



Valley Forge National Historical Park

1400 North Outer Line Drive
King of Prussia, PA 19406

National Park Service
U.S. Department of the Interior

Valley Forge National Historical Park



Valley Forge Visitor Services Volunteer Handbook

A Guide to the Volunteers-In-Parks Program



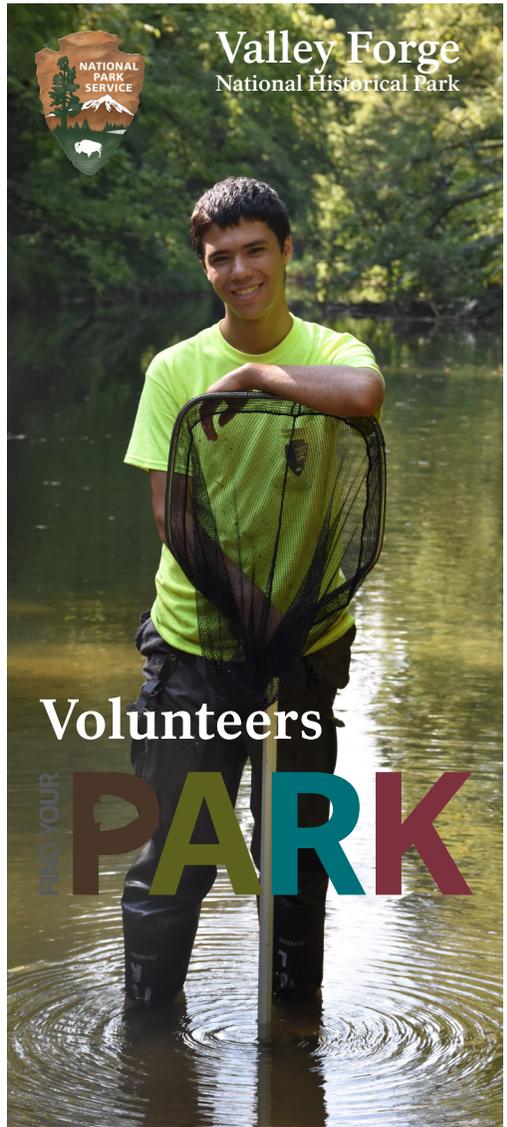


TABLE OF CONTENTS

1. Welcome, and Thank you!
 - A. Note from the Park Superintendent
 - B. Note from Park VIP Coordinator
 - C. Volunteer Testimonials
2. Forward
 - A. Overview of the Onboarding Program
3. The National Park Service
 - A. What is the National Park Service?
 - B. The National Park System
 - C. NPS Mission Statement
 - D. NPS Centennial
4. The Volunteers In Parks (VIP) Program
 - A. Volunteer Service Agreement
 - B. Volunteer Safety/Risk Management
 - C. Personal Liability While Working as a Volunteer
 - D. What to Do if You Are Injured
 - E. Equal Opportunity
 - F. Reimbursement
 - G. Termination of Volunteer Agreement
 - H. National Recognition of Volunteers
 - I. Local Recognition and Engagement of Volunteers
5. Valley Forge National Historical Park
 - A. Valley Forge NHP Mission Statement & Significance
 - B. Timeline of Park Organizational History
 - C. Organizational Structure of Valley Forge NHP
 - D. Our Major Partners
6. Valley Forge Tourism & Convention Board
 - A. Partnership between the NPS and VFTCB
7. Valley Forge Park Alliance
8. Valley Forge National Historical Park VIP Program
 - A. Vision of VAFO VIP Program
 - B. Mission of VAFO VIP Program
 - C. VIP Program Goals
 - D. Calendar of Events

A view of Washington's Headquarters during autumn.

- 9. Valley Forge Volunteer Opportunities
- 10. Volunteer Rights
- 11. The Role of the Visitor Services Volunteer
 - A. Service Commitment
 - B. Orientation and Training
 - C. Scheduling
 - D. Breaks
 - E. Food and Beverages
 - F. Absenteeism
 - G. Dress Code
 - H. Prohibited Activities
 - I. Telephone and Computer Use
 - J. Social Media Policy
 - K. Cell Phone Policy
 - L. Visitor Policy
 - M. Positive Attitude
 - N. Evaluations
 - O. Discontinuing Volunteer Service
- 12. Emergency Procedures
 - A. Medical Emergencies
 - B. Fire Emergencies
 - C. Winter Closures
 - D. Visitor Disturbances
 - E. Run, Hide, Fight
 - F. General Evacuation Procedures
- 13. Selected Bibliography
- 14. Appendix
 - A. Visitor Center Information
 - B. Administrative Offices Information
 - C. Important Phone Numbers
 - D. Frequently Asked Questions
 - E. Organizational Structure
 - F. Glossary
 - G. Harassment Policies
 - H. Park Rules and Guidelines
 - I. Donation Policy
 - J. National Park Service Regional Offices Map



Welcome, and Thank You!

Note from the park superintendent

On behalf of the staff at Valley Forge National Historical Park, I welcome you into the Volunteers-In-Parks (VIP) family of the National Park Service!

This country would not be what it is today without the courage and determination of people who serve their communities. Many of the Revolutionary War Soldiers encamped here at Valley Forge volunteered to fight for an independent nation. That dedication to create a brighter future perseveres today at Valley Forge National Historical Park. Since our beginning as a state park, and now as a national park, Valley Forge has always benefited from the time, talent, and treasure provided by volunteers.

While at Valley Forge, General Von Steuben created a “Blue Book,” a manual to instruct troops on how to employ unified military standards. Our VIP “Blue Book” is meant to serve as your guide to volunteering at Valley Forge NHP and covers topics such as basic park information, the National Park Service, and VIP policies and procedures. Used in conjunction with an orientation to the park and specific on-the-job training, the handbook should provide you with enough information to get you started and to be successful in your volunteer position.

At any time, please feel free to contact your Division Coordinator or the park’s Volunteer Coordinator to share your joy, questions, or concerns about your service. Thank you for choosing to serve your country through your time at Valley Forge NHP, and congratulations on your position.

Respectfully,
Kate Hammond
Superintendent



Note from the park VIP Coordinator

Dear Volunteers,

Back in 2006, I was falling in love.

On our great and capital second date, I invited a beautiful woman on a fall picnic overlooking the Grand Parade— and persevered through that winter of courtship to ask her to be my wife. She said yes. And now, many years later, I am delighted to work each day with people whose lives have also been touched by Valley Forge.

I will never forget the answer one VIP gave to a roomful of staff during a customer service training when I asked her why Valley Forge is so special. She replied, “The romance of Valley Forge is at the heart of all I do.” She was expressing a sentiment shared by other volunteers in the room as well. Up till then, I had only looked at the volunteer program through the eyes of the mind. What quantifiable metrics could it accomplish in order to achieve our organization’s goals? After that moment, I realized that I needed to listen more closely to understand the emotional topography that grounds why people care so much for this place.

I am convinced beyond a doubt that our visitors watch, listen, and learn from you. As a volunteer, each of you has an opportunity to teach, inspire, and show others what it means to fall in love and stay in love with the park. And because love is concerned with the good of others, your service to the park is also a form of service to our visitors.

Whether you wear 18th century attire and help interpret at Washington’s Headquarters or Varnum’s, chink and daub huts at Muhlenberg Brigade, interact with visitors on the JPM, pull invasive mile-a-minute weed, reconstruct trails on Mt. Joy, greet families at the Visitor Center, lead bird walks, or help with special events— the integrity and joy with which you perform your volunteer responsibility will speak for you just as well as the words and facts you may share.

Perhaps each person’s visit could be a mini encampment, where they leave feeling more strengthened and knowing more clearly how to confront the next battle in life.

Thank you for working shoulder-to-shoulder with park staff and your fellow volunteers to forge each visitor’s love of our park and the National Park Service.

Huzzah!

Khiet

Volunteer Testimonials

When I was a child, my parents brought me here. After I married, I walked my dog here. When I had children, I brought them here. As a teacher I encouraged my students to write about their visits here. Now, as a retiree, it gives me the greatest pleasure to greet and welcome international guests at the Visitor Center. During my weekly commute to the Visitor Center, I often reflect on a lifetime of engagement with my national park. I love it when I learn something new about Valley Forge and am able to share that knowledge with a visitor. Their excitement makes the history of this place come alive.

--Marilyn Goldberg, Visitor Center VIP, July 2016

I am delighted to have been a historical interpreter at Valley Forge Historical Park for the past 24 years. The park offers volunteers so much... a chance to learn about our past, gain lifelong friendships, and a unique way to meet folks from all over our country and the world. Where else can one get "paid" in these ways? My service is how I show appreciation to the men and women who created this country for us.

--Frances La Penna, Living History VIP, July 2016

Since getting a Senior Pass in 2009, my wife and myself have visited numerous NP administer sites with free or minimal fees. It is my way of giving back to National Park Service for the enjoyment and happiness we have received from over a hundred sites we have visited. Secondly, being very interested in history, I enjoy working with the maintenance division on many of the historical structures at Valley Forge and Hopewell. My background in construction fits in well with the maintenance division.

--Rich Crosley, Maintenance VIP, October 2016

We enjoy volunteering because the natural resources at the park are important to us. It is one of the largest undeveloped areas in southeast PA, and we support the increase of native plants and the reduction of invasive species. Birds are a good indicator of the health of the environment.

--Mary Ellen & Tom Heisey, Natural Resources VIP, October 2016

I've always been interested in the American Revolution, so being able to share that passion with visitors at a place as special as Valley Forge has been an absolute gift. People come from all over the country (and the world) to visit this forge of our nation, and I get to share the stories of hope and adversity with them. It's one thing to read about what went on here; it's quite another to visit Washington's Headquarters on a snowy day, or pass the Grand Parade and envision it full of drilling soldiers. I'm coming up on my ten-year anniversary of volunteering with the park and I wouldn't trade a day!

