunteer may not use the name of the District to request and receive special discount privileges or special services from District suppliers of material, equipment or services, except as authorized by District policy. Personal use of District telephones must be kept to a minimum and preferably for emergency use only.**
- **Some volunteers may have access to confidential information. This includes all circumstances involving crime scenes and accidents, or claims against the District. This information must be handled with discretion and in accordance with the dictates of normal practice and good judgement. Volunteers are not entitled to use this information for any personal purpose.**
- **Any volunteer may contact a Board member while not on duty as a private citizen or as a representative of a special group. Volunteers should clearly identify, when doing so, which group they represent, if any. When a volunteer is acting as a representative of the District, they may not contact a Board member before or during a meeting regarding a Board item without clearing that contact, in advance, with the General Manager's office and the originator of the Board item.**
- **A volunteer may not engage or participate in any partisan activity to promote a particular candidate or side of a political issue while on duty or representing the District.**
- **Volunteers may not be under the influence of controlled substances (unless prescribed by a physician) or consume alcohol while on duty. Volunteers should not work while under any medication which may impair their judgement.**
- **Volunteers must adhere to all provisions of Ordinance 38 and will be treated as citizens for the purposes thereof. The park office has a copy of the Ordinance if you wish to read it. It covers such subjects as curfew, hunting, alcohol limitations, vehicle restrictions, etc.**

- Volunteers are expected to treat their co-workers with respect and courtesy at all times. If a conflict arises which cannot be worked out between fellow volunteer or park staff, the supervisor should be requested to hold a meeting with the involved parties.

Termination of Volunteers

Although not a pleasant subject, termination of volunteers must be clarified. It is possible to terminate someone who works for free. Although it rarely happens, termination of volunteer employment can occur under certain circumstances. This includes violation of the Volunteer Standards and Ethics, repeated tardiness or absenteeism, incompetence, insubordination, etc. In other words, all the things for which paid staff can be terminated.

We are sometimes faced with the situation where someone wants to volunteer, or is already volunteering, for a job for which they are not suited. Under these circumstances, we will try to direct this individual into another job. We do not wish to discourage people who come to us with a tremendous amount of energy and motivation, but we also do not want to place them in an inappropriate position.

Ardenwood Historic Farm Volunteer Expectations

Volunteers at Ardenwood Historic Farm are expected to:

- Preserve the historic aspect of the Farm on designated historic days by wearing period appropriate costumes and observing restrictions on the use of modern equipment such as motor vehicles, cell phones, pagers, etc.
- Maintain the safety of our Park Visitors by not driving personal vehicles into the Park during open hours unless given express consent of the Park Supervisor. In such cases drivers will not exceed 5 miles per hour and will exercise extreme caution at all times.
- Obtain the approval of their designated supervisor before beginning any project, program, or activity or spending any funds for which reimbursement will be expected.
- Obtain the consent of the Volunteer Coordinator before representing the Farm or Park District at any public gathering.
- Keep accurate records of all time volunteered at the farm or at home working on farm related projects.
- Made sure their children are supervised by a responsible adult at all times when visiting the farm or volunteering.

Turkey Terms

Caruncle - brightly colored growths on the throat region. Turns bright red when the turkey is upset or during courtship.

Gizzard - a part of a bird's stomach that contains tiny stones. It helps them grind up food for digestion.

Hen - a female turkey.

Poult - a baby turkey. A chick.

Snood - the flap of skin that hangs over the turkey's beak. Turns bright red when the turkey is upset or during courtship.

Tom - a male turkey. Also known as a gobbler.

Wattle - the flap of skin under the turkey's chin. Turns bright red when the turkey is upset or during courtship.

