



River View Farm Manual

**Ivy Creek Foundation
(May 2022)**

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OPENING THE BARN

Open the doors

- Unlock the small door using the combination code (5844).
 - Push brass part of lock up against the ring to make it pop open.
 - Put lock in door tab to keep track of it. Spin numbers to lock it so it cannot be removed during barn open hours.
- Step through and pull the nail out of the metal bracket holding the sliding door closed.
- Open strap and replace nail.
- Repeat on other front sliding door.
- Slide doors all the way open.
- Place boards in tracks of doors to allow safe entrance (claw hammer in granary for assistance if needed). Place boards with loop handles facing away from center.
- Turn on the lights (center light switch right by front door).
 - Center light switch on right, by front door; do not turn on outside light
 - Left light switch four feet in and on left
 - Right light switch on north side of granary
- Unlock the back doors and slide open.
- Repeat process of placing nails in metal brackets and inserting boards into tracks.

Prep the barn for display (some items are stored inside the granary)

- “Barn Open” sign, place outside as close to parking lot as possible
- Sand table, prep
 - Fill pitcher half full w/ water (pitcher in granary).
 - Split up animal track boards evenly at each end of table.
 - Pour water evenly on sand table.
 - Rake sand (with board) to spread moisture around.
- Front table by granary, tidy up
 - Donation Box
 - Carr Family History [Extra brochures are in granary.]
 - Ivy Creek Maps
 - Sign-in sheets on clipboard
- Cobwebs – Please use the broom/brush stored in the granary or guide closet to clear any.

Greet people by the front door

- Ask if they are interested in a tour of the farm or just the barn.
- Use talking points; point out the general layout of exhibits.
- Point out available barn flyers or brochures.
- Keep count of numbers of people on clicker and write on paper at end of shift.
- Ask visitors to sign in, including email if they’d like updates.

IN CASE OF FIRE, LIGHTNING, OR WINDSTORMS

- If smoke is seen or smelled, evacuate the barn immediately and call 911.
- In the event of lightning or windstorms, or when such weather events are imminent, ask visitors to leave and seek shelter outside the barn.

VISITS TO THE BARN LOFT: The Loft is closed to all visitors until further notice.

TILLIE THE COW [Optional activity for special days. If Tillie is in operation, second docent may move between duties. Take down the rope in front of Tillie and drape the rope over the stanchions to cut off access to the tools section (at a right angle).

1. Plug in the pump via the extension cable, from the wall in the farrowing pen.
2. Pour about half a gallon of water into the top holder as starter.
3. Pour about a gallon and a half into the pail at the bottom.
4. Arrange signs. Emphasize to children and others that they must squeeze teats, not pull down on them.
5. Keep an eye on people milking Tillie and engage them in questions.
6. Once people have finished milking Tillie, you must use sanitizer and sanitize her teets.
7. Refill water from spigot next to water fountain of Clivus restroom when you have time.
8. Empty Tillie on Sundays: Unscrew wingnut in pail and sop with sponge kept in granary room.

DOCENT DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to:

1. There must always be **TWO** docents for each shift.
2. Count number of visitors during your shift.
3. Engage and relate to the public (young and old) on:
 - a. Explain what Ivy Creek Foundation is.
 - b. History of the Barn
 - c. Information about family and Conly Greer's work and community involvement.
 - d. Farming structures inside and outside the barn
 - e. Natural displays in the barn
 - f. Upcoming events of the Ivy Creek Foundation
4. Create a Tour Outline and Submit to the Education Director before Friday, May 12, 2022.
5. Give tours of River View Farm to the public.
4. Maintain displays (cleanliness, sweeping, litter, cobwebs)
5. Hand out flyers to individuals.
6. Get as many visitors as possible to sign up for newsletter.
7. Maintain security of barn and safety of visitors
 - a. Lock up barn after shift. See "Closing the Barn" guidelines.
8. Email photo of visitor sheet to Director of Education (including total overall and children subtotal). Put signup sheet at the back of clipboard.

COMMITMENT REQUIRED:

1. All docents are required to create a tour outline for their tours. The time spent creating this can be add to your volunteer hours.
2. A minimum commitment of one time per month, on a Saturday or Sunday afternoon, from 10 am to 12 pm, is required. Barn openings run until third Sunday of November.
3. Please show up on time and please stay until the end of your shift.
4. If necessary, volunteers must find their own replacement. A list of current volunteers, availabilities, emails, and phone numbers is given to all volunteers. Leaving a message or sending an email is not the same as finding a replacement.