--Sarah Reisert, Living History VIP, October 2016

Forward

Overview of the Onboarding Program

Think of onboarding as a process you will begin today and complete in about a year. As an introduction to the national park system, you are encouraged to watch *The National Parks* by Ken Burns, a shorter version of the Ken Burns documentary, as well as *The National Parks: America's Best Idea*, made for the NPS screening event in September 2009. The video will help familiarize you with the foundations and principles of the national park system (www.pbs.org/nationalparks).

This handbook was crafted with great care and attention to detail-- for your benefit. I personally reviewed about a dozen templates across the country and collected the best materials I could find, including from the brand new NPS New Employee Handbook (October 2016). All of the Division Coordinators along with the Division Chiefs have reviewed this content.

The park's VIP Council also shaped the document, and I believe you will find this to be a useful resource for your service at the park and at the National Park Service.

This handbook will give you answers to many of the questions new volunteers ask about personnel and administrative matters. Think of it as a reference and the Table of Contents as your guide. Of course, feel free to reach out to your Division Coordinator, the park's Volunteer Coordinator, or any staff person if you have additional questions. Be sure to take advantage of the park's plentiful training opportunities and social events. They are a great way to learn, develop skills, and to make new friends. Welcome to Valley Forge!

- Cristina Ramirez, Centennial Volunteer Ambassador, 2015- 2017

VIP Don Naimoli leads the rations station at Home School Day.



National Park Service

What is the National Park Service?

The National Park Service (NPS) is a bureau of the U.S. Department of the Interior. The NPS manages the 412 parks of the National Park System. The NPS also administers the National Register of Historic Places and assists dozens of affiliated sites, National Heritage Areas, National Wild and Scenic Rivers, National Historic Landmarks, and National Trails. The system includes areas that cover more than 84 million acres across every state, the District of Columbia, American Samoa, Guam, Puerto Rico, and the Virgin Islands. These areas include national parks, monuments, battlefields, military parks, historical parks, historic sites, lakeshores, seashores, recreation areas, scenic rivers and trails, and the White House.

Visitor Services The NPS maintains 879 visitor centers and contact stations, which were visited by more than 307 million people in 2015. More than 500,000 attended special events and ranger programs. More than 660,000 children participated in the “Junior Ranger” program.

Employees & Volunteers The NPS employs more than 20,000 permanent, temporary, and seasonal workers. They are assisted by 400,000 Volunteers-In-Parks (VIPs), who donate over seven million hours annually. This is the equivalent of more than 3,200 additional employees. The uncommon staff and volunteers of the NPS share a common trait: a passion for caring for the nation’s special places and sharing their stories.

Budget The NPS budget for fiscal year 2015 was \$2.6 billion. In 2015, \$16.9 billion of direct spending by 307.2 million park

visitors in communities within 60 miles of NPS Service sites supported over 250,000 local jobs and contributed \$32 billion to the U.S. economy. The Valley Forge budget for fiscal year 2015 was \$6.2 million. In 2015, 2.1 million visitors spent \$26.6 million in communities near the park. That spending supported 471 jobs in the local area and had a cumulative benefit to the local economy of \$40.1 million. Compared with 2014, visitor spending was up \$2.4 million and 40 more local jobs were supported by Valley Forge.

Our Official Emblem The NPS arrowhead was authorized as our official emblem in 1951. The components of the arrowhead may have been inspired by key attributes of the National Park System, with the sequoia tree and bison representing vegetation and wildlife, the mountains and water representing scenic and recreational values, and the arrowhead itself representing historical and archeological values. The arrowhead is also the registered service mark of the agency, protected by the trademark laws of the United States. The NPS allows limited use of the NPS arrowhead when doing so contributes to our work.



The NPS arrowhead was authorized as our official emblem in 1951.

The National Park System

Congress established the first national park, Yellowstone National Park, in the territories of Montana and Wyoming on March 1, 1872. This was established “as a public park or pleasuring ground for the benefit and enjoyment of the people” and placed “under exclusive control of the Secretary of the Interior.” The founding of Yellowstone National Park began a worldwide national park movement. Today more than 100 nations protect over 1,200 national parks or equivalent preserves. Most new units of the National Park System are created through acts of the United States Congress, and congress occasionally asks the secretary of the interior for recommendations on additions to the system. The President of the United States has the authority, under the Antiquities Act of 1906, to proclaim national monuments on lands already under federal jurisdiction.

NPS Mission Statement

On August 25, 1916, President Woodrow Wilson signed the act creating the National Park Service, a federal bureau under the United States Department of the Interior responsible for protecting the 40 national parks and monuments then in existence, and those yet to be.

Organic Act Establishing the National Park Service *Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there is hereby created in the Department of the Interior a service to be called the National Park Service, which shall be under the charge of a director, who shall be appointed by the Secretary. . . The service thus established shall promote and regulate the use of the Federal areas known as national parks, monuments, and reservations hereinafter specified by such means and measures as*



Yosemite National Park is the first example of federally protected land because of its natural beauty so that people could enjoy it.

conform to the fundamental purpose of the said parks, monuments, and reservations, which purpose is to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.

NPS Centennial

On August 25, 2016, the NPS turned 100! The Centennial celebrated the achievements of the past 100 years, but it is really about the future. It’s about kicking off a second century of stewardship for America’s national parks and for communities across the nation. Most importantly, it’s about inviting you to join us. In celebration of the Centennial, the NPS launched a movement -- Find Your Park -- to spread the word about the amazing places we manage, the inspirational stories that the national parks tell, our country’s natural resources, and our diverse cultural heritage. Find Your Park is about the NPS working in your community through education programs, community assistance projects, and more.

The Volunteers-In-Parks (VIP) Program

The NPS Volunteers-In-Parks (VIP) program began in 1970 with 100 volunteers who provided interpretation at a handful of sites. These trailblazers gave demonstrations, provided education programs, and staffed visitor center desks, bringing a new level of involvement in the form of citizen-based stewardship. Since then, the VIP program has grown steadily. In 2015, more than 400,000 volunteer donated over seven million hours of service to the national parks and to NPS programs such as the Rivers, Trails, and Conservation assistance Program and National Heritage Areas. A strong mutually beneficial relationship now exists among parks, program areas, volunteers, partner organizations, and the visiting public, nurtured and sustained by the structure, leadership, and innovation of the VIP program. Volunteers have become an indispensable resource in helping the NPS accomplish its mission.

VIP Program Vision Provide opportunities so that every citizen can feel a sense of stewardship and responsibility for preserving and protecting his/her natural and cultural resources.

VIP Program Mission To support and enable volunteer engagement opportunities that are mutually beneficial to the priorities of the national park system, its organizational partners, and the diversity of individual citizens.

Who May Be a Volunteer? All U.S. citizens may volunteer. Any non-U.S. citizen with legal permanent resident status in the United States may be accepted as a VIP upon providing proof of resident status. All other non-U.S. citizens must meet Department of State and Department of Homeland Security requirements before participating as a VIP. VIPs are accepted from the public without regard to race, creed, religion, age, sex, sexual orientation, color, national origin, or disability.

However, the volunteer must be physically able to perform the work for which he or she volunteers. VIPs are individuals or groups of individuals who perform work for and are under the direction of the NPS and for which they receive no salary from the NPS. Individuals, organized groups, and children under the age of 18 may volunteer under a signed volunteer service agreement. All volunteers under the age of 18 must have the signature of a parent or legal guardian.

Individuals convicted of minor crimes who are participating in court-approved probation, work release, or alternative sentencing programs may serve as VIPs at the discretion of the park superintendent. Volunteers requiring regular, non-supervised access to federally controlled spaces and/or network access will require a background investigation and a government access card.

Volunteer Service Agreement

The Volunteer Service Agreement (Form OF301a for individuals) is for YOUR protection and should be renewed and updated annually, in conjunction with an annual review of your position description. This important document lists your job responsibilities; potential safety hazards associated with the position; has a photo release; and has a place for you to indicate an emergency contact. Your supervisor will go over this document in detail and you both will need to sign it.

Volunteer Safety/Risk Management

A VIP is not required to perform work for which he/she is not qualified, for which he/she has not been adequately trained, which he/she does not feel comfortable doing, which he/she does not willingly agree to do, or which is not part of the written position description. You should be given a position description to review prior to initiation of service.

VIPs who have a current, signed volunteer agreement and current position description on file and who have been trained for specific duties receive the same protection as NPS employees under the Federal Employees Compensation Act [see 5USC Sec. 8101(1) (B) and 16USC Sec. 18i(c)], the Worker's Compensation Act, and the Federal Tort Claims Act [see 28USC Sec. 2671-2680 and 16USC 18i (b)]. The Volunteer Protection Act of 1997 Public Law 105 - 19 provides protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers. Volunteers are considered to be federal employees for these purposes only.

Personal Liability While Working As a Volunteer

Because VIPs are considered employees for the purpose of the Federal Tort Claims Act , they are offered the protection of the Act for personal liability, as long as they are within the scope of their assigned responsibilities. VIPs must complete the appropriate volunteer forms, receive proper training, and operate under specific written job descriptions. This procedure is necessary if questions arise regarding whether a VIP was acting within his or her assigned responsibilities.

What to do if you are injured

VIPs are entitled to necessary first aid and medical care for on-the-job injuries. In most cases during your shift, your supervisor and/or another park staff person will be nearby and will know what to do in case of injury. A volunteer who suffers an injury while working at Valley Forge NHP should contact the Law Enforcement Rangers immediately and his or her supervisor as soon as possible. If you require immediate medical attention, you or someone in your party should dial 911. If your injury does not require immediate medical attention, please contact Law Enforcement at (610) 275-1222. If you seek medical attention, do not provide your personal insurance information. Instead, provide the federal worker's compensation forms given to you by the responding Law Enforcement Ranger or your supervisor.

