



Colonial Williamsburg News

INFORMATION ABOUT COLONIAL WILLIAMSBURG PEOPLE AND PROGRAMS
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HR answers questions about new compensation study

By now you've all heard about the compensation study that was completed in late 2015. So, now what?

Here are some fast facts to bring you up to speed:

- **Who completed the study?** An outside vendor, Quatt Associates, conducted the study and recommended a new salary structure that tracks the market according to the job family, or types of tasks the job does. For example, historic interpretation and information technology are two different job families.
- **Since Colonial Williamsburg is such a unique organization, what data did Quatt Associates use?** Quatt Associates gathered data from for-profit and not-for-profit salary surveys (the market). They identified the closest possible market matches to more than 700 Colonial Williamsburg non-bargaining unit jobs. Jobs that are covered by the collective bargaining agreement were not included in the study. Like jobs that were similarly compensated in

the market were slotted into job families, grades and pay schedules together. The average of the combined data represents the market average for each grade in the pay schedules.

- **Why is the average significant?** The average is important because this is the midpoint of each grade and determines the minimum and maximum for each grade. As part of our new philosophy (full philosophy is posted to the Intranet), employees will be paid at no less than the minimum and, in the future, no more than the maximum for each grade. Those who are currently compensated above the maximum of the grade will not experience a pay reduction.
- **How do I know if my pay rate will be adjusted as a result of the study?** There are some employees who are not currently being paid at the minimum of the grade, so their pay rates will be adjusted to the minimum in the second pay check in March. Employees who will be receiving an increase to the

minimum will be notified through an acknowledgment form that will be provided to them by their supervisor.

- **If I'm not an employee who will be receiving an increase, how will I know where my position was slotted?** All employees, whether they are receiving an increase or not, will be notified of their new grade. In the spirit of transparency, the new salary structure will be posted to the Intranet so all employees can see the minimum, midpoint and maximum for the new grade of the position they are in.
- **If I'm not an employee who will be receiving an increase to minimum in 2016, when can I receive an increase?** Currently, there are no plans for either a COLA or merit increase for 2016. However, we are exploring other ways to provide increases to those employees who distinguish themselves in their performance. More information will be forthcoming if a decision is made that will provide potential opportunities for

an increase.

- **I understand the performance evaluation and merit process has been discontinued and will be replaced with a coaching and development program. What does that mean in 2017 and beyond? How will we pay for performance?** The process for pay for performance is under review. The details of the new system will be communicated prior to the end of 2016.
- **What else do I need to know as it relates to the study and my compensation here?** It's important to remember that an accurate job description helps to slot the position in the correct job family and then grade it appropriately according to the level of responsibility. The job itself is being slotted and graded. Your experience, knowledge, and competencies and how those relate to the job description will then determine where in the grade you are compensated.

Have more questions? Contact Sara Waterman at 220-7006 or swaterman@cwv.org.

Employee Incentive program sets targets higher for 2016

Dear Colleagues,

What a great year we had in 2015 – the employee incentive paid out each month, March (the start of the program) through December. You embraced with enthusiasm our highest value – guest satisfaction -- by making extra efforts to alert our guests to our admission ticket and dining options, evening programs, special programs, museum exhibits and other events of interest. And it paid off! As President and CEO **Mitchell B. Reiss** reminds us, we are all invested in Colonial Williamsburg's ongoing financial success and we are all ambassadors for enhancing our guests' experiences at Colonial Williamsburg.

Because we were so successful last year, 2016 targets will be higher than last year. Also, to ensure that the employee incentive program can be self-sustaining financially (in other words, to pay for itself), we need to beat net revenue growth by 3% overall. Targets for 2016 will be posted monthly, as they were last year.

Beginning with February 2016, each month that overall net revenue, including hospitality operations, exceeds the 2016 target, eligible employees will receive a bonus of \$50 in the second paycheck after the end of the month. In 2016, eligible employees include those who are compensated at or below \$20 per hour (or \$42,000 annually).

We will announce how we did via e-mail and a posting to the Colonial Williamsburg Intranet on the sixth work day after month-end (this is typically between the sixth and ninth of the next month).

Let's make 2016 an even better year than 2015!

