

# WRIGHT-LOCKE FARM VOLUNTEER HANDBOOK

## APRIL 2019

### Introduction

Welcome to Wright-Locke Farm! We are excited to have you volunteer. The Farm is a small nonprofit organization dedicated to creating community and encouraging experience-based learning. Not only is the work you do as a volunteer critical to the Farm's operations, but you are now part of a strong and diverse group of people for whom the Farm is a special place.

We have created this guide to familiarize you with basic information about the farm property and programs, as well as relevant subjects you may cover during your time as a volunteer. Of course, there's plenty more to learn while you're volunteering. Always feel free to ask questions.

### About Wright-Locke Farm

**OUR MISSION:** Wright-Locke Farm Conservancy builds broad community and seeks to model sustainable practices through active learning, organic agriculture, land stewardship, and an appreciation of our historic New England farm.

**WHAT WE DO:** Wright-Locke Farm consists of 20 acres of farm and conservation lands that are open to the public, free of charge. Hiking trails, ponds, wetlands, hilltop glades, and our beautiful 7.5-acre farmstead provide a stunning natural setting. We grow certified organic vegetables, fruits, and flowers; offer farm-based educational experiences for people of all ages; and open our doors for public and private events. We are committed to preserving and maintaining our historic buildings, resources, and open space. We do all of this while providing meaningful opportunities for the community to volunteer, learn, and gather in a way that creates strong connections.

**A BRIEF HISTORY OF THE FARM:** Prior to the Town of Winchester's purchase of the property in 2007, the farmstead was owned and managed by only three families: the Wrights, the Lockes, and the Hamiltons. The Wrights established the original farmstead in 1638, and in 1800 sold the farm to the Lockes who moved to the area now known as the Hull region of Ottawa, Canada. The Wrights are considered to be the founders of that region, and the Canadian government mounted a plaque at the entrance of our Farm in Winchester to commemorate the family's place of origin.

The Locke family owned the farm from 1800 to the 1960s, built most of the lasting structures on this historic farmstead, and were serious market farmers for the Boston area. The Lockes traveled to Boston's Quincy Market in their Arlington-made Gott wagons to sell their produce. Perhaps their greatest claim to fame is the Squash House (c. 1910), a barn constructed to overwinter large Blue Hubbard Squash so that they could be sold to Boston markets throughout the winter. There are only a handful of buildings like the Squash House in existence.

The Hamiltons acquired the farm in the 1960s. They established a crop of raspberries for public picking. We continue this popular tradition today. More recently, in 2007, the town of Winchester purchased the land from the Hamiltons and formed the nonprofit organization, Wright-Locke Farm Conservancy, to manage and operate the Farm.

**PLACES TO KNOW AT THE FARM:**

1. Farmhouse: (c. 1828) Public restrooms with water fountains are located on the north (barn) side of the Farmhouse. The Farmhouse is both home to our farmer as well as our farm offices. The Farmhouse is open to staff during regular business hours. Please respect our farmer’s privacy during all off-hours. **First Aid Kit is located in the hallway between the public restrooms.**
2. 1827 Barn: (c. 1827) Most of the farm’s education programs and events take place in this barn. The Barn also holds most of the tools and storage for these departments.
3. Squash House: (c. 1910) Our agricultural operations are based in this working barn. Here, volunteers can leave their belongings, sign in, wash their hands, and log their hours. **First Aid Kit is located by the main door.**
4. Greenhouse: (2012) This is where we start all our seedlings. It has year-round electricity and running water, and during the late winter, it is heated by propane.
5. Compost: (next to small farm pond) There is a three-bay, concrete block compost system at the bottom of the hill towards the woodlands and blueberry hill. The public is welcome to add to the pile labeled “open.” [Find our compost guidelines here.](#)
6. Animal Pen: (permanent metal fencing; built in 2013) This metal fencing houses our goats, and sometimes our chickens and sheep. It was built to provide a secure space for our animals where predators can’t get in and our mischievous hooved friends can’t get OUT. We do take the goats out of the pen to forage during the day.
7. Farm Stand: (built as a garage c. 1900) **First Aid Kit is located behind the checkout counter.**
8. Chicken Coop: (permanent with run and pen; built in 2013)
9. Corral: (flat and encircled program and event area)
10. Cistern House: This housetop on the hill shelters a storage tank that provided gravity-fed irrigation to the fields.
11. Yellow House: (c. 1960) Future site of the All Seasons Barn! Currently used as storage.