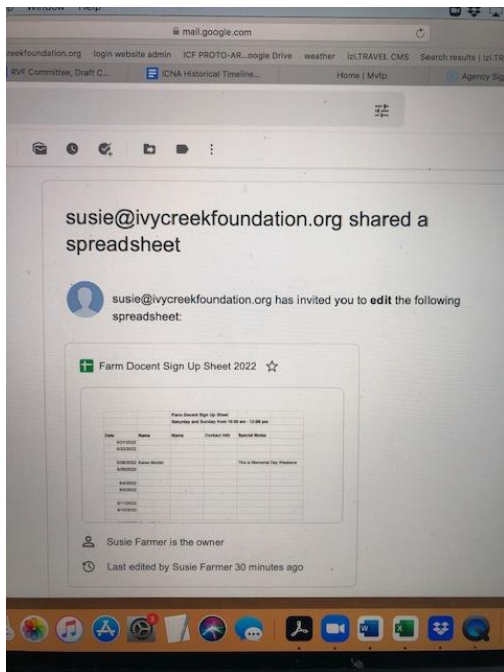
HOW TO SIGN UP FOR A SHIFT:

1. Open the shared Google Doc
<https://docs.google.com/spreadsheets/d/11pG2U7tiHqMmQJy291AA92WesEV1jB9IU1RdayXNoYI/edit?usp=sharing>
2. If you are having trouble accessing the document press the request access option and it will send the Education Director an email and access will be granted.
3. Select dates that you would like to work, fill in your name.

Signing up for shifts will now be done through a Google Spreadsheet. You should be able to go into the shared spreadsheet at any time and make changes.

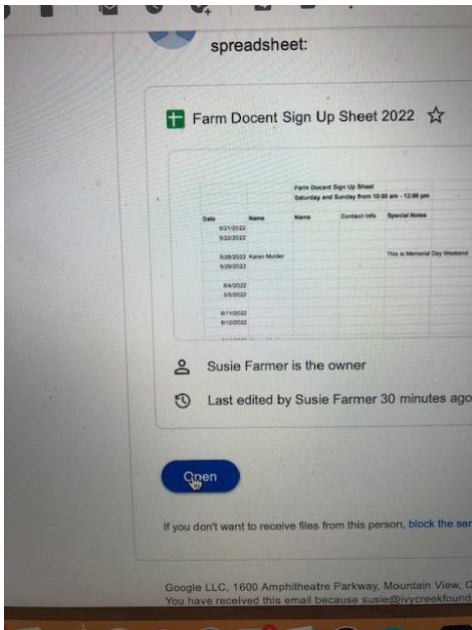
Step 1:

You should have received an email from susie@ivycreekfoundation.org that says I am sharing a document with you.



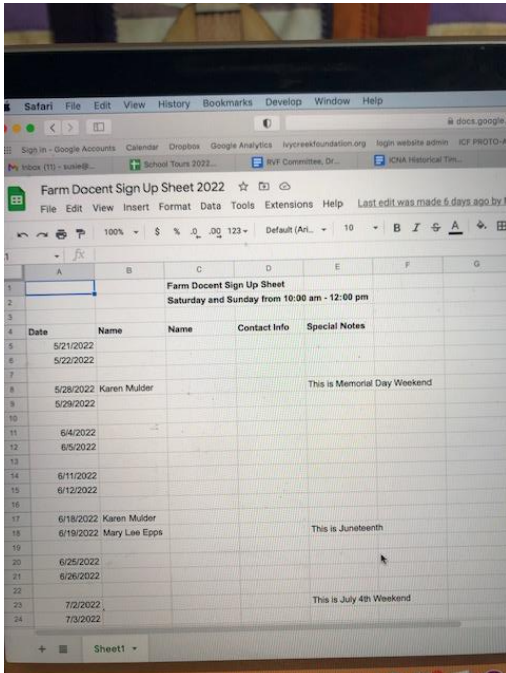
Step 2:

Press the open button at the bottom of the email.



Step 3:

Enter your name on the dates that you are available to work!



CLOSING THE BARN

1. Close and latch the back doors.
2. Tidy up the sand track table area.
 - Divide up the tracks at both ends of the table.
 - Smooth out the sand.
 - Put lids back on sand table.
 - Put away empty water bottle for sand table in granary. Refill for the next person.
3. Tidy up books and brochures on granary table.
4. Write total number of visitors on tally sheet. Photograph tally sheet in order to email it to Director of Education.
5. Bring in “Barn Open” sign.
6. Make sure no one is inside.
7. Check to see all lights are out.
8. Remove boards from barn door guides.
9. Close and latch the front doors.
10. Lock up the step through door with the brass lock.
11. Secure lock. Snap it shut and spin the lock numbers.