Thanks,

Cindy Williamson
Vice President, Finance

Nation Builders let freedom ring at First Baptist Church



Photos by Darnell Vennie

During Black History Month in February, Colonial Williamsburg issued a challenge to ring the long-silent bell at the First Baptist Church. Colonial Williamsburg's Nation Builders stepped up to take the challenge and included (back row, left to right): **Richard Schumann** (Patrick Henry), **Dennis Watson** (Alexander Purdie), **Ron Carnegie** (George Washington), **James Ingram** (Gowan Pamphlet), **Chris Hull** (George Wythe), **Kurt Smith** (Thomas Jefferson); and (front row, left to right) **Lee Ann Rose** (Martha Washington), **Katharine Pittman** (Martha Washington), **Emily James** (Edith Cumbo), **Katrinah Lewis** (Lydia Broadnax), **Bryan Austin** (James Madison) and **Mark Schneider** (the Marquis de Lafayette). (Inset **Bill Barker** (Thomas Jefferson) also had the opportunity to ring the bell.

Americans of every race, color and creed joined the celebration and reserved their turn to ring the bell. Throughout the month of February, The Colonial Williamsburg Foundation featured a special museum exhibit, lectures, films and events in celebration of the First Baptist Church of Williamsburg's 240th anniversary and Black History Month. Reservations for the event were filled for the last two weeks in February.





Foundation implements new initiative, CW Days, just for employees

Colonial Williamsburg employees are encouraged to participate in CW Days through June 17 to discover what the nation's largest living history museum has to offer.

"The purpose of CW Days is two-fold," said **Troy Mothershead**, director of human resources and employee relations. "The Employee Engagement committee wants employees to have the first-time guest experience and increase employees' knowledge of Colonial Williamsburg and its offerings, outside of the area where they work. This investment in employees will help them become a greater part of the Colonial Williamsburg community."

Employees can choose from several program options offered through Colonial Williamsburg and the Art Museums. Programs and events can be found through the CW Map and Program Guide, This Week at a Glance and Next Week at a Glance on the Intranet at <http://intranet.cwf.org>.

Employees are asked to plan to take time for CW Days with their managers and supervisors. Managers and supervisors are asked to talk with employees about what they would like to see and learn about while in the Historic Area.

To gain a true first-guest experience, employees are asked to go to the Colonial Williamsburg Regional Visitor Center. "Employees can examine information at the Visitor Center and talk with ticket agents about programs, exhibition sites, trade shops and the Art Museums," Troy said. "Employees can also ask if admission tick-

ets are required for special programs they would like to see."

After the trip to the Visitor Center, employees can walk to the Historic Area across the bridge. Employees will follow the timeline from the 21st century into the 18th century. Upon their arrival, they can pursue the items on their itinerary.

Employees are asked to wear comfortable clothing and shoes. They should bring their current employee ID and their own bottle of water. Employees who are returning to work after their half-day in the Revolutionary City should bring their uniforms to change into.

The Employee Engagement committee was founded to determine how Colonial Williamsburg can reach its goals through sound effective communication, recognition and appreciation of the Foundation's diverse employee community.

Employees, managers and supervisors can review the Frequently Asked Questions on the Intranet at <http://intranet.cwf.org> for more information. Managers and supervisors are encouraged to review the Conversation Starter on the Intranet to discuss potential itineraries for CW Days with their employees.

*Want to know more? Please contact the following members of the Employee Engagement Team if you have any questions: **Trish Barner** at tbarner@cwf.org; **Daryle Combs** at dcombs@cwf.org; **Sharon Dorsey** at sdorsey@cwf.org; **Angela Franklin** at afranklin@cwf.org; **Carole Moore** at cmoore@cwf.org; **Penna Rogers** at progers@cwf.org; and **Melissa Seabolt** at mseabolt@cwf.org.*

Message from the President

Get to know your CW this spring

Dear Colleagues:

You spoke; we listened!

Over the last year, our internal research has made clear that Colonial Williamsburg's employees want to know more about one another's work and understand better how all of our departments contribute to the overall guest experience.

With that in mind, we are launching "CW Days," a new, two-part initiative for all Foundation employees.