**STAFF CONTACT INFORMATION**

Archie McIntyre Executive Director <a href="mailto:amcintyre@wlfarm.org">amcintyre@wlfarm.org</a>	Adrienne Altstatt Farm Manager <a href="mailto:farmer@wlfarm.org">farmer@wlfarm.org</a>	Kim Kneeland Community Engagement Manager, Development Associate <a href="mailto:Kkneeland@wlfarm.org">Kkneeland@wlfarm.org</a>
Erika Gorgenyi Director of Education <a href="mailto:FarmEd@wlfarm.org">FarmEd@wlfarm.org</a>	Ruth Trimarchi Flower Manager <a href="mailto:Rtrimarchi@wlfarm.org">Rtrimarchi@wlfarm.org</a>	Amy Rindskopf Events Manager <a href="mailto:Arindskopf@wlfarm.org">Arindskopf@wlfarm.org</a>

**The Farm’s Responsibility to You**

As an organization that truly values our volunteers and the work and learning that you do on the Farm, we hope to make your volunteer experience meaningful. We will provide a safe and supportive atmosphere to foster a mutually beneficial relationship.

# Your Responsibility to the Farm

We ask that you help us uphold our values, act as an ambassador for the Farm, and help facilitate the smooth operation of our volunteer program.

1. **Practice day** - Let's make sure our goals and expectations align. Your first visit to the Farm as a volunteer is considered a commitment-free practice day. Farm work can be tough, and for many, not what they expected. This is a day to make sure that volunteering at Wright-Locke is a good fit for both you and the Farm.
2. **Preparedness** - Come ready to volunteer! It is your responsibility to make sure you are dressed appropriately for the weather and volunteer tasks.
  - a. Please bring your own water and snacks
  - b. Please leave your valuables at home. We do not have lockers for personal items
  - c. Bring any protective gear or medication that you may need (sun block, bug spray etc.).  
*Shirts and closed-toe shoes are required.*
  - d. Ticks are present at Wright-Locke Farm just like everywhere else in Massachusetts. Make sure to check yourself, your children, and your pets for ticks after visiting the farm.
3. **Name tag** - We ask that you wear one of the "volunteer" name tags provided. With such a busy farm that is open to the public, it is safer and more welcoming for all to be able to identify who is staff, who is a volunteer, and who is visiting.
4. **Track your hours** - All volunteers will track their hours via Track-it-Forward, an online and app-based system. We will create an account for you where you can sign up for volunteer slots, log your hours, and track how much time you've generously given to the Farm.
5. **Farm Inclusion Policy:**  
*Wright-Locke Farm Conservancy is dedicated to providing an inclusive and welcoming environment to all, regardless of and not limited to race, religion, color, age, national origin, military service, physical appearance, gender identity or gender expression, sex or sexual orientation, or physical or mental ability or disability. We do not tolerate harassment in any form. Please join us in respecting everyone.*

*If during a visit to the farm you experience or observe behavior that contradicts our policy outlined above, please contact any member of our staff (identified by wearing name tags at the farm), or you can email our Executive Director Archie McIntyre ([amcintyre@wlfarm.org](mailto:amcintyre@wlfarm.org)) or Board President ([president@wlfarm.org](mailto:president@wlfarm.org)).*

## Safety at the Farm

Your safety is important to us. Please be mindful. This is a working farm with inherent hazards.

### **HELP US UPHOLD THESE FARM RULES:**

- Children should be with their adult at all times.
- Dogs must be leashed.
- Pick up after yourself and your dogs.
- Get a staff member's permission before touching farm equipment, handling animals, petting farm dogs, or entering fields and buildings.
- No smoking/vaping or any marijuana use on the farm.