Your supervisor is responsible for (1) certifying the authenticity of the claim, (2) helping you obtain and complete the proper claim forms (if you wish to file a claim for compensation), and (3) helping you submit the claim to the Department of Labor for processing.

Discrimination

Equal Employment Opportunity Commission (EEOC) regulations prohibit discrimination on the basis of race, color, national origin, age, sex, sexual orientation, religion, and disability and also provide protection from reprisal for having filed a complaint of discrimination.

In our continuous pursuit of excellence, all personnel share responsibility for ensuring that the talents and contribution of each member are recognized, valued, and used in a manner that contributes to accomplishing the NPS mission. While VIPs are generally not considered employees of the NPS for the purposes of EEOC regulations, they may seek counseling from EEO counselors assigned to the park if they believe that they have been subjected to discrimination or harassment based on race, religion, color, national origin, sex, age, sexual orientation, disability, or reprisal. These counselors can offer assistance and guidance to VIPs who feel that they have been discriminated against.

See below for the local Equal Employment Opportunity Commission contact. Formal complaints through the EEOC must be filed within 45 days of the matter alleged to be discriminatory. Counselors are required to maintain confidentiality of all issues relating to EEO concerns. They can serve as listeners who can help you deal with your concerns, as impartial fact finders, and as researchers for bureau EEO policies or procedures. EEO counselors are neutral; they are not your NPS legal representatives. Allegations of discrimination will be addressed in a prompt, fair, and impartial manner. The NPS policy is to resolve any discrimination problems as soon as possible.

Philadelphia District Office

801 Market Street, Suite 1300

Philadelphia, PA 19107-3127

<https://www1.eeoc.gov/>

Reimbursement

The NPS provides Valley Forge NHP with funds to manage the park's volunteer program. We use our VIP Program funds to provide uniform items, training supplies for new volunteers, and to recognize the contributions of volunteers at the Volunteer Appreciation Luncheon. Considerations for reimbursement may be made for special circumstances or required trainings that take place outside of the park. The decision to provide a reimbursement is up to the park's volunteer coordinator in consultation with your supervisor and is made on a case by case basis. You must gain approval in advance for any expenditure for which you would want reimbursement.

Termination of Volunteer Service Agreement

Often potential work-related challenges can be resolved by first speaking with your supervisor; however it is important for you to know that you may terminate the agreement at any time by notifying your supervisor or the park's volunteer coordinator. If you and the supervisor or park volunteer coordinator cannot come to an agreement and you wish to resign, the supervisor will sign the "termination" section of the volunteer agreement.

The termination section (found on the second page of the volunteer service agreement form) serves two purposes: it provides a means of officially terminating an agreement when necessary or appropriate, and it provides a legal record of when an agreement was terminated in case of a lawsuit or injury claim.

Volunteers also may be terminated either because their position has come to an end or due to conduct or performance issues. However, the supervisor will work with the volunteer to correct performance and behavior whenever possible. The supervisor will terminate the agreement if the volunteer's attempts to correct the situation are not satisfactory.

Appropriate reasons for the volunteer to terminate her/his service:

- Assignment has ended
- Volunteer feels unprepared to conduct service (e.g., not trained, trained but needs more practice, lack of proper safety equipment, etc.)
- Volunteer has personal reasons that make it difficult to continue service
- Volunteer doesn't receive enough support to successfully accomplish service

Appropriate reasons for park staff to terminate a volunteer's service:

- Misconduct
- Unsatisfactory performance
- Breach of confidentiality

- Inappropriate behavior
- Disregard of policies and procedures
- Suitable assignment not available

National Recognition of Volunteers

The following methods exist at the national level to recognize volunteers for exceptional service or for achieving milestones of service:

America the Beautiful Pass Volunteers who donate a cumulative amount of 250 hours to the NPS or another participating federal agency are eligible for the America the Beautiful Pass. This pass covers entrance fees at national parks and national wildlife refuges, as well as standard amenity fees at national forests, national grasslands, and at lands managed by the Bureau of Land Management and Bureau of Reclamation. The pass covers a driver and all passengers in a personal vehicle at per vehicle fee areas, or up to four adults in areas that charge per person.

The President's Volunteer Service Award

The President's Volunteer Service Award is an initiative of the Corporation for National and Community Service (CNCS) and is administered by Points of Light. These awards recognize youth, adult, and group volunteers at various service levels. Hours are measured over a 12-month period and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of your service achievement. Levels include bronze, silver, gold, and the highest honor, the President's Lifetime Achievement Award for those who contribute more than 4,000 hours of service in their lifetime.

George and Helen Hartzog Awards for Outstanding Volunteer Service The NPS, with support from George and Helen Hartzog, created these national awards to honor volunteers' hard work, draw attention to their vast skills and contributions, and stimulate the development of innovative projects and volunteer involvement. The intent of the awards is to distinguish those individuals or groups who give their skills, talents, and time beyond the normal call of duty. They are not awarded based solely on length of service. Volunteers who are nominated for these awards will first compete at the regional level; regional winners will send to Washington to compete for the national award. Valley Forge's overall VIP program received the award in 2010.



Front and back images of the Centennial Volunteer Challenge Coin.

Local Recognition and Engagement of Volunteers

Our volunteers are very important to us. Each year, volunteers are formally recognized for their contributions in a number of special ways that are unique to Valley Forge NHP.

The Centennial Volunteer Challenge

The Centennial Volunteer Challenge was created in celebration of the NPS Centennial. Registered volunteers who contribute 2,016 hours of service over their lifetime can earn a Centennial Volunteer Challenge Coin.

Volunteers Phil Mulligan and Don Naimoli, NPS Director Jon Jarvis, and former Valley Forge NHP VIP Program Manager Ernestine White at the Hartzog award ceremony.



Volunteer Council At the invitation of the park volunteer coordinator, experienced and active volunteers will be asked to join the VIP Council. The council meets at least quarterly to advise the park volunteer coordinator on how to improve management, coordination, recruitment, usage, communication, morale, recognition, training, and any other areas that affect the quality of the park's volunteer program as well as the individual volunteer experience.

Benefits of Volunteers In addition to being eligible for perks associated with the NPS Volunteers-in-Parks program, as a volunteer at Valley Forge NHP, some of the benefits you will receive are

1. Be eligible for perks associated with the other national and regional recognition means (e.g., free passes each April to area museums, President's Service Award).

2. Meet new people with shared interests in history and the outdoors.
3. Receive complimentary training (e.g. First aid/CPR, historic and natural resource training).
4. All-employee and volunteer holiday party and summer barbecue.
5. An annual volunteer appreciation luncheon.
6. 20% discount all products at The Valley Forge Encampment store.
7. The 1777 Patriot Award: Created in the centennial year, this award honors volunteers who have served 1777+ hours in the park over their lifetime.
8. Develop job skills, earn references, and have the opportunity to become a leader of other volunteers.

Recipients of the Valley Forge 1777 Patriot Award pause for a photo.



Valley Forge National Historical Park

Valley Forge NHP Mission Statement & Significance

Valley Forge NHP conserves and interprets the land and resources associated with the storied 1777-78 winter encampment of General George Washington and the Continental Army. The park commemorates the sacrifices and achievements of the Valley Forge experience. It provides opportunities for enhanced understanding of the encampment's legacy for the inspiration and benefit of the people.

Valley Forge NHP is significant because:

1. The legendary six-month 1777-78 winter encampment of the Continental Army took place at Valley Forge. Here, under General George Washington's leadership, the army was transformed into a cohesive and disciplined fighting force that went on to win the Revolutionary War and secure independence for America. The historic landscapes, structures, objects, archeology, and natural resources at Valley Forge are tangible links to a defining event in our nation's history.

2. The history and mythology of Valley Forge evoke the spirit of patriotism and independence and represent the resolve and perseverance of the Continental Army. Valley Forge truly is a citizen's park – created by citizens to preserve a significant and meaningful place that had inspired the Continental Army a century earlier. The park's inspirational quality continues to move us a century later. Since the park's founding, citizens have come together many times to advocate for it and to protect its important resources from threats. The tradition of citizen stewardship continues today.

3. As the world around Valley Forge is more densely developed, the park is increasingly significant as open space – a beautiful and valued place for relaxation, personal renewal, and pleasure, and a natural area that provides a healthy ecosystem for animals and plants.

Muhlenberg Brigade huts in the snow.



Timeline of Park Organizational History

1877 – Valley Forge Centennial Association is formed. The group was created to plan a celebration to commemorate the arrival and departure of the Continental Army into and from Valley Forge.

1878 – The Centennial Association is re-organized with the purpose of acquiring Washington’s Headquarters as a lasting memorial. Their name is changed to the Valley Forge Centennial and Memorial Association. Committee of ladies is formed to raise funds to purchase the home.

1893 – Pennsylvania Governor Robert E. Pattison establishes Valley Forge Park and the Valley Forge Park Commission to oversee its creation.

1901 – The Daughters of the Revolution Monument is erected: the park’s first large monument.

1905 – Valley Forge Park Commission acquires ownership of Washington’s Headquarters from the Valley Forge Centennial and Memorial Association.

1905 – The first reconstructed hut is built over the foundations of an original hut from the 1777-1778 encampment.

1917 – The National Memorial Arch completed and dedicated.

1923 – The Valley Forge Park Commission is reestablished under the Pennsylvania Department of Forests and Waters.

1961 – Valley Forge State Park is established as a National Historical Landmark.

1966 – Valley Forge State Park is listed on the National Register of Historic Places.

1971 – The Valley Forge Park Commission is brought under the Pennsylvania Historical and Museum Commission.