This event consists of two half-days of training. Employees will spend the first half-day exploring a group of public sites and programs they have selected with their supervisor—all with the goal of experiencing CW from the guest's perspective and understanding how their own work contributes to that experience.

The second half-day consists of a more structured "open house" event during which departments and sites traditionally viewed as behind the scenes will be open for employee tours. Examples may include the Goodwin Building, Archives and Records, Collections and Conser-

vation, the Distribution Center, Hotels and many more. This second part of the initiative will launch after our summer programming and recur through the end of the year.

Your supervisor is your key contact for more information regarding "CW Days" and will partner with you to create the itinerary for your first half-day of the program. In addition, please feel free to consult Human Resources' Employee Engagement Team, a group that is working to develop innovative new ways to enhance your knowledge of Colonial Williamsburg and the critical role that you play in its operation and its success.

I look forward to seeing your posts and photos on Foundation Nation about your experiences.

Best wishes,

Mitchell

Mitchell B. Reiss
President & CEO
The Colonial Williamsburg
Foundation

Everything employees ever wanted to know about CW Days

- Will I get paid? How will I get paid?** Yes, the pay will be set up automatically, and your manager/supervisor will schedule CW Days into your work day. If you choose to do it on your day off, you can. (No overtime.)
- Do I have to do this? What is the purpose of this?** Yes, all employees of Colonial Williamsburg will participate, in order to increase awareness and gain knowledge of other areas of Colonial Williamsburg.
- How can I get tickets to events that require tickets?** All events are complimentary with a valid employee ID, when space is available. You may need to make a reservation ahead of time. Your manager can help.
- How do I choose where to go?** You and your manager/supervisor will review what there is to do, and discuss possibilities with you, before you decide.
- What do I wear?** Wear comfortable clothes, appropriate for the weather. Be sure to bring your uniform or whatever you may need if you are going to work later in the day.
- Can I take my family?** Yes, be sure to get their dependent passes or tickets. **May I bring along a co-worker?** You may bring a co-worker with your manager's or supervisor's approval.
- What resources are available to help me learn more about what I can do?** Your supervisor will give you some tools to help plan your day. Also, the Colonial Williamsburg Regional Visitor Center will have all your needed information.
- What do CW Days have to do with my job? What can I take away from this?** Engage, Educate and Entertain are Colonial Williamsburg President and CEO **Mitchell B. Reiss'** ideas for employees and guests. The idea is that you may have a first time guest experience and learn what CW is all about, becoming a knowledgeable ambassador for where you work, understanding how your role plays into the Colonial Williamsburg mission.
- How long do I get for CW Days?** This experience will be divided up into two half-days; this part is a four-hour day, with the second half to be experienced in 2016.
- Do I have to do my CW Days all at one time, or can I break it up?** This will be decided by your manager/supervisor.
- What do I do when I'm done?** Be prepared to report out to your manager/supervisor, staff, others. (You may be encouraged to post on Foundation Nation; write a report; share experience during line-up.)
- Who is eligible to participate?** Everyone who is an employee of Colonial Williamsburg.

Want to know more? Managers and supervisors can see how to talk to employees from the Conversation Starter on CW Days that can be found on the Intranet.

CW works with area church to deliver bottled water to Flint, Mich.



(Photo left) Henry Briggs, a deacon at New Beech Grove Baptist Church, accepted the bottled water from Colonial Williamsburg that was delivered to Catholic Charities in Flint, Mich. (Photo right) Lorenzo Washington (left) shook hands with Briggs after he picked the water. Sandy Cetin, Walter Jones and Edwin Cosby (back row, left to right) also helped load the water into the truck.

Photos by Kathleen Getward

Colonial Williamsburg donated 50 cases of bottled water to Flint, Mich., after it was discovered that lead leached into the city's water supply making it undrinkable. Pastor Willard G. Maxwell and the congregation at the New Beech Grove Baptist

Church of Newport News, Va., started a drive to collect water from all over the Hampton Roads area. Colonial Williamsburg employee **Kathleen Getward** approached the Foundation about their participation.



CW, Busch Gardens unite for advertising, marketing partnership

Colonial Williamsburg and Busch Gardens have united for an unprecedented year-round marketing and advertising partnership – with first-ever co-branded TV advertising hitting the airwaves in the weeks leading to spring break – highlighting our combined appeal and the fun of an extended stay in greater Williamsburg.

