



VOLUNTEER HANDBOOK

WELCOME TO OUR MUSEUM

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Welcome Message

We're thrilled to have you join our team, where volunteers like you play a pivotal role in preserving and promoting our agricultural heritage. At Sunnybrook Farm Museum, every volunteer contributes to making history come alive, creating a place where visitors of all backgrounds can connect with the rich legacy of farming practices that helped shape our community.

As a volunteer, you'll have the unique opportunity to interact with visitors, share stories of farming history, and help people of all ages engage with the past in meaningful ways. Whether you have a passion for storytelling, enjoy hands-on work, or simply want to make a positive impact, there's a place for you in our vibrant volunteer community.

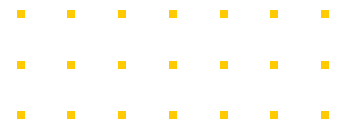
We offer a variety of engaging roles, from conducting guided tours and organizing educational programs to assisting with special events and maintaining our captivating exhibits. Through your involvement, you'll experience the rewards of making a difference, connecting with others, and becoming part of a close-knit team dedicated to sharing our agricultural roots.

This Volunteer Handbook is designed with you in mind. Inside, you'll find a comprehensive overview of Sunnybrook Farm Museum, detailing the roles available, how you can actively participate, and practical information to support you in your work here. Additionally, we'll share our mission, a brief history of the farm, safety guidelines, and essential contact information.

Thank you for joining us on this journey. We look forward to working alongside you and warmly welcome you to our team!



Bower Family & Sunnybrook Farm



Sunnybrook Farm Museum is situated on 10 acres of the original homestead belonging to James Bower, a pioneer farmer, who purchased the land in 1899. The museum consists of several original 1950s farm buildings, including Norman Bower's family home, barns, and workshop.

James Bower was a farmer, businessman, and prominent figure in agriculture. He was born on January 26, 1860, in Mono Township, Upper Canada and had seven sons and two daughters. James passed away on May 16, 1921, near Red Deer.

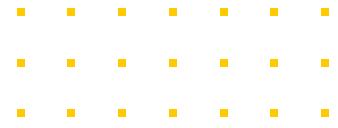
After facing setbacks in his enterprises in Ontario, James Bower made the decision to relocate to the west. Although his initial intention was to find land north of Red Deer near Wetaskiwin, he ended up purchasing a half section (320 acres) of land from the Saskatchewan Land and Homestead Company during a stop in the village of Red Deer in 1899. Intrigued by the agricultural potential of the Red Deer District, he built a small house and farm buildings on the newly acquired land. Catherine Bower and their seven children joined him the following year. Catherine named the homestead Sunnybrook, likely inspired by the popular children's book "Rebecca of Sunnybrook".

Over time, the family expanded their land holdings and constructed a beautiful brick house in 1905. The bricks used for construction were produced on the farm itself, using materials from Piper Creek. These bricks were also used in the construction of a local school. Additionally, two hip-roofed barns were erected south of the house, employing lumber from James' land at Red Deer Canyon. The transportation of this lumber was carried out during winter months when the river was frozen.



The Bower family primarily focused on raising Shorthorn cattle, although James Bower was particularly invested in breeding Percheron horses, some of which were imported from France. In 1907, he became the first person in western Canada to acquire an International Harvester gasoline tractor. James Bower played a critical role in the western agricultural movement and served as the founding president of the United Farmers of Alberta in 1909.

Norman Bower, the youngest son of James Bower, was born on March 1, 1904, on Sunnybrook Farm in Red



Deer. He passed away on February 21, 2002, at Red Deer Regional Hospital. Norman was known for his progressive farming practices and dedication to the community. The farm remained known for its purebred cattle and Percheron horses. Throughout his adult life, the farm expanded to include the current Westerner Exposition Grounds and stretched to 32nd Street South. Over time, the original brick house and barns were gradually replaced. James Bower's children eventually sold most of the original Sunnybrook Farm to developers, and it now forms a part of the City of Red Deer.