1966 – Visitor Center (present day Administration Building) and Theater constructed.

1976 – The Friends of Valley Forge Park is chartered and endorsed by the Pennsylvania Historical and Museum Commission.

July 4, 1976 – President Gerald Ford establishes Valley Forge Park as Valley Forge National Historical Park – the 283rd Unit of the National Park System.

1977 – Transition between state and federal park completed. The Valley Forge Park Commission is officially disbanded.

1978 – Present day Visitor Center opens. Old Visitor Center becomes NPS Administration Offices.

1978 – Park acquires the George C. Neumann collection, which includes over 1600 historic objects associated with the American Revolution.

2006 – The Friends of Valley Forge Park and the Valley Forge Interpretive Association merge.

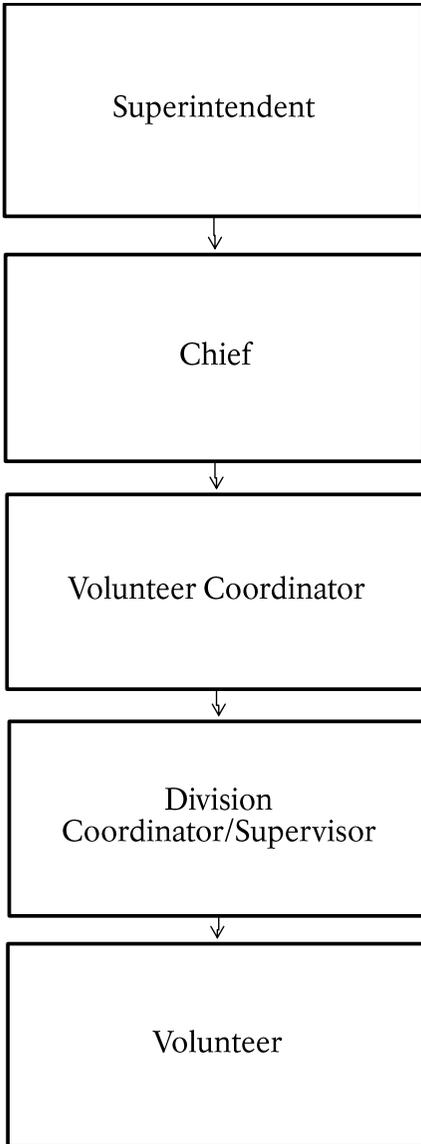
2014 – The Valley Forge Convention and Visitors Bureau is rebranded as the Valley Forge Tourism & Convention Board.

2016 – The Friends of Valley Forge Park is rebranded as the Valley Forge Park Alliance.

2016 – Valley Forge National Historical Park celebrates its 40th Anniversary on July 4th. The National Park Service celebrates its 100th Anniversary on August 25th.

Organizational Structure of Valley Forge NHP

Five divisions manage operations at Valley Forge NHP. Four of the five divisions have regular, long-term volunteer programs and a designated division Volunteer Coordinator. The park-wide VIP coordinator has overall responsibility for the program and assists all divisions.



Our Major Partners

Valley Forge Tourism & Convention Board

The Valley Forge Tourism & Convention Board, Ltd. (TCB) strengthens economic prosperity within Montgomery County, Pennsylvania, by raising its visibility as a tourism destination for leisure and convention markets. The people of the TCB work to inspire visitors to discover and explore our natural, cultural and historic assets, ultimately increasing room nights for our world-class hotels and driving revenue in our member and partner businesses. Learn more about the Valley Forge Tourism & Convention Board here: <http://www.valleyforge.org/>.

Valley Forge Park Alliance Formerly the Friends of Valley Forge Park (until June 2016), the mission of the Valley Forge Park Alliance is to advocate for Valley Forge National Historical Park, to enhance the visitor experience, and to promote public appreciation of the park's historic, environmental and recreational resources. Learn more about the Valley Forge Park Alliance here: <http://vfparkalliance.org/>.

Valley Forge Encampment Store The Encampment Store is a non-profit 501(c)3 cooperating association (with NPS) whose mission is to provide support and assistance to the interpretive, educational, scientific and historical activities of Valley Forge National Historical Park. Learn more about the Encampment Store here: <http://www.encampmentstore.org/>.

Valley Forge Tourism & Convention Board

The Valley Forge Tourism & Convention Board is a private, non-profit membership sales and marketing organization which actively promotes the Valley Forge area and Montgomery County as a convention site and leisure visitor destination by promoting patronage of its member hotels, restaurants, attractions and services. The board represents more than 300 member businesses throughout Southeast Pennsylvania.

The Board was established as the Valley Forge Convention and Visitors Bureau by the Montgomery County Commissioners in 1963, making it the county's officially chartered tourism promotion agency. In 1999, the county Commissioners voted to privatize the bureau, while maintaining fiduciary oversight through appointment of the agency's volunteer board of directors. In an effort to promote Montgomery County as a whole, the organization was rebranded as the Valley Forge Tourism & Convention Board in 2014.

The board is now a private organization. Funding comes from a combination of Commonwealth of Pennsylvania grants, membership dues, and a tax imposed on visitors occupying the county's more than 7,500 hotel rooms. The board does not receive funding from Montgomery County.



VALLEY FORGE
TOURISM & CONVENTION BOARD

The Partnership between the National Park Service and the VFTCB

The park, through its long-range interpretive plan and business plan, has identified the need to increase the park's visibility, improve its marketing, and develop stronger relations with the tourism community. The partnership between the park and the VFTCB provides the opportunity to fulfill both the park's needs and the VFTCB mission by promoting the park and the greater King of Prussia area as an overnight destination and bringing business into the community.

The partnership is staffed by the VFTCB's Visitor Service Liaison who is stationed at the park's Visitor Center.

Our foremost goal is to provide exceptional visitor services. The partnership provides Visitor Center volunteers with the tools to better serve the needs of visitors. Because of this partnership, if a visitor needs information about park activities, you will provide that information. If they need a hotel room, you can assist them in finding the right choice. If they want more information on local attractions, you can refer them to the brochure rack. As a Visitor Center volunteer, you will possess the knowledge and tools to assist visitors with their needs and questions.

Valley Forge Park Alliance

History

In 1976, The Friends of Valley Forge Park was founded to preserve our shared history – and our Park – for every generation of Americans to come. Since then, national parks have come to rely even more on their private sector partners. Valley Forge is no exception. Our mission has expanded and funding needs for the Park have increased.

Mission

As of 2016, we are now the Valley Forge Park Alliance: a membership organization that includes a total of 3,000 individuals, businesses and organizations who value the Park.

We strive to increase appreciation and support for Valley Forge National Historical Park. Because you are already a steward of the park, we welcome you to join the Alliance as a natural extension of your desire to support and preserve Valley Forge.

Activities

The Alliance's broad range of work includes fundraising, educational programs, and advocacy. On average, Alliance board and committee members provide over 6,000 hours of volunteer time annually to Valley Forge. Please visit our website <http://vfparkalliance.org/> to learn more about the Alliance and how you can get involved.

Proceeds from the 2016 Revolutionary Run are presented to the Valley Forge Park Alliance.



Fundraising

- Donated over \$50,000 for park-wide trail work facilitating a congressional matching grant through the NPS Centennial Challenge Program.
- Provided \$50,000 for the multimedia production and exhibits at the Valley Forge Train Station adjacent to Washington's Headquarters.
- Secured \$15,000 in corporate funding to underwrite park-wide summer programming and participate in Wreaths Across America.
- Completed a \$60,000 capital campaign to build a much needed open-air pavilion in the Park to accommodate visitors and provide outdoor classroom space.
- Sponsor of the Valley Forge Tourism and Convention Board's 5-Mile Revolutionary Run, held annually in the Park, which generated over \$200,000 for Park-wide projects over the past ten years.

The Valley Forge Park Alliance announces the results of their naming contest for the new pedestrian bridge.



Educational Programs

- Presented the Alliance Speaker Series, started in 2010, featuring a wide range of speakers and topics related to the American Revolution, history, the natural world, and the ongoing commemoration of Valley Forge.
- Initiated Muhlenberg Days to bring the replicated huts at the Brigade to life through re-enactors, cooking, weaving, and interactive activities.
- Created the Join the Continental Army program.
- Provided ongoing volunteer hours to research and authenticate new inquiries to the Muster Roll as well as update and maintain the website, which has received over 300,000 visits since 2011.

Advocacy and Partnerships

- Joined the Circuit Trails Coalition, to help lead the effort to complete a 750-mile regional trail network which includes Valley Forge.
- Joined forces with Mount Vernon to present executive leadership training at Valley Forge.

Valley Forge NHP VIP Program



Living History volunteers host a Bake Oven day at the Muhlenberg Brigade huts.

Vision of VAFO VIP Program

Valley Forge NHP has volunteers who are life-long stewards and advocates of the park and who fully represent the surrounding region's socio economic diversity.

Mission of VAFO VIP Program

To forge a cadre of volunteers and youth participants who accomplish the park's goals through creative service opportunities that give them joy.

VIP Program Goals

Valley Forge NHP's VIP program will:

1. Provide opportunities for a good range of experiences in the park that meet organizational goals. Good opportunities have the following characteristics: fun, rewarding, provide a sense of accomplishment, and allow for learning.
2. Provide opportunities to increase first-time (one-off) volunteers' understanding and sense of connection to and advocacy for the park.
3. Provide opportunities to increase regularly scheduled volunteers' understanding and sense of connection to and advocacy for the park.
4. Provide capacity and skills to help park staff work with VIPs to accomplish more work to help meet the park mission of preservation and visitor enjoyment.
5. Provide capacity and skills to help VIPs take on more complex work, including managing other VIPs to help meet the park mission of preservation and visitor enjoyment.
6. Increase overall volunteerism at the park (number of volunteers and hours served).

