

Colonial Williamsburg News **EXTRA**

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Election Day is November 8
Remember to vote for the
candidate of your choice!

Does our job bidding process confuse you?

Learn more about CW's job bidding process during a "bring your own brown bag lunch" with Lynn Bloch, director of Employment and George Collins, director of Human Resources Development.

They will talk about how the bidding system works and will field questions concerning dress, resumé preparation, interviewing skills, etc.

The lunch will be held at the Personnel Training Building, Thursday, November 10, 11:30 a.m. to 1 p.m. Call ext. 7006 for more information.

Historic Trades announces administrative changes

As a result of recent administrative changes in Historic Area Programs and Operations (HAPO), several organizational changes have been made in the Department of Historic Trades.

Mike Kipps has been named deputy director of the Historic Trades department. In his new position, Mike will be taking on more responsibility for the day-to-day operations of Historic Trades.

Rex Ellis has been named director, African-American Interpretation and Presentations. He will take on direct administrative and programs responsibility for Black History programming.

"Cry Witch" is sold out!

"Cry Witch" is sold out and we need your help. If you received tickets and will not be using them, please send them back to Donna Whalen, FSO 244, as soon as possible. There are many employees who would like your tickets if you are not going to use them!

Colonial Williamsburg is in the t-shirt business!

For several years, employees have been asking for t-shirts to sell to our school groups and visitors. A t-shirt has been developed that is both educational and promotes CW.

Employees will have an opportunity to purchase the t-shirts and sweatshirts at cost before they go on sale to the general public.

The t-shirts are white with "Colonial Williamsburg" written in red and important dates and names of people and buildings written beneath it. The names continue on the back of the t-shirt and end with "Colonial Williamsburg" written

in red again. There are pink t-shirts available only in childrens' sizes.

The Hospitality and Courtesy Committee will be hold a "shirt sell" at the Personnel Training Building, November 10 from 11 a.m. to 2 p.m. and November 11 from 4 p.m. to 6 p.m.

T-shirt prices are: Adult, S,M,L, \$4.75; XL and XXL, \$5.75; childrens, S,M,L, \$3.75 and pink, S,M,L, \$4.

Sweatshirt prices are: Adult, S,M,L, \$9; XL and XXL, \$11.25; children's, S,M,L, \$7.50.

You must bring exact change or a check only made out to Colonial Williamsburg Foundation and each employee is limited to 10 of each shirt.

This is a one-time only sale. You will receive your normal 25% discount for employees and dependents when public sales begin around November 14. Additional colors will be available after January 1.

Step out and enjoy the holidays!

The holidays--Thanksgiving, Christmas, Chanukah, and New Year's--are approaching fast. Don't let the holiday food trap catch you! Join the CW Weight Watchers At-Work Program and learn ways to control your food and your body.

The next eight-week session begins Wednesday, November 9. We meet for an hour from Noon to 1 p.m. Your weigh-in is strictly confidential. The cost for the session is \$58 (\$42 for anyone 62 and over). Registration deadline is Friday, November 4. Checks are made payable to CW. A payment plan is available for any employee who cannot pay the full \$58 before the beginning of the session.

Weight Watchers is for people who are thick and tired of it! To register, call Sue Houser, ext. 7029.

Don't let the flu bug catch you!

Regular employees who are over age 65 or who have heart trouble, diabetes, or respiratory disease are eligible for free flu shots beginning November 1. (These shots cannot be given to anyone who is allergic to eggs.)

These shots will be given in Dr. Hamrick's office and eligible employees should call 253-1998 to arrange a convenient time to stop by and have the shots administered. Dr. Hamrick's office is located at 1100A Professional Drive in the Governor Berkeley Complex.

Remember to take your employee pass with you for identification purposes. If you have any questions regarding flu shots, call Linda Scoggins in the Employee Relations Department on ext. 7031.

Free Sickle Cell screening!

Free and confidential sickle cell blood screening will be provided to CW employees, retirees, and dependents on **Tuesday, November 8**. The screening will be provided at the **Williamsburg Lodge**, Rooms D and E (not room B as previously advertised) from **5:30 p.m. to 8 p.m.**

This is the day to get out and vote! But also, pay attention to your own family's personal future. On that day you have the chance to shape the future of our country and your life--**don't waste either!**

Great American Smokeout is November 17!

Thursday, November 17, marks the Twelfth Annual National Great American Smokeout. The Smokeout is an upbeat, good-natured effort to encourage smokers to give up cigarettes, cigars, chewing tobacco, etc. for twenty-four hours. It is sponsored by the American Cancer Society and is supported by thousands of other organizations, including CW!

The Smokeout focuses supportive attention on smokers from coast to coast, and non-smokers join in the fun, helping them quit for just one day--24 hours!

Non-smokers can adopt a smoker (form a "team") and support him or her in this effort to change a tough, addictive behavior. The Team signs adoption papers. The smoker trades in his or her cigarettes for a survival kit--a bag filled with lots of "goodies" such as candy, headless matches, a wrist rubber band to "pop" when they think of smoking, buttons and stickers, and a variety of educational materials. The adoptee gets instructions on "How to Adopt a Smoker."

On Smokeout Day, everyone tries to be especially kind to smokers who are trying to quit. Preaching and scolding are taboo. Persons adopting smokers for the day should offer moral support, encouragement, and incentives to help get him or her through the day--and hopefully longer!

If you are interested in participating in the Great American Smokeout, call Sue Houser at ext. 7029, or come by Room 132 in the Franklin Street Office Building, Monday-Friday, 9 a.m. to 5 p.m.

VITA = Volunteer Income Tax Assistance

VITA is a free income tax preparation service supported by CW management and provided to CW employees by fellow employees. **Volunteers are needed.**

Volunteers receive approximately 19 total hours of training to prepare 1040EZ's, 1040A's, basic 1040's, and appropriate state tax forms. Two sessions of federal training have been scheduled--one in early December and the other in early January. You can attend either or both. One session on state

tax training has been scheduled for the middle of January.

If you would like to work with an interesting group of employees, learn new skills, and help other employees, call Sue Houser, at ext. 7029. VITA needs you!

Report ALL wages to the VEC

If you receive unemployment compensation benefits, the Virginia Employment Commission (VEC) **requires** that you report **all wages** on a weekly basis.

These wages include cash tips, service charges, banquet income, regular wages, commissions, bonuses, back pay, severance pay and any other payments made by an employer. When your initial claim is filed with the VEC, they will explain how to report these wages.

If you need more information, contact Iris Diggs, ext. 7047 or Ed Joyner at ext. 7043.

See wood and metal transformed into history!

A fascinating glimpse into the craftsmanship of the past awaits you at Craft House. This special event will include demonstrations and exhibits by many of our licensed manufacturers. Kittinger Furniture's master finisher and carver will be here, as well as the brass caster from Virginia Metal-crafters, to show how our reproductions are created. Join us for this rare look into a time when quality was more important than quantity.

The demonstrations will be held on Saturday and Sunday, November 5 and 6, at the Craft House, Williamsburg Inn, 9:30 a.m. to 5 p.m. and at the Craft House, Merchants Square, 10 a.m. to 5 p.m.

Don't forget about the wonderful sale going on at both Craft Houses...all Kittinger furniture is 10% off with selected floor samples up to 40% off; 20% off all Friedman Brothers mirrors; 20% off all Schumacher fabrics; 20% off all framed prints; 15% to 20% off Wedgewood china; 25% off selected styles of Karastan rugs.

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is November 3, 1988. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO. We do not take listings by phone.