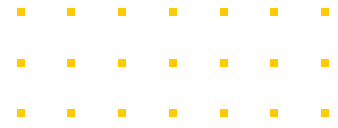
The vision to establish an agricultural museum in Red Deer was driven by the Red Deer and District Museum Society. During the development of this plan, members of the Bower family, who were pioneers and long-term residents of Red Deer, offered the society various items from their farmstead. In 1987, the youngest son of James Bower, Norman, donated the last 10 acres of his family farm and buildings to the Red Deer and District Museum Society to create the Sunnybrook Farm Museum and Interpretive Centre. However, Norman stipulated that the Bower family could continue residing on the property until their passing. Norman Bower lived on the farm until 2000 and passed away in 2002. In 1988, volunteers began collecting artifacts for display at the Sunnybrook Farm Museum, and items loaned from the Red Deer and District Museum were permanently exhibited.

In 1995, the Agricultural Museum Committee of the Red Deer and District Museum Society took the initiative to establish a separate society responsible for managing the property and further



the museum site. Consequently, the Friends of Sunnybrook Farm Society was established on May 16, 1996, with the aim of operating and managing the Sunnybrook Farm Museum. In November 2012, the ownership of the 10-acre property, where the museum is located, was transferred from the Red Deer and District Museum Society to the Friends of Sunnybrook Farm Society. This transfer acknowledged the society's 17-year stewardship of the property and their ongoing commitment to operating the agricultural museum in accordance with Norman Bower's original gift. The society currently oversees a collection of more than 2,000 agricultural and home artifacts donated by the citizens of Central Alberta.

Our Team



Ian Warwick

Executive
Director



Nicole Johnson

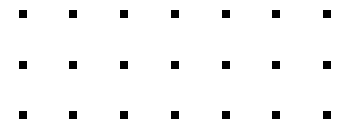
Curator & Volunteer
Experience Manager



Robin Larsen

Board
President

Vision and Mission



Vision



People learning about the early history of agriculture and rural community life in Central Alberta.

Mission



To promote understanding about rural life in a living farm community in Central Alberta, 1880–1950s, through preservation and interpretation.

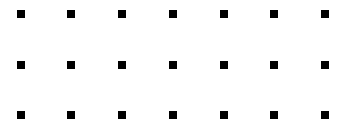
Glossary



Preservation: The act of keeping something safe from deterioration or destruction.

Interpretation: The educational act, activity, or process of explaining, revealing, clarifying, teaching, or resending an understanding about a subject, place, person, collection, or object in a personal, meaningful manner.

Core Values



Community



We embody the heritage of rural community and critical role of volunteering and supporting one another. We value creative, collaborative, and positive relationships rooted in friendliness, cooperation and sharing. We invite support for our living history, events, educational programs, and opportunities.

Integrity



We hold to the original vision Norman Bower of a farm museum showcasing agriculture, food production, farm life, and rural community, pre-rural electrification.

Leadership



We value history and the opportunities of the museums for education. This motivates service excellence with our exhibits, programming, and events. We strive for professionalism and best practices in collections development, management and preservation.

Respect



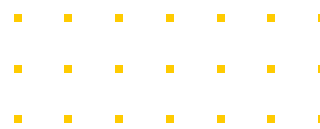
We build and maintain a safe and supportive environment to engage diverse perspectives. We value how our differences make us stronger, know that we can learn from each other, and value the contribution of all the people. We respect what the volunteers bring to us with openness to 'How they do it may be different.'

Stewardship



We hold to the original vision Norman Bower of a farm museum showcasing agriculture, food production, farm life, and rural community, pre-rural electrification.

Safety Rules



- 1** All injuries, incidents, and near misses, regardless of their severity, must be immediately reported to the relevant supervisor.

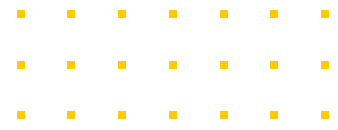
- 2** All personnel must wear approved safety and/or personal protective equipment—such as safety vests, hard hats, eye and ear protection, gloves, safety boots, and other protective clothing—whenever there is a risk of injury or when mandated by safety programs or regulations.

- 3** Theft, vandalism, or any form of abuse or misuse of museum property is strictly prohibited and may result in dismissal.

- 4** All compressed gas cylinders must be secured in an upright position. Any defects or leaks should be reported immediately, and the cylinder must be removed from service until repairs are made or it is replaced.

- 5** All work must be performed in accordance with relevant safe work practices, procedures, manufacturer instructions, and any applicable specifications or technical publications. Work should be supervised by a qualified employee or volunteer when necessary.

- 6** Tools must be well-maintained and in good condition, with all guards and safety devices properly in place. This is not applicable to artifacts that are not in use.