Calendar of Events

Below is a snapshot of major events that VIPs may experience a year at the park. Key code for signs: asterisk (*) = service opportunity; exclamation point (!) = social event; caret (^) = advocacy opportunity.

Month	Activity
January	Martin Luther King Day of Service*
February	Boy Scout Pilgrimage
February	Quarterly Coffee with park superintendent
February	Washington's Birthday Party* (Presidents' Day)
March	Spring bi-annual working meetings for each VIP division
March	<i>Spring Home School Day*</i>
April	Spring Corporate Service Day*
April	National Volunteer Appreciation Month
April	National Park Week
April	Annual Revolutionary Run*
April	National Junior Ranger Day*
April	Volunteer Appreciation Luncheon!
May	French Alliance Day*
May	Mom's Army*
May	Quarterly Coffee with park superintendent
June	Annual Commemoration of the March Out of the Continental Army*
June	National Trails Day*
June	<i>Seasonal Training for new employees and VIPs</i>
June	Valley Forge Park Alliance Heritage Night^
July 4th	Community Picnic in the Park*
July	All park employee and VIP barbecue!
August 25	Founder's Day
August	Quarterly Coffee with park superintendent
September	Autumn bi-annual working meetings for each VIP division
September	<i>National Public Lands Day*</i>
September 31	End of the federal fiscal year
October 1	Start of the new federal fiscal year
October	Autumn Home School Day*
October	Annual VIP Reports due (All VIPs must submit hours performed from October of the previous year to September of this year.)
October	Seasonal Training for VIPs
November	Quarterly Coffee with park superintendent
November	Veterans' Day*
November	Autumn Corporate Service Day*
December	PCK Open House*^
December	Annual Commemoration of the March In of the Continental Army*
December	All park employee and VIP holiday Party!

Valley Forge Volunteer Opportunities

Valley Forge has regularly scheduled long term volunteers with responsibilities that span all the park's work areas. Volunteers are encouraged to take advantage of opportunities to cross-train with other divisions, as well as volunteer in other divisions when there is an opening. If you are interested in volunteering elsewhere in the park, talk first with your division coordinator. Afterwards, speak with the park's volunteer coordinator to learn more about the responsibilities and training requirements of the other position.

Administration Volunteers assist when a project arises and a specific skill set is needed. For example, a natural resources volunteer helped provide construction cost estimates to assist the park in leasing a historic structure.

Cultural Resources Are you passionate about preserving cultural resources for future generations to enjoy? The *Museum Volunteer* works with the park's Curator and Archivist on projects related to the preservation and interpretation of the museum collections. The *Archeological Technician Volunteer* works with the park's GIS and Archeologist to perform archaeological research, preservation, and field work.

Interpretation Are you passionate about helping people understand and enjoy history? The *Living History Interpretive Volunteer* primarily works at Muhlenberg Brigade Huts, while the *Historic Structures Interpretive Volunteer* works at either Washington's Head-Quarters or Varnum's Quarters.

These VIPs further each visitor's understanding, enjoyment and appreciation of the park's historical resources through accurate and effective formal and informal historical interpretation.

Maintenance Do you like to be outdoors, work with your hands, and be a part of the team that manages the park's treasured buildings and landscapes? The *Maintenance Volunteer* works with the Maintenance Division and manages the park's 3,500 acres and 166 structures through manual labor. The volunteer creates a positive and lasting impression for first time visitors and enhances the experience of all park visitors, employees, and volunteers.

Natural Resources Are you looking for a way to broaden your understanding of natural resource management while helping the park? The Volunteer works with Natural Resource Management division to manage the park's 1,300 species of vascular plants and vertebrates, variety of vegetation communities, and significant water resources (e.g. Schuylkill River, Valley Creek). The *Weed Warriors Volunteer* and *Crayfish Corps Volunteer* are the most regular opportunities—both are focused on removing invasive species.

Visitor Services Are you passionate about greeting and helping visitors from around the world to have an unforgettable experience at Valley Forge National Historical Park? The *Visitor Services Volunteer* works with the Interpretive Rangers to provide friendly and professional assistance to visitors and operates the front desk of the Visitor Center.

Visitor and Resource Protection Are you passionate about helping people fall in love with the park? *Park Ambassadors* work outdoors to engage visitors who attend events and recreate along the park's 26-miles of trails. Park Ambassadors answer questions, give directions, educate about the park's history and culture, and inform about park rules. This program is through the Visitor and Resource Protection division of the park.

Special Events Valley Forge conducts monthly events and often needs extra support from volunteers. Read the VIP newsletter to stay current with upcoming opportunities. The following are a few examples of roles at special events: race marshals at the Revolutionary Run; staffing youth activity stations at National Junior Ranger Day; hosting a games table for the July 4th Community Picnic; signing in volunteers at National Public Lands Day.

Volunteer Rights

As a volunteer, you have the right to:

Be kept informed of news, activities, and park operations pertaining to your volunteer assignments.

Not undertake assignments you do not wish to do.

Receive appropriate orientation, training, and supervision.

Be assigned jobs that are worthwhile and challenging.

Have opportunities for growth in knowledge and skill.

Receive regular, clear feedback on the quality and effectiveness of your work.

Be recognized for your contributions.

Have an opportunity to provide input into the volunteer program.

Valley Forge Park Alliance Do you want to advocate on behalf of the park? On average, Alliance board and committee members provide over 6,000 hours of volunteer time annually to Valley Forge. Visit their website, <http://vfparkalliance.org/>, to learn more about the Alliance and how you can get involved.

Living History volunteer Dan leads a Join the Continental Army session.



The Role of the Visitor Services Volunteer

As a Volunteer at the Visitor Center, your first and foremost duty is to provide exceptional service to all visitors. Volunteers can provide the assistance that will ensure that visitors to the Park have a positive first impression.

Our volunteers provide information to visitors with a variety of questions, both in person and over the phone, regarding Valley Forge NHP programming and services and the local and regional area including hotel and restaurant recommendations. Volunteers also assist the National Park Rangers in any additional duties as required. Volunteers acquire information about the area through training, reference materials and life experiences. Volunteers are expected to work side by side with NPS staff and partners to fulfill the joint mission of the partnership between the park and the Valley Forge Tourism and Convention Board.

Duties for Visitor Center volunteers include basic visitor services training on a periodic basis; accurately communicating directions, schedules and park regulations to the public using appropriate techniques, whether it be face-to-face or over the phone; knowing where to find information, including performing research, to directly answer visitors' questions and know emergency procedures and contacts.

Volunteers must be at least 16 years old; be reliable, punctual, resourceful and detail-oriented; be able to adhere to all regulations, policies, and procedures mandated by the NPS and Valley Forge NHP; be able to communicate accurate information with visitors and staff; and be able to work independently or with NPS staff or partners with diverse backgrounds.

Service Commitment Volunteers must commit to at least 8 hours per month, but are encouraged to work as many hours as they are available. Volunteers should attend one of the bi-annual working meetings.

Orientation and Training Every volunteer is required to attend orientation training (scheduled periodically throughout the year). All volunteers are required to re-attend orientation training every 3 years after that. All training session hours are counted towards your total number of volunteer hours. Volunteers are encouraged to attend topical trainings from other divisions.

Scheduling Schedules are created monthly, generally about a month in advance. The Visitor Services Coordinator will reach out with a general schedule with shifts to be filled. You may be able to request specific days, but it is not guaranteed.

Shifts are generally four (4) hours in length, from 9:00am to 1:00pm, and 1:00pm to 5:00pm. Adaptions to the schedule may be made upon request, but keep in mind that scheduling is based on visitation.

Breaks You are permitted to take one (1) fifteen (15) minute break during your shift, provided there is coverage for the time period you are gone.

Food and Beverages Snacks and drinks are allowed at the Visitor Center desk, provided that they are out of sight during your shift. Should the volunteer have a snack at the desk, it is the volunteer's responsibility to clean up after themselves.

Absenteeism If you are unable to work your scheduled shift, please notify the Information Desk at (610) 783-1099 as soon as possible.

You may leave a voice message if no one answers your call. If you consistently miss shifts and/or fail to notify your supervisor, a warning will be issued. Persistent absenteeism or failures to notify your supervisor in advance of the absence will result in suspension of all scheduled hours.

Dress Code Wearing a uniform is very important when working at the Visitor Center. Each person who works at Valley Forge NHP represents the NPS to everyone with whom we have contact. Uniformity promotes professionalism. Wearing a uniform makes you identifiable to visitors and is an easy way to enhance security. A uniform identifies you as an approved part of the Valley Forge team. As we are known for providing quality interpretation and visitor services, we observe the following general guidelines:

Summer Uniform: Khaki or dark pants, park provided short sleeved logo shirt, name tag, and optional logo fleece.

Winter Uniform: Khaki or dark Pants, park provided long sleeved logo shirt, nametag, and optional logo fleece or vest.

Shirts, fleece jackets or vests and name tags will be provided to you by the park. Extra shirts will be distributed as needed. As a new volunteer, you may experience a delay in receiving these items. The Park Service will determine the periods of time throughout the year when you can change the seasonal uniform, and you will be informed by your supervisor.

The following is not acceptable at any time: jeans, hats (unless provided by the park), t-shirts, sweatpants, sweatshirts, leggings, sleeveless outfits, items with logos and/or political statements, and mini-skirts.

Shirts that are made to be tucked in should be so. All clothing, including shoes, should be in good condition, and not torn, stained or rumpled. Flip-flops or similar bare footwear are also prohibited. Proper hygiene and grooming are also expected. No clothing policy can fully specify what is acceptable. As a volunteer at Valley Forge NHP, the image you present to visitors reflects the professionalism of our staff and the park itself. If you have any questions as to what qualifies as a professional appearance, please ask your supervisor.