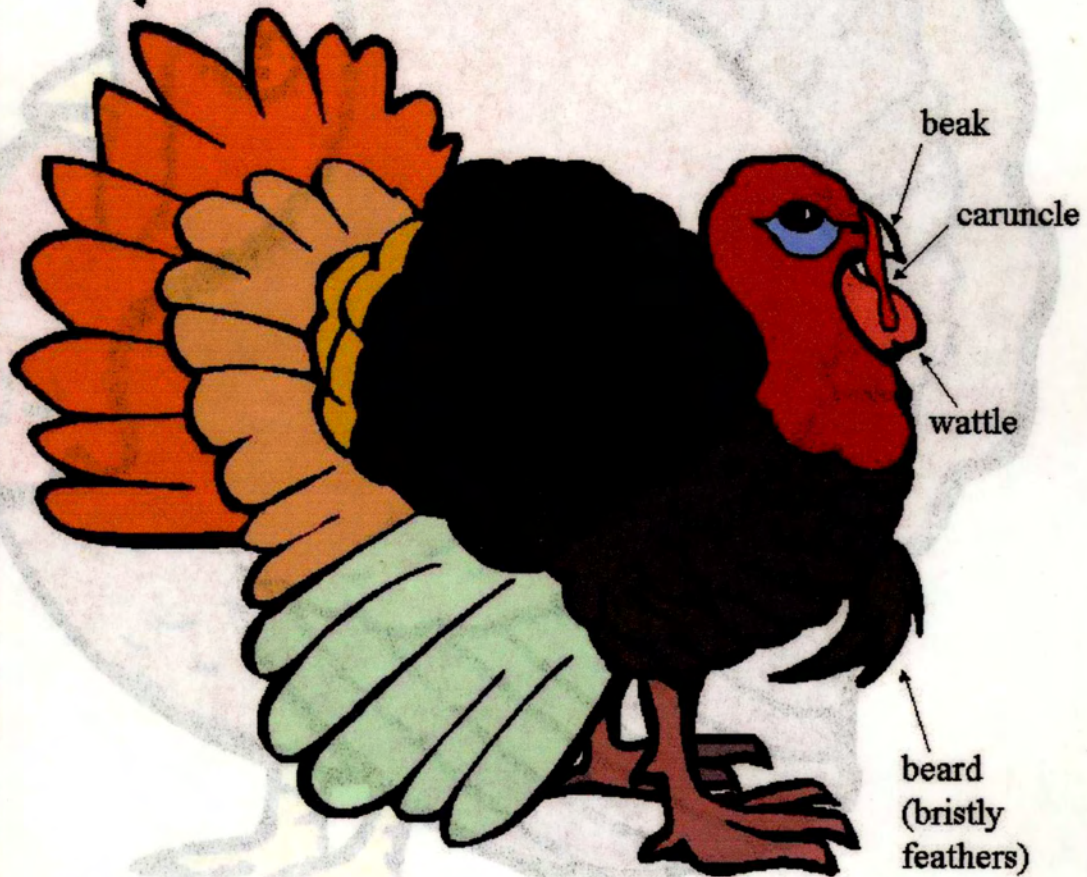
Scientific genus and species: *Meleagris gallopavo*

Turkeys

Toms

American Turkey

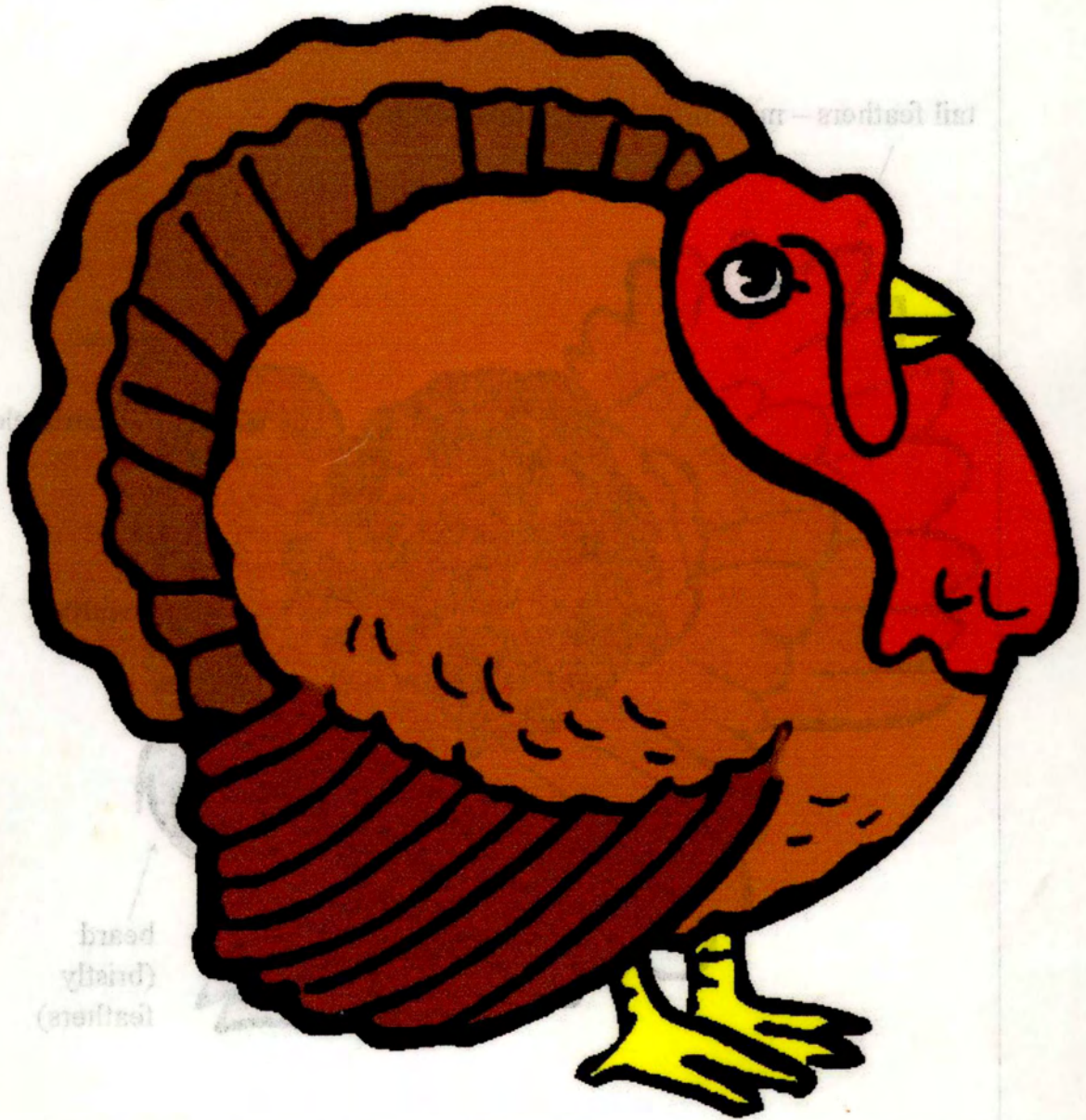
tail feathers – male turkeys show them off in spring