7 Defective or unserviceable tools must be taken out of service, tagged, and reported to the supervisor.

8 All staff and volunteers are expected to participate in any required technical, safety, or other relevant training to improve their knowledge, skills, and employability within the company.

9 Each volunteer is responsible for keeping their work area clean, neat, and organized. Tools and equipment should be returned to their proper place after use.

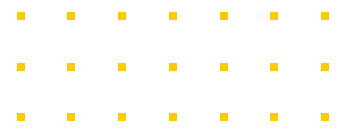
10 Fighting, horseplay, practical jokes, or any actions that disrupt or interfere with other workers are strictly prohibited.

11 The use of illegal substances or the misuse of alcohol is prohibited and may result in immediate dismissal.

12 Any form of workplace violence or harassment is strictly prohibited. All incidents or concerns must be reported immediately to the Volunteer Experience Manager. Such behaviour may result in immediate dismissal.

13 Smoking is not permitted on site.

Volunteer Safety Statement



Safety is a top priority at Sunnybrook Farm Museum. Volunteers must have the necessary training and experience to use museum tools, equipment, or machinery safely. If volunteers are uncertain about how to operate any tools or equipment, they are expected to seek assistance from staff or qualified volunteers. Training is available upon request.

Volunteers are also required to use the appropriate safety equipment based on the task at hand. For those working independently at the site, it is expected that they have a designated person who will check in periodically to ensure their well-being.

Important: All volunteers must read and understand these safety rules before beginning any volunteer work. This page must be signed prior to volunteering.

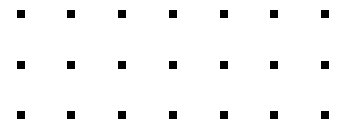
Signature: _____

Witness: _____

Date: _____

Date: _____

Rights and Responsibilities



Volunteers at Sunnybrook Farm Museum play a vital role in helping us fulfill our mission and provide an engaging experience for visitors. As valued members of our team, volunteers have both rights and responsibilities that contribute to a safe, respectful, and productive environment. Understanding these rights and responsibilities is essential to ensuring that all volunteers are supported in their roles, and that their contributions are meaningful and appreciated. This section outlines the expectations for volunteers, as well as the rights they are entitled to, to help create a positive and rewarding volunteer experience for everyone involved.

Rights



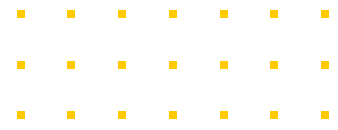
- Work in a safe and healthy environment, be informed about potential hazards, and have the right to refuse unsafe work.
- A supportive environment that encourages work and contribution.
- Practices that promote active, impactful, and rewarding volunteer involvement.
- Have the opportunity to share their feedback and ideas about their work, role, or program.
- Offer feedback and be open to receiving feedback when requested.

Responsibilities



- Demonstrate respect for the cause, community, organization, and its mission.
- Act responsibly and with integrity
- Carry out the responsibilities outlined in the "Volunteer Role" descriptions in an efficient and effective manner.
- Familiarize yourself with and adhere to all established policies.
- Notify staff or a supervisor if you are unable to fulfill your duties or will be absent from your scheduled volunteer role.
- Offer suggestions or recommend changes if you identify areas for improvement or have ideas to enhance the volunteer experience or operations.

Events & Services



Family Snow Day

Both children and adults can partake in the leisure activity of sliding down the hill adjacent to the pond. Additionally, individuals can engage in the game of fox and geese, or partake in a sleigh ride utilizing a team of horses. Furthermore, there is the opportunity to savor the experience of an outdoor marshmallow roast over a fire pit, accompanied by hot chocolate and cookies.

Children's Easter Egg Scavenger Hunt

On the Saturday of the Easter long-weekend, we welcome the presence of the Easter Bunny at the Farm! We invite you to participate in an enjoyable egg hunt as we search for the eggs meticulously hidden by our clever friend, the Easter Bunny. These eggs are discreetly placed in various locations across the farm, carefully concealed in every possible hiding spot!

Old Fashioned Ham Dinner

In May, we are delighted to invite you to a remarkable dinner event. Join the esteemed group of Sunnybrook Farm ladies as they prepare and serve their renowned ham and scalloped potato dinner. The exquisite meal will be held in the charming, traditional Hanna log house.

