

Walk your way to a free sweatshirt!

Employees who walk (recreation/fitness--not job related) twenty-five hours between January 1, 1989 and March 3, 1989, are eligible to earn a sweatshirt from the Colonial Walkers Club!

First, you need to come to Room 132 in the Franklin Street Office Building, Monday through Friday, between 9 a.m. and 5 p.m. to pick up your walking record form.

Second, walk for your health! Third, after you accumulate and record 25 hours of walking, bring your form back and pick up your sweatshirt. Please, do not mail forms in--sweatshirts are given in person.

If you have any questions, please call Chris Rehberger at ext. 7029.

Winter Schedule for Buildings, Taverns

A number of exhibition buildings, craft shops and taverns are closed or on reduced schedules due to maintenance, production, and reduced number of visitors. People visiting for 2-3 days should be able to see most everything, especially on weekends.

Many of the craft shops will be closed during the week for production. Most all are open on Saturdays. A number of exhibition buildings--including Carter's Grove, Geddy House, Gaol, and Benjamin Powell House--are closed until the second week in March.

The following exhibition buildings and taverns will be closed for cleaning and/or routine maintenance on an alternating schedule:

Brush-Everard House	now - Feb. 6
Capitol	now - Feb. 6
Chownings Tavern	now - Feb. 24
Wythe House	Feb. 21 - Mar. 4
Raleigh Tavern	Mar. 6 - Mar. 19
King's Arms Tavern	now - Apr. 29

(closed for boiler repair)

The Cafeteria is also closed until March 27. For more information on openings and closings, see the weekly *Visitor's Companion*.

Ticket Price Update

In the last issue of "Extra" we noted that admission prices have increased this year. We left out prices for the children's tickets. They are:

Child's Basic Ticket	\$ 9
Child's Royal Governor's Pass	\$10.75
Child's Patriot's Pass	\$12.50

These prices are for children age 6-12. Children under 6 are admitted free with parents.

Individual exhibit tickets have also increased in price:

Carter's Grove	\$ 7
Wallace Gallery	\$ 7
Governor's Palace	\$12
Bassett Hall	\$ 6

Prices for student group admission tickets remain unchanged at \$6.50 each.

Credit union elections to be held January 30 - February 10

If you are a member of the Fort Eustis Credit Union, be sure to vote in the elections for the board of directors January 30 through February 10 at all FEFCU branches.

Betty Wiggins, projects assistant in HAPO, is running for another three-year term. Maintain CW's voice on the board--vote for Betty!

You may vote during normal business hours at the Williamsburg branch in the Monticello shopping center.

You may also request an absentee ballot by writing to:

Fort Eustis Federal Credit Union
Attn: Supervisory Committee
P.O. Box 2327
Newport News, VA 23602-0327

Requests should be made by February 3. Completed ballots must be postmarked by February 17.

New training catalogs available

Training catalogs for 1989 have been distributed to all supervisors. They contain descriptions of all classes offered by CW as well as other training programs such as Adult Skills and Educational Assistance.

If you would like to know more about training and development programs available to you, talk to your supervisor. If your supervisor has not received a catalog and would like one, he/she can call Pat Joyce, ext. 7125.

Quality Circle training week is February 6-10!

Training for quality circle leaders and facilitators will take place during the first week of February. Class size is limited to 12.

If you want more information, are thinking about a quality circle for your work area, or wish to learn quality circle techniques on the job, call Kelli Mansel Arbuckle at ext. 71116. Class registration ends on February 1.

Educational Assistance Policy revised

The Educational Assistance Policy has been changed (as of January 1) so that more employees may have a chance to participate in educational programs.

•The Educational Assistance Program will pay tuition and registration fees for approved classes, seminars and workshops **in advance**.

•**Within 30 days after the course**, seminar or workshop has been completed, all employees must furnish evidence of satisfactory completion.

•Checks will be made out to the educational institution only.

•Checks will be mailed to the educational institution unless you ask to pick up the check from the Disbursements Office.

•You must register yourself and submit an Educational Assistance Application at least two weeks before your class begins.

•Use form #964 (Rev. 3/87) until updated forms are available. Ask your supervisor for a form.