Mission and Vision Statement for Ivy Creek Foundation

Our Vision

To inspire and engage our community in the stewardship of our natural resources and our rich African American cultural history.

Our Mission

Connecting people to the past and present by honoring the land, history, and community.

Elevator Speech

Hello, welcome to Ivy Creek Natural Area and historic River View Farm. We are so happy to have you here today. This area has recently been added to the National Register of Historic Places due to the significance of the history of the land and the people. This was originally a farm that was purchased in 1870 by a formerly enslaved man named Mr. Hugh Carr. Through hard work, he was able to become one of the largest African American landowners in Albemarle County. He and his wife Mrs. Texie Mae Hawkins had seven children, many of which went on to become educators and community leaders in Albemarle County and throughout the country. His daughter Mrs. Mary Carr Greer was an outstanding educator who went on to become the first female principal at Albemarle Training School. Conly Greer, her husband, was the first African American Extension Agent in Albemarle County. It is because of their hard work and community leadership that we can celebrate this land and its cultural history as well as natural history.

Land Acknowledgement

This land known as Ivy Creek Natural Area and River View Farm is part of the Monacan Nations traditional homeland and territory. We recognize that this land is important to their history, culture, and future. Today the Monacan's are one of the only Federally recognized tribes in Virginia and they have their own museum in Amherst County, which we encourage you to visit.

Safety Speech for Tours

Today we will be traveling over rocky and uneven ground that may have other tripping hazards. If it has rained recently the ground and trails may be slippery, so please watch your step. Being out in nature has inherent risks such as being exposed to insects such as ticks, different weather elements such as rain, and plants such as poison ivy. Please take the appropriate steps to protect yourself from these risks as you see fit. Ivy Creek Natural Area and River View Farm takes no responsibility for personal injuries that may occur while on this tour.

Leave No Trace Speech

Ivy Creek Natural Area is a nature preserve and is a special place where plants, animals, rocks, and all parts of nature are protected. Please do your part to help protect this amazing place by staying on the trail, do not collect any items including rocks, seeds, flowers, or flora or fauna. As always, remember to **Leave No Trace by taking only pictures and leaving only footsteps.**

TALKING POINTS

The Ivy Creek Foundation is a non-profit organization that created and maintains the trails as well as presenting educational programs to thousands of people each year. We have public programs for children as well as adults. If you like the work we do, please become make a donation so we can continue our work.

Please sign in. Add contact information if you would like to receive the newsletter.

This barn is the centerpiece of the Carr-Greer family heritage. What is now Ivy Creek Natural Area and historic River View Farm. Today ICNA contains 219 acres. The farm grew from a parcel of land that Hugh Carr bought in 1870, five years after he was emancipated. He continued adding to the first land purchase throughout his life. He eventually purchased enough land to make him one of the largest African American landowners in Albemarle County.

Hugh Carr and his wife, Texie Mae Hawkins, had six daughters and one son. Texie Mae died in 1899 when her children were young. Hugh Carr, helped by their eldest daughter, Mary Louise, raised the children.

Although Hugh Carr could not read or write, he made sure all of his children went to school. Their eldest, Mary Louise, and four of her sisters earned advanced degrees of education.

Mary Louise Carr married Conly Greer in 1913, and they moved in with her father who was nearly 70 and unwell. Hugh Carr died in 1914.

In 1918, Conly Greer was hired as the first African American extension agent in Albemarle County. He had received advanced training in agriculture from Virginia Normal and Industrial Institute in Petersburg, now Virginia State University, where he had met Mary Carr. At this time Extension Services were segregated. White agents worked with white farmers, and African American agents worked with African American farmers.

Conly Greer built this barn in the late 1930s to replace Hugh Carr's original barn. The new barn used wood milled with a portable sawmill from trees on the property and was known as a sanitary barn.

When Conly Greer built the barn, he incorporated the most progressive ideas of the time. The concrete floor is original and made it easier to keep the barn clean. Cows were milked here according to strict sanitary conditions. Greer sold separated cream to the Monticello Dairy in Charlottesville. The trench by the milking stanchions was used to collect waste.

The barn did not house pigs during Conly Greer's time. Instead, he kept pigs downhill from the barn. After Conly Greer's death, his widow, Mary Carr Greer, rented the barn to a farmer who raised specialty pigs. The benches in the pig sty prevented accidental suffocation or injury of piglets by the sow. The small "door" covers an opening that was used to shovel waste out of the pig area and was not part of the original barn design.