The campaign builds on the success of our popular Bounce Ticket – which offers guests up to seven days at Colonial Williamsburg, Busch Gardens and its sister park, Water Country USA, at a savings over separate tickets. The expanded partnership includes the designation of two of Colonial Williamsburg's award-winning hospitality properties – the Williamsburg Lodge and Williamsburg Woodlands Hotel and Suites – as the official hotels of the Busch Gardens. The properties will be featured on Busch Gardens Vacations' booking site, and Colonial Williamsburg will provide shuttle service for its guests between the hotels and theme parks.

"The region's attractions – and Colonial Williamsburg, Busch Gardens and Water Country USA are just a few – offer days of fun and something for every member of the family," said **Florencio Ferrao**, Colonial Williamsburg vice president of hospitality. "The whole is far greater than the sum of its parts, and this new partnership combines some of our top attractions and amenities – including our award winning hotels – to attract visitors and encourage an extended stay."



Colonial Williamsburg and Busch Gardens have united for a year-round marketing and advertising partnership with first-ever co-branded TV advertising hitting the airwaves in the weeks leading to spring break.

"We have always had cooperative programs with Colonial Williamsburg, but now we are taking our partnership to a whole new level," said Dan Dipiazzo, vice president of marketing for Busch Gardens and Water Country USA. "We are both put-

ting an unprecedented amount of resources behind this new effort, all for the goal of bringing more tourists to the destination. This is just another layer that complements our individual marketing programs and the Williamsburg destination campaign."

"From a destination marketing organization perspective, we are pleased to see two of our attractions partnering to offer a vacation package for our visitors," said Karen Riordan, President & CEO of the Greater Williamsburg Chamber & Tourism Alliance. "Anytime our partners work together to create a win-win scenario for their businesses, while offering great value to visitors, the destination benefits. The partnership's campaign also complements and amplifies our 'freedom to have fun' message for the greater Williamsburg area."

The partnership's first TV spot features a family gathered at their kitchen table and divided over a familiar issue – how to spend their coming vacation. Suddenly, they are visited by a Busch Gardens ride operator and a Colonial Williamsburg costumed interpreter, who promise them the best of both worlds and an end to the "spring break bickering" with a fun, educational and affordable vacation at both attractions.

The television spot, produced by THE SWARM agency of Norfolk, aired in the region's top tourism feeder markets – New York, Philadelphia and Washington, D.C. – during the 58th Annual Grammy Awards on CBS on Monday, Feb. 15, and appeared on *CBS.com*, on streaming site *Hulu.com*, and on the websites of popular national family magazines such as *Family Circle* and *Parents*.

Want to know more? Head to Colonial Williamsburg's YouTube page to view the "Best Spring Break in History" video.

Map exhibition examines events preceding, during and following fight for freedom from a cartographic perspective

By Joe Straw
Communications Manager

Marking the first collaboration between the Art Museums of Colonial Williamsburg and the Norman B. Leventhal Map Center at the Boston Public Library, "We Are One: Mapping America's Road from Revolution to Independence" will frame the American Revolution from its beginnings in Boston to its climax at Yorktown. When the exhibition opens on March 6 at the DeWitt Wallace Decorative Arts Museum, it will highlight the critical role that the Southern colonies—particularly Virginia—played at the end of the Revolution. More than 30 unique objects from Colonial Williamsburg's collections will be included in the exhibition, which were not shown when it initially opened at the Boston Public Library in May 2015. (There, the exhibition emphasized the important events that took place in that city at the start of the war.) In all, approximately 90 objects will be displayed. "We Are One" will remain on view through Jan. 29, 2017.

"Colonial Williamsburg is a living history museum that tells the story of a revolutionary city. This exhibit uses objects that tell the story of how this country evolved into a society that values liberty," said **Margaret Beck Pritchard**, senior curator and curator of prints, maps and wallpaper at the Art Museums of Colonial Williamsburg. "There is no exhibition that we could mount in the Art Museums of Colonial Williamsburg that would more directly reflect the primary mission of the Foundation and support of all the programming in the historic town."