Prohibited Activities The following is strictly prohibited while on duty representing Valley Forge NHP or wearing any badges or clothing identifying you as a Valley Forge NHP volunteer. Failure to comply will result in immediate dismissal of volunteer duties:

- Purchasing or consuming alcoholic beverages.
- Smoking (pipes, cigars or cigarettes) in prohibited buildings.
- Gambling in any form, even when off duty.
- Participating in or attending any demonstration or public event where the wearing of the uniform could be construed as agency support for a position, issue or political party.
- Sleeping while on duty or in public view.

- Demonstrating lack of respect for supervisors, support staff or visitors to the park.
- Swearing, cursing, or use of profane language.

Telephone and Computer Use Park phones may be used during business hours for calls that are necessary and in the interest of the NPS. They should not be used to make personal and/or long distance calls at any time. Volunteers who require computer access will be given a background check, and must comply with all rules and policies regarding computer use. Computers are not for personal use and are only to be used for NPS business.

Computers may be used for the sole purpose of accessing information for visitors, and only with permission of the supervisor on duty, as long as your computer search does not interfere with the needs of other visitors. The Park and the TCB's Wi-Fi is for internal use only.

Social Media Policy As citizens of the 21st Century, we are all aware of the variety of ways to communicate online. We ask that you please be aware of your association with the NPS while on social media.

If approached by a member of the media to comment on matters related to the park, please refer them to call the Visitor Center and ask for the park Public Information Officer. Taking photos or videos of emergency services activities is prohibited.

Cell Phone Policy It is the policy of the NPS that all cell phones must be turned OFF or set to SILENT mode while on duty. This also applies to volunteers. At no time should you be on your cell phone, unless you are using your device to help a visitor with specific information. You may use your phone in emergency situations, or if you step away from the desk, with supervisor approval.

Visitor Policy Please remember that while you are here at the Visitor Center, your role is to assist the visitors to the park. Family and friends are always welcome to visit during your shift, as long as they do not detract from your duties at the desk.

Under no circumstances whatsoever should friends or family be behind the Visitor Center desk.

Busy Policy We understand that there can be periods of downtime at the Visitor Center, where time can pass very slowly, especially in the winter months. You are absolutely allowed to bring projects with you (such as reading materials, knitting and similar craft projects, etc.) to pass the time during your shift, as long as you assist the visitor first and foremost. You must be prepared to set aside your project to assist the visitor when necessary. Visitors are the first priority, and please make every effort to help them as they need it.

Positive Attitude A smile and a positive attitude should be part of your uniform. Since you are volunteering your time with us, you already have an obvious love for Valley Forge. Share this passion with our visitors, who make the time to come visit the park. Please remember to stand when greeting visitors. It shows respect for and professionalism to our visitors.

Evaluations Volunteer evaluations will occur from time to time to ensure exceptional service in preserving resources and to our visitors. This is always an opportunity to refine your skills at the Visitor Center desk. This may occur over several shifts and may not be announced. An evaluation review will be held by the Visitor Services Liaison and may include staff members.

Lack of improvement over time in areas indicated as needing improvement on an evaluation will result in warnings with possible suspension/dismissal of volunteer duties.

Emergency Procedures

In the event of any type of emergency in the Visitor Center, it is important to always think SAFE:

Stay Calm

Assess the Situation

Find Appropriate Help

Evaluate how to best assist Rangers until help arrives.

Medical emergencies, physical confrontations, threats of terrorism, reports of personal and/or vehicular accidents are all issues where you MUST DIAL 911 IMMEDIATELY. It is essential that you calmly report the situation fully, with as much detail as possible, so that first responders are fully aware of all of the details of a situation. To report situations that need a law enforcement response but that are not true emergencies, dial Montgomery County Dispatch at (610) 275-1222 and provide your location.

Medical Emergencies

If the situation is critical, call 911 and calmly explain the situation. For non-emergencies that do not require immediate critical care, there is a first aid kit located on the wall behind the Visitor Center desk. Nothing more than what is in the kit should be provided to ill or injured visitors. Do not administer care personally. Provide only the resources and let the visitor apply them themselves.

Fire Emergencies

In case of fire, call 911 to report it, then immediately notify the ranger/staff member on duty and follow their directions. The staff have been trained to follow emergency procedures and it is important that you stay as calm as possible to assist the floor marshals.

If you are in clear and present danger, exit the building immediately and direct first responders to the scene.

Winter Closures

Winter at Valley Forge can be unpredictable. The priority at Valley Forge during inclement weather is ALWAYS the safety of the staff, volunteers and visitors. In the event of snow, please call the Emergency Weather Line at (610) 783-1095. A recorded message will give you the park's current status. You also can sign up for the park's text alert system by texting the word VFPARK to 888-777.

Visitor Disturbances

The Visitor Center applies the “No Shirt, No Shoes, No Service” guidelines to all Visitors. All persons not complying with this rule must be asked to leave immediately. Animals are not permitted in park buildings unless they are service animals. Additionally, all animals must be leashed at all times while on park property. There are no exceptions.

As of 2010, visitors are allowed to possess firearms provided they comply with federal, state, and local regulations while on NPS property, but are not allowed to enter any federal buildings with firearms. Should you see a visitor with a firearm inside a park building, do not engage with the visitor. Immediately call the Non Emergency number and ask them to send a law enforcement ranger to the building.

In general, if a disturbance occurs, notify a ranger or staff member immediately. Do not attempt to engage in visitor disturbances. If a visitor creates an unruly situation, law enforcement rangers must be contacted. To do so, contact the Non-Emergency number: (610) 275-1222. If a visitor wishes to report an incident, call Non-Emergency and request a law enforcement ranger to report to your location.

Run, Hide, Fight

In the unlikely situation where the volunteer is faced with a live shooter (or active shooter), volunteers should employ the strategy recommended by the Department of Homeland Security: Run, Hide, Fight. More information, including a superb video, can be found here: <https://www.dhs.gov/active-shooter-preparedness>. Staff and Volunteers should ALWAYS consider their safety first!

General Evacuation Procedures

1. Upon hearing any alarm or an order to evacuate, all employees will exit the building immediately, while assisting visitors, concessionaires, and volunteers to the nearest exit. **DO NOT USE ELEVATORS DURING AN EVACUATION!**
2. Only trained personnel should attempt to extinguish a fire with a fire extinguisher and only if the fire is judged to be in the early stages. Evacuation is more important than making an attempt to extinguish a fire that may put you in danger.
3. Close, but **DO NOT LOCK**, doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. **STAY CALM - AVOID PANIC.**
4. Employees and visitors will not re-enter any building that they have evacuated until the fire department and the park incident commander has deemed the situation clear. **SILENCING THE ALARM IS NOT A SIGNAL TO RE-ENTER!**
5. Medical needs and all evacuation problems shall be reported to the incident commander.
6. In the event of a fire, the local fire department will be in command of the suppression and salvage procedures for the park.
7. Employees who are not assigned to a specific post or job should report to the designated assembly location. Assembly location for the first floor is the flagpole outside the main entrance. Assembly location for the second floor is the light pole in the grass median of the parking lot.

Selected Bibliography

The following is a list of suggested books to read to familiarize yourself with the Valley Forge Encampment and the history of the National Park Service.

The American Revolution

A History of the American Revolution – by John R. Alden

An Imperfect God – by Henry Wiencek

Founding Myths – by Ray Raphael

John Adams – by David McCullough

Patriot Battles: How the War of Independence Was Fought – by Michael Stephenson

Paul Revere's Ride – by David Hackett Fischer

The American Revolution – by Gordon Wood

The Glorious Cause – by Robert Middlekauff

The Narrative of a Revolutionary Soldier – by Joseph Plumb Martin

The Philadelphia Campaign: Brandywine and the Fall of Philadelphia – by Thomas McGuire

The Philadelphia Campaign: Germantown and the Roads to Valley Forge – by Thomas McGuire

Washington's Crossing – by David Hackett Fischer

Valley Forge

Epic on the Schuylkill – by John B. Trussel

Following the Drum: Women at the Valley Forge Encampment – by Nancy K. Loane

Great and Capital Changes – by Barbara Pollarine

The Drillmaster of Valley Forge – by Paul Lockhart

The Philadelphia Campaign 1777-1778 – by Stephen R. Taaffe

The Valley Forge Report – by Wayne Bodle and Jacqueline Thibaut

The Valley Forge Winter – by Wayne Bodle

Valley Forge: Making and Remaking a National Symbol – by Loretta Treese

National Park Service and Historical Interpretation

Interpretation for the 21st Century – by Larry Beck and Ted Cable

Interpreting Our Heritage – by Freeman Tilden

National Park Ranger: An American Icon – by Charles R. Farabee Jr.

Historic Structure Reports

Appendix

Visitor Center Information

The Visitor Center of Valley Forge National Historical Park is located at:

1000 North Outer Line Drive

King of Prussia, Pennsylvania 19406

Hours of Operation:

The Visitor Center is open from 9:00am to 5:00pm, 7 days a week, 362 days a year. It is closed on Thanksgiving Day, Christmas Day and New Year's Day. Summer hours are 9:00am to 6:00pm, usually between Memorial Day and Labor Day.

Administrative Offices Information

The administration office of Valley Forge National Historical Park is located at:

1400 North Outer Line Drive, King of Prussia, Pennsylvania 19406

Hours of Operation:

The administration office is open from 8:00am to 4:00pm, Monday-Friday. It is closed on Thanksgiving Day, Christmas Day and New Year's Day.

Important Phone Numbers

Visitor Center Main Line.....	(610)-783-1099
Park Administration Building.....	(610) 783-1045
Special Use Permits Office.....	(610) 783-1087
The Encampment Store.....	(610) 783-1074
NPS Volunteer Coordinator.....	(610) 783-1061
Weather Emergency Line.....	(610) 783-1095
NPS Law Enforcement Ranger Station.....	(610) 783-1050
Visitor Services Volunteer Coordinator.....	(610)-768-0281
Montgomery County Non-Emergency Line.....	(610)-275-1222

Frequently Asked Questions

The following is a common list of FAQs we receive at Valley Forge.