Spring on the Farm

This exclusive event offers a delightful country breakfast, Face painting, Antique tractor pull, Concession, cookie walk, and cinnamon buns prepared in a traditional wood stove. We have games and activities suitable for the entire family! Additionally, we invite you to meet our newest residents, adorable baby animals who will stay with us until the end of August before returning to their home farms.



Lunch at the Farm

Throughout the months of June, July and August; come relax in the Calder School community hall and enjoy lunch provided by the esteemed Ladies of Sunnybrook Farm. The lunches boast Home-Made pies, ice-cream, soups, and a variety of sandwiches. Furthermore, this wholesome lunch experience includes a guided wagon ride that showcases the rich history of the Sunnybrook Farm Museum.

Pioneer Days Festival

A two-day event that takes place on a weekend, with specific events scheduled for either Saturday or Sunday. On Saturday, visitors can enjoy attractions such as Antique Cars and a Cookie Walk. On Sunday, we offer Cowboy Church. Both days feature a variety of activities to enjoy, including the Tractor Parade, Antique Tractor Pull, Threshing, Homemade Pies, a Silent Auction, Concession Stand, and Cinnamon Buns made in a traditional wood stove. Additionally, there are child-friendly activities available, such as Face-painting, a Bouncy Castle, a Crafting station and more!


Fall Turkey Supper

Hosted in early October the Ladies of Sunnybrook Farm present their delicious turkey supper with all the trimmings! This dinner is considered a beloved tradition of Sunnybrook and presents an opportunity that should not be overlooked. This is a chance to unwind and enjoy the company of friends and family, while relishing in the comforting flavors of our homemade turkey supper.

Ladies of Sunnybrook Farm Pie & Tart Sale

Pies and Homemade Tarts made by the Volunteers here at Sunnybrook Farm, with a fantastic variety of flavours and the love, care and hard work of the Ladies of Sunnybrook.

This sale is a fundraiser for the museum with the funds raised going to support summer programs for children



School Programs

School Programs are offered in May and June. Programs are curriculum based and hands-on. Classes are divided into small groups to give everyone the ability to participate in each activity. The most common program taught at Sunnybrook Farm Museum is the Pioneer Life provided for preschool to Grade 5 students; followed by Gears and Levers, an introduction to mechanical labour-saving devices.

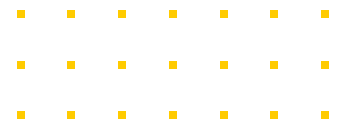
Day Camps

Sunnybrook Farm Museum offers a fun and educational summer day camp for kids ages 5-11, running July to August, from 9:00 am to 4:30 pm. Led by expert staff and volunteers, campers will enjoy themed activities like butter-making, cooking on a wood stove, and farm chores. They can explore the 1889 log home, visit the blacksmith shop, and ride the barrel train. Themed weeks include Pioneer Cooking, Pioneer Music, and the new Tractor Week with machinery demos and wagon rides. Activities change weekly for a fresh experience each day.

Children's Birthday Parties

Sunnybrook Farm Museum offers a special children's birthday party package for \$125, available on most weekends from May to August. The package includes private use of the playground picnic tables, access to the Hanna Log House (in case of bad weather), a guided animal tour, and a barrel train ride. Admission donations for all children and guests are included. Parties are available in the morning (10:00 am – 12:30 pm) or afternoon (1:00 pm – 3:30 pm) and can accommodate up to 24 children.

Volunteering Roles - Events



The Volunteer roles listed on the following pages are only some of the possible roles, there are some roles that are dependent on weather, supplies or other factors. There may be other roles available, so please contact the museum office for more information.

Marshmallow Roasting Assistant

During the Family Snow Day event, a fire pit will be set up to provide an opportunity for both kids and adults to roast marshmallows and enjoy a delicious treat. Volunteers will be responsible for overseeing the marshmallow roasting and assisting any children who may require help

Sleigh Ride Loader


During the Family Snow Day event, Sleigh Assistance Volunteers will help ensure the safety and enjoyment of guests as they board and disembark from the sleighs. Volunteers will assist guests—particularly children, seniors, or those with mobility challenges—by offering steady support to prevent slips or falls on icy surfaces. They will also help maintain a smooth flow of guests, ensuring everyone has a safe and enjoyable experience while waiting for their turn.