The barn did not originally have stairs. Access to the hayloft was by the boards nailed to the walls and through the hay chutes. Hay chutes allowed for hay to be pitched down from above.

The doublewide doors without a center post allowed the farmer to drive a wagon through the length of the barn.

A system of hayfork, pulleys, rails, and overhead carriage in the hayloft allowed for gathering and storage of hay through the entire upper level.

The granary was lined with galvanized metal to keep out rodents. It was divided into two sections, one for small grain, such as sorghum and barley, and the other part for corn.

Greer would have used implements like those in the barn to farm his fields. He did own a tractor before his death, but during most of his farming years, the work would have been done here with teams of horses, who were housed in stalls in the barn.

The chicken house was across from the family cemetery.

WHAT IS A TOUR OF RIVER VIEW FARM?

Tours will include the cemetery, the outside of the house, and the barn.

How long should the tour last? We will advertise that the tour will take about 30 minutes.

How many people will be on the tour? We will limit the number to 10 for now, but may extend up to 20 in the future. The Education Director will send the docent the tour number ahead of time.

How many tours will take place per weekend day? At this time, we will only schedule 1 tour per shift. This may change depending on the popularity of the tours.

The tours are free to the public, but we will ask to register first. If someone shows up and the tour is not full, they are welcome to join.

Tours of River View Farm will begin on Saturday, June 4, 2022.

HOW TO GIVE A TOUR

First, relax, take a deep breath! This is fun, you get to share this amazing history and this beautiful place with all kinds of people.

Each docent doing a tour will meet their group at the kiosk a couple minutes before the tour is set to begin. While you wait for everyone, make small talk (get to know your audience). Have they ever been here before? If not, give them some info. Find out what they are interested in. This will help break the tension and awkwardness.

Once everyone is there, introduce yourself. Tell them why you are a docent at ICNA and RVF. What do you love about this place? Share whatever info about yourself that you would like them to know and that is also relevant to the tour.

Explain the tour, as in how long it should last, what type of walking they will be doing, where the bathrooms are, etc.

Walking pace- maybe about the pace of a wedding march.

Have the slower walkers or little kids with parents in the front, this will help keep the group together.

Don't talk about tour subjects while walking, people in the back will not be able to hear.

Let everyone get to the stop on the tour before starting to talk about the next subject.

Have your back to the cemetery, house, or barn so they are facing you and the object.

- Step up on the porch so you are higher and can project the voice.

- Don't have folks standing with their face to the sun.

Speak at a level that they can hear you.

Allow time for questions before moving on to the next stop on the tour. Repeat the question in your answer so that everyone can know what the question was and your answer.

- If you don't know the answer, that is fine. Ask your docent partner if they know or if you really want get the person's email so that you can find the answer and get back to them.

PROPS FOR TOURS

The use of visual aids or other types of props for tours can really add to the experience that the visitors receive. We are currently working to gather different historic photos of the family, land, and buildings for you all to use with your tours. These will be located in a folder in the barn and will be easily accessible for docents to use.

HISTORIC INFORMATION FOR DOCENTS

We have been working very hard to get more historic sources for you all to go along with our interpretation. Below are the locations that you will be able to find this information.

ICNA and RVF library in the Education Building:

- Here you will find several new books that discuss many historical topics relating to the story of River View Farm. Please review these books and feel free to check them out to add information to your tour.

Google Drive for Farm Docents:

- https://drive.google.com/drive/folders/1KTK1Kp_opgQe_fZScUo8XwKP16PHEgkI?usp=sharing
- If you read no other historical information provided, please read this application to the National Register.

<https://drive.google.com/file/d/1FAwcCwHRsZoaYXceillVR8rxAtBs6rnw/view?usp=sharing>

- Historic Research for RVF <https://docs.google.com/document/d/19YhKXVHP-Xqh0I0xTSZfTJyI5ZIBpkIkEmjtgEJQXc/edit?usp=sharing> Please note that this is a working document that will be updated regularly as the Director of Education conducts research.

Previously Recorded Ivy Talks and Future Ivy Talks:

Please visit <https://ivycreekfoundation.org/ivy-talks> to view previously recorded Ivy Talks. Many of these talks have information that will be helpful to you when you are trying to tell the story of River View Farm. Many of the upcoming Ivy Talks will also be informative for interpretation.

Future Training Opportunities:

We will be offering more training opportunities in the future, when more research or information has been added.