1. Where is George Washington's tent? When will it come back?

George Washington's Marquee Tent was on display here at the Visitor Center for a number of years. It was on loan to the park from the Valley Forge Historical Society. The society and the American Revolution Center merged and the marquee will be displayed at the new Museum of the American Revolution, opening in 2017.

2. I thought the new museum was to be built here at Valley Forge?

NPS and the American Revolution Center worked together in partnership to plan and design a museum that would combine and display the collections of the park and the Valley Forge Historical Society. In 2006 ARC withdrew from the partnership and the museum is under construction at 3rd and Chestnut Streets in Philadelphia, planned for an April 2017 opening.

3. What time does the park/trails/restrooms close?

The park grounds, trails and trail restrooms are open from 7:00am to one half hour after sunset (hours vary depending on the season). The Visitor Center and Washington's Headquarters are open from 9:00am to 5:00pm (6:00pm in summer).

4. Where are the public phones?

There are no public phones in the park.

5. How big is this place?

Valley Forge National Historical Park is approximately 3500 acres (3,452 to be exact). There are 14.8 miles of boundaries, 1,348 acres of forests and 914 acres of tall grass meadow. There are 12 Encampment-era buildings, 63 post-Encampment buildings, 43 monuments and memorials.

6. Is there a bus to Philadelphia? Where and when does it stop?

The SEPTA #125 Bus stops in the main parking lot and in front of the Visitor Center about every hour. More detailed schedules can be found at the Visitor Center desk. Visitors must stand at the bus stop in order to be picked up.

7. Is there a film about Valley Forge? Where is it shown and how often?

There is an 18-minute orientation film, Valley Forge: A Winter Encampment. It is shown in the park's theater every half hour, from 9:30am to 4:00pm (5:00pm in summer).

8. Is there a cemetery in the park?

This is a trick question. There is a cemetery behind the Washington Memorial Chapel, which is the chapel's cemetery. There is no Revolutionary-era cemetery on site: Those who died during the encampment were buried nearby at local hospitals.

9. Where was the actual battle of Valley Forge?

Nowhere. No battles were ever fought at Valley Forge. This was the encampment site and training ground of the Continental Army from 1777-1778.

However, there was a skirmish/raid here on Sept 18th 1777 (ironically, three months prior to the actual selection of Valley Forge as the encampment site) in the vicinity of Washington’s HQ, Valley Creek, and the Iron Forges. The British sent a raiding party of Dragoons to Valley Forge to investigate a suspected supply cache Washington was hiding in the Iron Forges. Shots were fired as American Soldiers were getting supplies across the creek.

10. Where can I get a bite to eat?

Depends on what kind of food you want. For snacks and sandwiches, some of the closest options are the Chapel Cabin Shop, behind the Washington Memorial Chapel or the Canteen, operated by the Encampment Store in the Visitor Center parking lot during the summer. Snacks are available in the Encampment Store at the Visitor Center, and there many options between the King of Prussia Mall Food Court and surrounding area. There are menus at the Visitor Center Desk.

11. Where is the DAR monument?

The 1901 Daughters of the American Revolution Monument is located across from the Washington Memorial Chapel. It is dedicated to the “Soldiers who died at Valley Forge.”

12. Where did Washington cross the Delaware here?

He did not cross the Delaware here. Washington crossed the Delaware one year earlier, on December 25, 1776, and 40 miles east of here, in Bucks County just north of Trenton. Washington Crossing State Park in Bucks County commemorates this event.

The Schuylkill River runs through Valley Forge NHP, and Washington probably crossed it frequently during the six months of the encampment.

13. Where is the closest ATM?

In the Encampment Store. There is also one at Wawa on Trooper Road, the Valley Forge Gas Station on Route 23, and at a few banks around the King of Prussia Mall.

14. Where is the nearest gas station?

Wawa on Trooper Road, Valley Forge Gas Station on Route 23 just west of the park, and the Exxon at the intersection of North Gulph Road and Route 202.

15. Where is the nearest hospital?

Phoenixville Hospital (140 Nutt Road, Phoenixville, PA 19460) | 800.983.1000

Einstein Medical Center (559 W. Germantown Pike, East Norriton, PA 19403) | 484.622.1000

16. Where can we stay overnight?

There are plenty of brochures and recommendations at the Visitor Center desk. The closest hotel is the Radisson Valley Forge, across the street at the Valley Forge Casino.

17. Can I rent a wheelchair?

Yes, wheelchairs are available at the Visitor Center for free. We need a copy of the user’s driver’s license. Wheelchairs are located in the utility closet near the Encampment Store Gallery Café.

18. Can I rent bikes or horses in the park?

Bikes, yes. The Valley Forge Bike Rental is located in the main parking lot. It is open seasonally. There are no horse rentals on site.

19. Why is Valley Forge significant?

Valley Forge National Historical Park is nationally significant as the location of the 1777- 78 winter encampment of the Continental Army under General George Washington. Valley Forge represents the spirit of patriotism and independence as well as individual and collective sacrifice, and demonstrates the resolve, tenacity and determination of the people of the United States to be free. The historic landscapes, structures, objects, and archeological and natural resources at Valley Forge are tangible links to one of the most defining events in our nation's history. Here the Continental Army under Washington's leadership emerged as a cohesive and disciplined fighting force. The Valley Forge experience is fundamental to both American history and American myth, and remains a source of inspiration for Americans and the world.

20. Are there any fees?

There is no fee to enter the park. We are a fee-free park. There are fees for the trolley tours and other miscellaneous programs, however.

21. Do I need a permit to picnic or take pictures?

For groups over 30 or professional/commercial photography, a permit is required.

Interested parties can contact Lisa Waterman at 610-783-1087 or on the park's website.

22. Can I have my wedding ceremony or pictures taken at the park?

Yes, but a Special Use Permit is also required for both activities. Interested parties can contact Lisa Waterman at 610-783-1087 or on the park's website.

23. Can I buy a national parks pass here?

No. As of 2012, passes can only be bought at parks that charge a fee. A list of closest parks is available at the Visitor Center desk. Passes can also be bought online at the NPS website.

24. Do you have the Boy Scouts trail guide?

Yes, the Valley Forge Historical Trail booklet issued by the Boy Scouts of America, Cradle of Liberty Council is available in the Encampment Store.

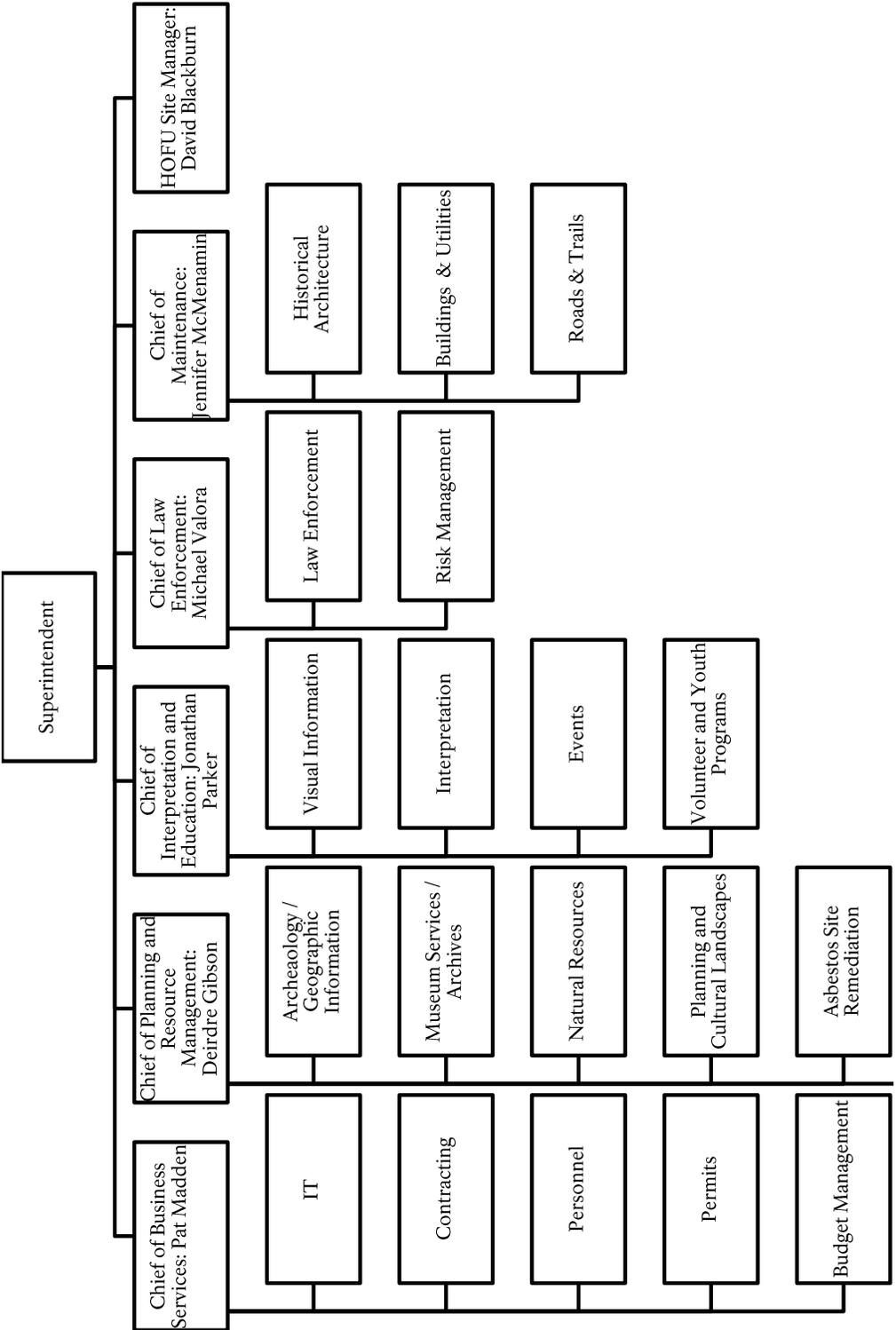
25. Is there camping allowed in the park?