"We are especially pleased to partner with the Art Museums of Colonial Williamsburg on the 2016 presentation of the 'We Are One' exhibition," said Jan Spitz, executive director of the Map Center. "The generous loan of several outstanding works from their collection enhanced the Boston presentation, and our collaboration extends to the virtual world with the upcoming inclusion of digitized maps from the Art Museums' collection as part of the Leventhal Map Center's American Revolution Portal. 'We Are One' has been our most popular show. I am certain Colonial Williamsburg's visitors

will enjoy it as well."

Using geographic and cartographic perspectives, "We Are One" traces the American story from the French and Indian War to the creation of a new national government and the founding of Washington, D.C., as its capitol. When tensions between Britain and the American colonies erupted into war, cartographers and other witnesses depicted military campaigns, battles and their settings. At a time when photography was nonexistent and art was romantic and stylized, these maps and drawings provide the most accurate pictorial representations of the North American colonies and bring the long, bloody struggle for independence to life. The exhibition's title comes from Benjamin Franklin's early design for a note of American currency containing the phrase "We Are One," which presaged the words "E Pluribus Unum" found on the United States seal and on all U. S. coins.

Many of the objects from Colonial Williamsburg's collection to be seen in "We Are One" are on view for the first time or are rarely exhibited. One such example is an extremely rare map of the battle of Yorktown by Joseph Frederick Waller des Barres that retains an overlay attached to it to show troop positions at various times during the engagement. Other objects include two important manuscript maps attributed to British officer John Graves Simcoe, a rare pastel portrait of two British soldiers from the 62nd regiment of foot by Charles Forrest and two jewel-like portrait miniatures of the Battle of Yorktown by Louis-Nicholas Van Blarenbergh after drawings made on the spot by Charles-Louis Berthier and Alexandre Berthier.

"We Are One" also features rare manuscript maps, printed maps and watercolors from the exceptional collection of map collector Richard H. Brown, some of which were not on view at the Boston Public Library. Some of these outstanding highlights include a manuscript plan of the battle of Saratoga by Polish Revolutionary war hero Tadeusz Kosciuszko, five extremely rare watercolors of Boston by British artist and soldier Richard Williams and a manuscript map by Charles Blaskowitz of New York Island.



The lead-glazed earthenware "No Stamp Act" teapot is part of the "We Are One" exhibition. It was made in Staffordshire, England, circa 1766-1770.

Other notable objects in the exhibition from the Colonial Williamsburg collections include Matthew Carey's illustration of a slave ship that was foundational to the antislavery movement and a French copy of The Articles of Capitulation printed on a ship in the Yorktown harbor following the surrender of British troops. Charles Willson Peale's full-length "Portrait of George Washington" (1780); an English-export teapot emblazoned with the words "No Stamp Act"; a Sir Joshua Reynolds 1766

portrait of Isaac Barré, a member of the English parliament who was staunchly against heavy taxation before the Revolution; and an "American-Style" rifle manufactured in England for Native Americans fighting for the British crown during the war are some of the other stand-out objects to be seen.

Generous funding has been provided for the Colonial Williamsburg venue of "We Are One: Mapping America's Road from Revolution to Independence" by Hope and Bobby Beck of Williamsburg, Va.

Employee Referral and Recognition program

Employees who bring new talent to Colonial Williamsburg by referring applicants who are hired and successfully employed for 30 days will be recognized through the Employee Referral and Recognition program.

Monetary awards of \$75 for hourly employees and \$150 for salaried employees will be given to employees with successful referrals. Referring employees will receive the bonus in their normal paycheck on the pay date immediately following their referral's first 30 days of employment.

In addition to the monetary reward, employees will be publicly recognized and thanked for their referrals.

Employees from across the Foundation can participate in the program with the exception of human resources professionals directly involved in hiring and hiring managers for referrals of positions within their own departments. Former employees who return to the Foundation after a five-year absence are considered new hires.

To nominate someone for the award employees can find cards at work units throughout the Foundation, on bulletin boards and on the Intranet.



Your Story



Colonial Williamsburg photo
 Nation Builder *Emily James* uses her character, Edith Cumbo, to talk about 18th-century African-American life.