Questions? Concerns? Call Kelli Mansel Arbuckle, ext. 7116 or Lisa Carson, ext. 7119.

Gift Shops celebrate Antiques Forum week!

Special events at various gift shops will be held during the week of February 5 to coincide with the Antiques Forum.

At the Inn Gift Shop, a special collection of sterling silver from Kirk-Stieff, featuring the Repousse pattern and pieces from the Williamsburg Collection, will be shown daily from 7:30 a.m. to 9 p.m., February 5-10.

Eddie Collins, a Kirk-Stieff silver chaser will be in the shop on February 5 and 6 demonstrating the fine techniques of silver chasing.

At the Lodge Conference Center, outside the Virginia Room, a special Antiques Forum book table will feature a variety of publications pertaining to this year's forum. Daily, February 6-10, 8 a.m. to noon.

An autographing session by George Yetter, author of CW's newest publication, *Williamsburg Before and After*, will be held at the book table on Wednesday, February 8, from 9:30 a.m. to 10:30 a.m.

At the Lodge Gift Shop, a special Theorem painting demonstration will feature Rosemary McDonald, a renowned American theorem artist, 8 a.m. to noon on Monday, February 6 and 3 p.m.- 8 p.m. on Wednesday, February 8. Examples of her work can be purchased at the Lodge Gift Shop.

Tours for Townspeople

Guided tours of the Historic Area for local citizens and interested employees are held every Monday, Thursday, and Saturday at 10 a.m. and 1:45 p.m. (except February 18) in February. Those on the tour will be offered and encouraged to have lunch at Shields Tavern either before or after the tour. The special offer is for anything on the menu for \$6. For more information, call the Visitor Center, ext. 7645.

Free Income Tax Forms preparation assistance

Do you need help completing your income tax forms? CW sponsors a free VITA (Volunteer Income Tax Assistance) site on Monday and Wednesday evenings, 5:30 p.m. to 7 p.m., beginning Wednesday, February 2, 1989. Volunteers have been trained by the Internal Revenue Service and State Department of Taxation to complete appropriate federal and state income tax forms.

Call ext. 7326 and make an appointment to come in and have your return completed, or you can drop off your forms and information in Room 132, Franklin Street Office Building, between 9 a.m. and 5 p.m., Monday through

Friday. If you elect to drop off your forms you will be called when your return is ready.

Keeping rabies under control

We've all heard about the escalating rabies epidemic in this area and we all need to do our part to keep rabies in check.

One of the first things that everyone can do is to keep their trash yards clean. Messy trash yards are treats for raccoons (leading carriers of rabies in this area) and squirrels.

If you own pets, make sure their vaccinations are up-to-date. Veterinarians in the Williamsburg area are offering rabies vaccinations at a discount on Saturdays during the month of January.

Keep your pets indoors, especially in areas with high squirrel or raccoon populations.

If you see an animal acting strangely in or around the Historic Area, call Security at ext. 2600 immediately.

If you are bitten by an animal, don't panic. Wash the wound thoroughly with soap and lots of water and call your doctor immediately. Explain how you got the bite and follow the doctor's advice. Report the bite to the local health department.

If possible, capture the animal under a large box or can, or at least identify it before it runs away. Do not try to pick the animal up. If you are in or around the Historic Area, call Security immediately. If not, call the animal control officer or police to come get it.

New FICA withholding guidelines

New IRS guidelines require employers to withhold FICA (social security) taxes from employees to whom group-term life insurance coverage in excess of \$50,000 has been provided.

This means that if you have signed up for more than \$50,000 of group-term life insurance coverage, you must pay FICA tax on that portion of the premium your employer pays for any coverage greater than \$50,000.

If you are one of the few employees affected, you will see a light increase in the amount of FICA tax withheld from your paycheck.

Questions? Concerns? Call Judy Martin, ext. 7050.

1989 Distinguished Scholar Lecture Series

Helena Hayward, internationally known authority on English architecture and decorative arts, will lecture on "Two Remarkable English Women and Their Great Houses: Bess of Hardwick and Sarah Churchill of Blenheim" at the Hennage Auditorium, DeWitt Wallace Decorative Arts Gallery at 7 p.m. on February 2 and 3. Check your department's bulletin board for more information on this lecture series.

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is February 2, 1989. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.