No, camping is prohibited. A list of local campgrounds is available at the Visitor Center desk.

26. Does the park have a Junior Ranger Program?

Yes, the park does participate in the Junior Ranger Program. Activity booklets are available at the Visitor Center desk. Once the activities are completed, participants return the booklets to the desk, where they are checked by a ranger, who then administers an oath and give the participant badge for their work. Any staff or volunteer can check the book and issue badges.

Organizational Structure



Glossary

ADA: Americans with Disabilities Act

C2A: Director's Call to Action

CFR: Code of Federal Regulations

CRM: Cultural Resource Management

DOI: Department of the Interior

EEO: Equal Employment Opportunity

Friends: Refers to the Valley Forge Park Alliance, formerly the Friends of Valley Forge (until June 2016). They are the official 'friends' group of Valley Forge NHP.

HOFU: NPS acronym for Hopewell Furnace National Historic Site. In the park service, park sites are given a four letter acronym. For most parks, it is a combination of the first two letters of the first two words in the park name (i.e. Grand Canyon = GRCA; Yosemite = YOSE).

NER: Northeast Region

NHP: National Historical Park

NPS: National Park Services or System

NRM: Natural Resource Management

PD: Position Description

TCB: Acronym for the Valley Forge Tourism and Convention Board.

TES: Acronym for The Encampment Store, a non-profit partner of the park that runs the bookstore in the Visitor Center.

VAFO: Acronym for Valley Forge NHP. In the park service, park sites are given a four letter acronym. For most parks, it is a combination of the first two letters of the first two words in the park name. (i.e. Grand Canyon = GRCA; Yosemite = YOSE).

VIP: Acronym for Volunteers-in-Parks, the NPS volunteer program. Volunteers are frequently called "VIPs."

V&RP: Visitor and Resource Protection

WASO: NPS Headquarters in Washington, D.C. - Washington Office

YCC: Youth Conservation Corps

Discrimination and Harassment

The following documents provide additional guidance on this topic. Please ask your supervisor or park contact for Equal Opportunity issues (Lisa Waterman: (610) 783-1087 | lisa_waterman@nps.gov) if you want additional information on these resources.

1. Director's Order 16B - Diversity in the National Park Service
2. Director's Order 16D - Equal Employment Opportunity and Zero Tolerance for Discrimination
3. Director's Order 16E - Sexual Harassment Policy
4. Director's Order 16F - NPS Anti-Harassment Policy

Visitor Services Volunteer Position

Description

Are you passionate about greeting and helping visitors from around the world to have an unforgettable experience at Valley Forge National Historical Park? Visitor Service volunteers work at the front desk of the park's Visitor Center and assist visitors by answering their questions, providing directions, and sharing what is happening in the park day to day. The Volunteer provides friendly and professional assistance to visitors, answers questions accurately and promptly, shares information, and politely states park regulations.

Benefits Volunteers receive many benefits:

- Stay mentally fit while improving your community and country through service to your local national park.
- Meet new people from all over the world who share an interest in the US National Park Service, Valley Forge, history, ecology, recreation, and education.
- Receive complementary training (e.g., park historical and natural resources, etc.).
- Be eligible for perks associated with the National Park Service Volunteers-in-Parks program (e.g. The Volunteer Pass to federal lands and recreation sites).
- Be eligible for perks associated with the Valley Forge's Volunteers-in-Parks program (e.g. April free passes to area museums, park holiday party and summer barbecue, annual volunteer appreciation luncheon, 20% discount all products at The Valley Forge Encampment store, etc.).

Qualifications Volunteers must:

- Be 18 years or older.
- Ability to communicate courteously, accurately, and professionally with visitors, park staff, and fellow volunteers.
- Ability to work alone or with other park staff, either paid or unpaid, with diverse backgrounds.
- Successfully complete orientation and training.
- Be reliable, punctual, resourceful, and detail oriented.
- NPS Background checks may be required.

Time Commitment Volunteers must:

- There is a minimum requirement of 8 hours per month, or two four-hour shifts.
- Attend one of the bi-annual working meetings.
- Sign-in and sign-out for each shift.

Responsibilities

Training and Orientation. Must complete required orientation and training courses provided by the park.

Communicate. Volunteers must accurately and professionally communicate the following kinds of information to the public: directions, program schedules, special events details, and park regulations. In a situation where the volunteer does not know an answer, the volunteer must be able to direct visitors' questions to a ranger, another volunteer or person, or a resource that does have the correct answer.

Park Rules and Guidelines

These are highlights only! National Park Service rules and regulations are found in the Code of Federal Regulations (CFR) Title 36. Regulations specific to Valley Forge National Historical Park can be found in the Superintendent's Compendium, online at <http://www.nps.gov/vafo/planyourvisit/compendium.htm>.

Alcoholic Beverages Are prohibited.

Boating Valley Creek is closed to boating or any vessels.

Bicycles The use of a bicycle is prohibited except on park roads, in parking areas, and on routes designated for bicycle use.

Closures The Park is closed from one half hour after sunset to 7am. Certain thoroughfare roads are open but only for the purpose of through vehicular traffic (no stopping, parking, sightseeing, etc.)

Engaging in recreational activities that interfere with or detract from the use and appreciation of historic resources (i.e. Muhlenberg Brigade huts, Washington's Headquarters, Varnum's Quarters) or other areas used for interpretive activities is prohibited. These activities include, but are not limited to, kite flying, ball playing, picnicking and frisbee throwing.

Disorderly Conduct A person commits disorderly conduct when, with intent to cause public alarm, nuisance, jeopardy, or violence, or knowingly or recklessly creating a risk thereof, such person commits any of the following prohibited acts:

(1) Engages in fighting, or in threatening or violent behavior.

(2) Uses language, an utterance, or gesture, or engages in a display or act that is obscene, physically threatening or menacing, or done in a manner that is likely to inflict injury or incite an immediate breach of the peace.

(3) Makes noise that is unreasonable.

(4) Creates or maintains a hazardous or physically offensive condition.

Explosives Are prohibited, including fireworks and firecrackers (except by permit).

Fires Fires are prohibited except in designated fire pits and portable grills.

Fishing All visitors fishing must abide by state regulations. Live bait is prohibited.

Pets Must be on a leash or otherwise physically restrained. They cannot be left tied to an object and unattended. Pets are not permitted on any monuments in the park, except for Guide and Service animals.

Pet excrement must be disposed of in accordance with the following conditions: Owners or persons having custody or control of any animal(s) will immediately remove and dispose of excrement voided by an animal(s) under their control. Excrement will be properly disposed of in outdoor trash containers.

Report of MVA All Moving Vehicular Accidents (MVA), no matter how minor, must be reported.

Resource Preservation The following are prohibited:

- (1) Possessing, destroying, injuring, defacing, removing, digging, or disturbing from its natural state any natural, cultural, or archeological resources.
- (2) Possessing or using a mineral or metal detector or magnetometer. EMF detectors are magnetometers, and as such are not permitted.

Sanitation & Refuse The following are prohibited:

- (1) Littering.
- (2) Using government refuse receptacles for dumping.
- (3) Draining refuse from a trailer or other vehicle.
- (4) Polluting park waters.
- (5) Disposing of human waste except in designated restroom facilities.

Snowmobiles Are prohibited.

Skating/Skateboarding Are prohibited, except on the Schuylkill River Trail. Cross-country skiing is permitted, except on park roads.

Travel on roads All state through ways and tour roads are open for vehicular travel. All trails, maintenance roads, or fire breaks are not open to the public for vehicular travel.

Trespassing, Tampering, and Vandalism The following are prohibited:

- (1) **Trespassing:** Trespassing, entering or remaining in or upon property or real property not open to the public, except with the express invitation or consent of the person having lawful control of the property or real property.
- (2) **Tampering:** Tampering, or attempting to tamper with property or real property, or moving, manipulating, or setting in motion any of the parts thereof, except when such property is under one's lawful control or possession.
- (3) **Vandalism:** Destroying, injuring, defacing, or damaging property or real property.

Unmanned Aircraft Launching, landing or operating an unmanned aircraft from or on lands and waters administered by the National Park Service within the boundaries of Valley Forge National Historical Park is prohibited except as approved in writing by the park superintendent. There is an exception for approved activity by a Special Use Permit at the Airplane Field.

Unsafe Operation Operating a motor vehicle without due care is prohibited.

Weapons Visitors may possess firearms within a national park unit provided they comply with federal, state, and local laws.

Wildlife Protection Hunting, trapping, and spotlighting are prohibited.

Donation Policy

Volunteers are not permitted to accept items of value from a donor. If a visitor approaches you about donating a historic item(s), a book or money, you are not able to accept the item.

If someone wishes to donate money to help the park, you should direct them to one of the donation boxes located around the park. You can also direct them to the Valley Forge Park Alliance. By making a donation to the Alliance, a donor can be assured that the funds will be spent on Valley Forge.

If they wish to donate an historic item to the park or a book to the library, explain that you may not accept such an item and ask the potential donor to please contact the park archivist/curator. The museum staff work schedule is Monday - Friday. You may check to see if the archivist/curator is available while the person is in the park by calling the Visitor Center front desk at 610-783-1099.

National Park Service Regional Offices Map