'My task is to immerse, inform and enlighten our audiences'

EMPLOYEE NAME: Emily James
POSITION: Nation Builder Edith Cumbo

YEARS OF SERVICE: "I have been employed by The Colonial Williamsburg Foundation for 29 years and have been an African-American interpreter and presentation supervisor, and historical interpreter in virtually all exhibition buildings in the Historic Area."

WHAT I DO: "Presently, I have been performing as Nation Builder Edith Cumbo for the past nine years, a free black woman who was a prominent figure in James City County in the 1700s. As a regular employee, each week I am assigned at the St. George Tucker House to portray my character and interact with donors. Appearing as Edith Cumbo on the Charlton Coffeehouse stage during the summer on Tuesdays with Nation Builder Thomas Jefferson (**Bill Barker**) we discuss various topics, such as the Declaration of Independence, immigration, the transportation of Africans to America in the colonial period, race and class, justice and equality, and other topics that we both feel are relevant and applicable today."

"Previously, I have done educational outreach programs throughout the United States for The Colonial Williamsburg Foundation, as well as performed for the Teacher Institute programs held each summer and Home Educators week during spring. I have also conducted the 'Other Half Tour' and presently now lead an improved walking tour entitled 'Her Enduring Spirit' scheduled for March, Women's History Month."

WHAT I LIKE ABOUT MY JOB: "I love to interact positively with my colleagues, but most important our Colonial Williamsburg guests in an effort to take them with me on my journeys to a specific time and place during our nation's early beginnings. I emphasize the important roles that African-Americans played in our nation's history. My task is to immerse, inform and enlighten our audiences about the 52 percent who lived in Williamsburg in the 1700s, using names to personalize and tell stories about free and enslaved blacks, who were of African descent, their fortitude, wit, determination and resolve to survive their conditions. I bring these individuals to life by having lively and interactive dialogues with our guests. I use my story telling techniques to explain the master/slave relationships about what they did on a daily basis,

the trades they were involved in, their worries, and the depth of their despair on a given day, and their motivation to overcome adversity. My optimism and hope is that our visitors will gain a better understanding about the inner workings of this diverse community during the colonial period.

"As a Nation Builder, there is much camaraderie among all 10 of us. We are all individuals who collaborate with other departments and aspire to work as a team that have an unwavering dedication and respect for the organization we work for, that have an in-depth knowledge of the history we impart to our guests and who are masters of our trades that enjoy telling the story of our nation's early and very important years.

"Personally I enjoy performing and working with all of my colleagues."

WHAT I DO TO IMPROVE THE GUEST EXPERIENCE: "My task above all is to always exceed guest expectations, I make every effort and seize all opportunity to educate our guests on what was happening in Williamsburg in the 1700s, in a lively, warm and engaging manner, always willing to assist if needed, in a sincere and meaningful way with an accurate and honest description of what life was like in those days."

MEMORABLE EXPERIENCES: "I enjoyed meeting and performing for Alex Haley and the Rt. Honorable Leon Higginbotham, Rosa Parks and Janet Reno. I was also very honored and surprised when I received the Order of the Pineapple award from The Colonial Williamsburg Foundation in 1995, just for doing the job I was hired to do. It was a very humbling experience.

"In January 2013, I also received a Silver Bowl in recognition of my 25 years of service to the Foundation. Both of these awards and integrating the junior youth interpretive programs in 1992 have been the highlights of my career, thus far."

BIGGEST ACCOMPLISHMENT: "As Colonial Williamsburg ambassadors, **Rose McAphee** and I did a presentation for a museum studies class at the University of Mary Washington. Shortly thereafter, two of the students in the class came to work at the Foundation based on seeing me perform in the class. It is nice when you have an impact on others, especially when they come to work for the organization you served."

INTERESTS/HOBBIES: "My major hobbies are reading, traveling and spending time with my family."

News Briefs

CW, American Red Cross host blood drive slated for March 16

The Colonial Williamsburg Foundation and the American Red Cross will sponsor a blood drive from 10 a.m. to 3 p.m. Wednesday, March 16 at the Woodlands Conference Center.

Those who wish to donate blood must be at least 17 years old, weigh 110 pounds and be in overall good health. Appointments are encouraged. To make an appointment, call 220-7029 and select option "5." Walk-ins are welcome.