Domestic turkeys are white. Wild turkeys are dark and speckled.
Turkey eggs are tan and speckled brown

Hens

The American Turkey



head
(beak)
(feathers)

Turkey eggs are tan and speckled brown.

Weekday Station Activities

Rope-making - Make rope with our antique rope-making machine, stored in the granary. Each group gets a long jump rope. Watch for long hair getting caught in the twisting rope.

Corn Shelling & Grinding - Get a supply of Indian corn, take it into the barn, and demonstrate the corn sheller and seed cleaner. Let children grind it and feed the animals.

Popcorn Popping - Take out the small corn sheller, get a basket full of popcorn, and light a fire in the wood stove. Let kids shell popcorn, winnow it with the basket, and demonstrate popping over the stove. You can get small bags and let them take some shelled corn home. Need 2 people for safety - watch the sheller at all times.

Games on the Lawn - Supplies are in the milk house for Tug-of-war, sack races and potato spoon race. Use 2 people for crowd control. Enlist the help of group leaders in managing children. Afternoons only.

Old-fashioned Laundry - Equipment is in the barn and loft. Get a long tub, dolly stick, wringer, washboard, basket of clothes and several small tubs. Do not make a fire. Let children scrub and wring out clothes and hang them on line.

Hay Bale Hoisting - Set up the rope and pulley to hoist hay bales. Make sure to close off the south door to the barn so no one walks under the hay bale, and practice letting go of the rope all together.

Wool - Demonstrate carding, spinning and weaving wool. The supplies are stored in the granary.

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Animal Programs

Bunny Bunker - Get a bunny out and sit in a circle of hay bales. Let children pet (not hold) the bunny. Make sure the bunny doesn't escape.

Goat/Lamb/Calf walking - put a halter and lead on a goat or lamb and take it for a walk. Let kids pet your animal and tell them about it. Be sure not to interrupt other programs or let the animal eat any plants in the gardens.

Chicken & Egg - Hang out by the chicken coop with a bowl of cracked corn and a few eggs. Let visitors feed the chickens by throwing corn into the coop. Small groups (4 kids at a time) can be escorted inside the coop.

Please note: Groups are given a list of stations at the entrance as well as a scheduled wagon or train ride and house tour. They then plan their time at Ardenwood accordingly. It is important that each station activity be available the entire time that it was advertised. Please do not wander away from your station because no one's visiting you at the moment.

Weekend Stations

Country Kitchen - Can include cooking on the woodstove, churning butter, and popcorn shelling and popping. (And washing dishes!) Let us know in advance if you need special ingredients. We need help setting up the kitchen from 9:45-10am, if you're planning on working in the morning. If you want to work in the kitchen in the afternoon, you should be comfortable being by yourself since we usually do not have a staff person working there after 1pm.

Farm Chores - choose from any or all of the following:

Rope-making - Make rope with our antique rope-making machine, stored in the granary. Each group gets a long jump rope. Watch for long hair getting caught in the twisting rope.

Corn Shelling & Grinding - Get a supply of Indian corn, take it into the barn, and demonstrate the corn sheller and seed cleaner. Let children grind it and feed the animals

Hay Bale Hoisting - Set up the rope and pulley to hoist hay bales. Make sure to close off the south door to the barn, and practice letting go of the rope.

Wool - Demonstrate carding and spinning wool. The supplies are stored in the barn loft

Animals - Work with one or more of these animals:

Rabbits - Get a bunny out and sit in a circle of hay bales. Let children pet (not hold) the bunny. Make sure the bunny doesn't escape.

Goat/Lambs - put a halter and lead on a goat or lamb and take it for a walk. Let kids pet your animal and tell them about it. Be sure not to interrupt other programs or let the animal eat any plants in the gardens.

Chickens - Hang out by the chicken coop with a bowl of cracked corn and a few eggs. Let visitors feed the chickens by throwing corn into the coop. Small groups (4 kids at a time) can be escorted inside the coop.

You may also sign up to help with any of the scheduled farming activities - Potato Harvesting, Walnut Harvesting, Hay Harvesting, etc. Check the monthly insert for times and plan on arriving a few minutes early to set up.