Hot Chocolate and Cookie Server

During the Family Snow Day event, volunteers in this role will be responsible for preparing and distributing hot chocolate and cookies to guests. They will also be responsible for keeping the serving area clean and well-stocked, and ensuring guests have everything they need to enjoy their refreshments.

Sleigh Driver

A trained and qualified volunteer in this role will be responsible for driving the sleighs during the Family Snow Day event, providing guests with a memorable ride around the Sunnybrook Farm Museum site. The Sleigh Driver will ensure a safe and smooth journey for all passengers, following established safety protocols and operate the sleigh with care on snow or icy.



Information & Guest Services

During events like Family Snow Day, Spring on the Farm, and Pioneer Days, Guest Services Volunteers enhance the visitor experience by offering information, guidance, and a warm welcome. Volunteers will answer guest questions, direct visitors to key attractions, and assist at the information booth with merchandise sales and event materials.

Easter Scavenger Hunt Station Volunteer

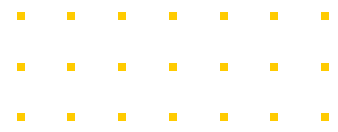
During our annual Easter Egg Hunt, Scavenger Hunt Station Volunteers will oversee stations scattered throughout the event area. Children will use clue sheets to find each station, and volunteers will help direct and encourage them as they solve clues. At each station, volunteers will provide a small treat (chocolate, toy, stamp, sticker, etc.) and ensure the station remains stocked.

Admission & Donation Volunteer

During events like the Easter Scavenger Hunt, Spring on the Farm, and Pioneer Days, Admission & Donation Volunteers will collect donations, greet guests, and provide a warm welcome. Volunteers may distribute event programs and maps, assist with navigating activities, and answer questions to enhance the guest experience.

Food Preparation Volunteer

Food preparation is a key role at the farm, as we often serve meals and beverages during our events. For example, volunteers assist with meal prep and service at the Old-Fashioned Ham Dinner and Fall Turkey Supper. We also host Lunch on the Farm events twice a month (June-August), where volunteers help prepare and serve lunches. Food prep typically takes place in the days leading up to the event and may include tasks like peeling carrots, making stuffing, or pickling beets. Volunteers can also assist from home, such as baking cookies for the Cookie Walks or preparing pie dough for the pie-making bees.



Volunteer Cook

Volunteer Cooks help cook specific foods at events, ensuring guests enjoy a delicious meal. Responsibilities include roasting meats, barbecuing sausages and hamburgers, frying pancakes and bacon, and occasionally using a wood-burning stove for treats like Bannock or cinnamon buns. Volunteers with basic culinary skills are essential at events like the Old-Fashioned Ham Dinner, Fall Turkey Supper, Spring on the Farm, and Pioneer Days.

Event Setup & Teardown Volunteer

Set up and teardown are essential roles for every event at Sunnybrook Farm Museum. While all events require preparation, larger events like Spring on the Farm and Pioneer Days demand extra time and effort, requiring additional volunteers. Tasks typically include arranging tables and chairs, assembling and disassembling tents, moving picnic tables, installing signs and banners, and decorating the event spaces. Volunteers in this role are key to ensuring events run smoothly from start to finish.

Concession Stand Volunteer

Concession volunteers greet guests and take food and beverage orders. They are responsible for operating a debit/credit machine and handling payment for food and drinks. Some volunteers will manage the grill, while others will prepare and complete orders, ensuring guests receive their food in a timely and friendly manner.

Event Registration Volunteer

For events like the Easter Scavenger Hunt, Event Registration Volunteers are essential in managing sign-ups and ensuring the event runs smoothly. Volunteers will register participants, verify details, and distribute necessary materials, helping to track the number of attendees and allocate resources effectively. They may also assist with answering questions, providing event information, and supporting crowd control to ensure an organized and positive experience for all.



Silent Auction Volunteer

During Pioneer Days, a popular event with various attractions, the Silent Auction Volunteer plays a key role in assisting guests with the auction process. Responsibilities include answering questions about the auction items and how the auction works, as well as managing the final stages. This includes contacting the winners and collecting payments via debit/credit cards or cash. The volunteer ensures a smooth and efficient auction experience for both guests and organizers.

Agricultural Equipment Demonstration Volunteer

At events like Pioneer Days, volunteers may operate large agricultural equipment for live demonstrations. Volunteers should either have prior experience or be open to learning from experienced operators. A common demonstration is the threshing machine (or thresher), which is used to separate grain seeds from stalks by beating the plant to release the seeds. Volunteers will help showcase how these traditional machines work and educate visitors about their historical use on the farm.