## **ALLERGIES & HEALTH CONCERNS**

Make sure to communicate any allergies, conditions, or health concerns to the staff member that you are working with so that they are aware of your needs. Some common allergen sources around the farm include bees, pollen, poison ivy and other irritative plants, dogs, cats, and dusty spaces. We do **not** have an EpiPen on site, so bring your own if there's a chance you may need one. We ask that you refrain from coming in if you have been sick (vomit/diarrhea/fever) within the last 48 hours. If you have any questions about this, please talk with a staff member.

## **FARM ANIMALS**

We love to be able to provide up-close interactions between our farm animals and our volunteers/visitors when appropriate. We ask that everyone treat our animals with respect by moving slowly around the animals, keeping voices down, and avoiding aggravating or taunting behaviors. Our resident rooster is known to occasionally threaten young people, so please encourage children to avoid the rooster when entering the chicken pen. We allow visitors to feed our animals when the animals are in their pens. Guidelines on what to feed them can be found on our website. Please help us educate visitors by letting them know that, when the animals are outside of their pens, they are doing specific farm animal jobs and should not be fed.

## **LIGHTNING**

In the event of a lightning storm, all volunteers and visitors should gather in the 1827 Barn or the Squash House.

## **FIRST AID KITS**

First Aid Kits are located in the public restroom hallway, the Farm Stand, the 1827 Barn, and the Squash House.

## **EMERGENCY PHONE NUMBERS**

Emergency Medical Services: 9-1-1  
Winchester Hospital: 781-729-9000  
Animal Control: 781-729-5151

Winchester Police: 781-729-1212  
Winchester Fire Dept: 781-729-1802  
Poison Control: 1-800-222-1222

## **MANAGING EMERGENCIES**

1. If you have a cell phone, dial 9-1-1 immediately.
2. If no cell phone is available, go immediately to the farm office to use the landline.
3. Make sure someone stays with the victim, if possible. Find Archie, Adrienne, Erika, or Kim as soon as possible. They are trained in CPR and First Aid.
4. We are also just across the street from Winchester's Fire Station on Lockeland Road. In case of emergency, you can go there for help.

## **IMPORTANT INFORMATION TO HAVE READY**

- FARM ADDRESS: 78 Ridge Street, Winchester, MA 01890
- Specific location of the victim (visible landmarks include: greenhouse, Farmhouse, 1827 Barn, Squash Barn, Farm Stand, 82 Ridge Street, fields)
- Your name and telephone number (if using, the Farm's landline is 781-729-8775)

## **INCIDENT REPORTS**

If anything does happen at the Farm, if someone is injured, gets lost, has an allergic reaction, etc., we ask that you be sure to complete an incident report to document what happened. This is strictly for record keeping and reference and does not in any way incur fault. Please reach out to a staff member who will fill out the report with input from all involved in the incident. Blank reports can be found in the Farm Stand and in the emergency contact binders located in the Farmhouse, Squash House, and Farm Stand.

## **VOLUNTEER PERKS**

1. **The “Take Box”** - We put “seconds” produce into the green tote/box in the walk-in fridge in the Squash House for staff and volunteers. These fruits and veggies are often not quite good enough to sell but are still perfectly good to eat. Take some!
2. **Seasonal Coffee Hour** - Every so often, we invite volunteers to come to the Farm for free coffee, tea, and snacks as a way to say thank you and to allow volunteers to get to know each other. These events are typically held on Sunday afternoons. Look forward to your e-mail invitation to these events.
3. **Fall Volunteer Party** - every fall, we throw a bigger bash to celebrate our volunteers. Stay tuned in October for more information.

## **WAIVER & IMAGE RELEASE**

### **WAIVER**

"I understand that activities performed while volunteering at Wright-Locke Farm may be hazardous. I assume responsibility for any future injury or harm resulting from these activities and release Wright-Locke Farm and its representatives from liability for property damage, injury, illness, or death resulting from any volunteer activity."

### **IMAGE RELEASE**

Wright-Locke Farm often takes photographs and videos to document its work and activities and to highlight our vibrant community. Wright-Locke Farm seeks your permission to publish in print, electronic, video, or any other medium, your likeness or image for the general promotion of Wright-Locke Farm programming.