Prior to donating, remember to drink plenty of juice, water or other non-caffeinated fluids and eat foods low in fat and high in iron (green leafy vegetables, nuts, whole wheat bread and lean meats). Blood drive participants should also get a good night's rest and avoid strenuous exercise before and after donating.

Donating blood takes approximately one hour and consists of four steps -- registration, confidential health history, actual donation of blood and refreshments. There is now a Rapid Pass option available to help

save lives in less time! Visit redcrossblood.org/RapidPass and follow the instructions. There is also a free Blood Donor app available on the App Store or on the Google Play store.

Every two seconds someone in the United States needs blood. There is a 97 percent chance employees will know someone in their lifetime who will benefit from a volunteer's blood donation. It is only through volunteers that communities and local hospitals have an adequate supply of blood.

Colonial Williamsburg's blood drives are coordinated by the Hospitality and Courtesy Committee in collaboration with the American Red Cross.

The blood collected at Colonial Williamsburg blood drives is allocated to the Mid-Atlantic Blood Services Region. It is a leading provider to hospitals in central and eastern Virginia and eastern North Carolina. To maintain supplies, 500 - 600 pints are needed every day.

For more information, contact **Jessica Tarr** at jtarr@cwuf.org.

VITA volunteers offer free income tax assistance

The Volunteer Income Tax Assistance (VITA) program, sponsored by The Colonial Williamsburg Foundation, will provide free tax assistance to employees, retirees and volunteers at four neighborhood sites for this year's tax season.

Through April 16, VITA volunteers, certified by the Internal Revenue Service, will complete "while-you-wait" Federal and Virginia income tax returns on a first-come, first-served basis at the following locations:

- Tuesdays and Thursdays from 2-5:30 p.m. at Bruton Heights School Education Center, Room 204;
- Wednesdays (all tax season) 2-5:30 p.m. at James City County Recreation Center, 5301 Longhill Road, Room C;
- Saturdays from 9:30 a.m. - 1 p.m. at Quarterpath Recreation Center, 202 Quarterpath Road.

Filers should bring:

- Year 2015 tax documents, including wage and earnings statements (W-2s and 1099s), receipts for deductions;
- a copy of Federal and State tax returns for 2014;
- a driver's license or other government-issued picture ID;
- dependent Social Security card(s) if claiming dependents;
- health insurance information (e.g., Form 1095);
- bank account routing information, and any other relevant information about income, expenses and deductions.

For more information, please call the automated message line at (757) 220-7029 (press option 3) or contact **Jane Lloyd** at 220-7163 or jlloyd@cwuf.org.

Spring Employee Yard Sale slated for April 9

Colonial Williamsburg's corporate and foundation relations department will sponsor the Spring 2016 Employee Yard Sale from 8 a.m. to noon Saturday, April 9 at the corner of First Street and Capitol Landing Road.

To reserve a space, complete and return an application form by Thursday, April 7 to **Sophie Hart** in GBO-105. There is a \$2 fee to participate to cover the cost of advertising in the Virginia Gazette.

Sale locations are on a first-come, first-served basis. Employees are asked to

bring a mat or table to display items and money to make change. No crafts, food or drink items can be sold. Employees may park in the Costume Design Center parking lot.

Employees may donate unsold items to the Disabled American Veterans. A truck will pick up any unsold, donated items after the sale has ended.

If it is raining the morning of the sale, call 220-7272 for a message on whether the sale will take place. The rain date is Sunday, April 10.

Marketplace

FOR RENT: Townhome in Fairways Villas. Cleverful and elegant. 2 master bedroom suites, one up/down - walk-in closet. Vaulted ceilings. Left/office w/built-in bookshelves. Private patio. Washer/dryer. Lovely community pool, tennis, playground included. Serene neighborhood yet convenient to everything. \$1,125/mo. No pets/ no smoking. CALL: (757) 253-8668.

Goods and services advertised in CW News are offered by individual.

such and as such are not endorsed by The Colonial Williamsburg Foundation or Colonial Williamsburg Company.

Deadline for Marketplace text is Monday at noon one week prior to publication. Ads must include employee's name and personal telephone number. Ads can run for up to two consecutive issues. If you would like your ad to run again, please submit the ad in person or through e-mail to progress@cw.org.

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