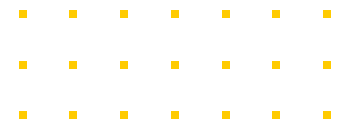
Wagon Interpreter

The Wagon Interpreter Volunteer works alongside the wagon driver during events such as Lunch on the Farm and School Programs. This role involves sharing the history of the farm, its buildings, and landmarks with guests or students during their wagon ride. Volunteers in this position should have a strong, clear voice to be heard over the noise of the antique tractor engine and be able to engage visitors with interesting stories and historical details about the site.

Wagon Driver

During events like Lunch on the Farm and School Programs, a qualified volunteer is needed to drive an antique tractor pulling the People Mover Wagon. This wagon will transport guests or students on a guided tour around the farm, providing them with a unique and educational experience.

Volunteering Roles - Programs



School Program Volunteer

As a School Program Volunteer at Sunnybrook Farm Museum, you'll help provide hands-on educational experiences for students visiting the farm. There are two distinct school programs (Pioneer Life and Levers & Gears), each featuring six interactive stations that cover different aspects of farm life and history. Volunteers will assist with guiding students through these stations, helping to explain the activities and answer questions. Whether it's demonstrating farming techniques, sharing historical insights, or engaging students in traditional farm tasks, your role will be key in bringing the farm's history to life. Training for these programs is provided each year at the beginning of May to ensure volunteers are equipped with the knowledge and tools to facilitate a fun and educational experience for the students.

Other roles may come available depending on program development. Please reach out to the museum office for more information.

Pioneer Life: Bannock Station Educator

In the Pioneer Life school program, one of the stations focuses on making Bannock, a traditional biscuit-like bread taught to pioneers by First Nations communities. Volunteers at this station will guide children in preparing the dough, sharing the history and cultural significance of Bannock. After the dough is prepared, volunteers will cook the Bannock on our wood-burning stove. At the end of the program, the freshly made Bannock will be served to the children, offering them a hands-on experience with pioneer cooking traditions. Basic culinary skills are required for this role.

Pioneer Life: Dairy Barn Educator

At the Dairy Barn station, volunteers will share knowledge about the barn's artifacts and the history of dairy operations. Volunteers should be familiar with the tools and equipment on display, including the scale used for measuring weight and Betsy, the wooden milking cow. In addition, the upstairs area features displays on vintage tools and the equipment used in the processing of milk and cream. Volunteers will guide students through these exhibits, offering insights into traditional dairy farming practices and helping to bring the history to life.



Pioneer Life: Laundry Station Educator

During our school programs, the Laundry Station offers students a hands-on opportunity to learn about the labor-intensive task of washing clothes in pioneer times. Volunteers at this station will educate students about the tools used by pioneers, such as the laundry wringer, tubs, agitator, and scrub board, and demonstrates their proper usage. Volunteers will also share insights into the significant amount of laundry pioneers had to do, including the process of obtaining water and making soap. This station helps students understand the hard work and resourcefulness required for everyday tasks in pioneer life.

Pioneer Life: Farm Animal Station Educator


This station is a key part of our Pioneer Life program, designed to teach children about the animals on the farm and their roles in pioneer life. Volunteers will help students understand how these animals contributed to the farm, providing essential goods such as food, milk, and wool. The station emphasizes the responsibilities involved in caring for farm animals and illustrates how pioneers relied on them for survival and daily needs. Students will gain insight into the important products animals provided, enriching their understanding of farm life both past and present.

Pioneer Life: Butter- Making Station Educator

During Pioneer Life school programs, one of the stations focuses on the traditional butter-making process. Typically held in the Hanna Log House Summer Kitchen, this station teaches children about how pioneers made and stored butter. Volunteers will guide students through the ingredients and tools used in the butter-making process, explaining the historical techniques involved. Depending on time, volunteers may also lead students on a brief tour of the rest of the log house, giving them a glimpse into what life was like for a pioneer family on the farm.

Pioneer Life: Grain Barn Educator

In the spring and summer, we host large groups of students for educational visits to the farm. One of the key areas of focus is the Grain Barn, where volunteers with knowledge of grains, the harvesting process, and threshing play an important role. Volunteers will also explain how grains are processed into products like rolled oats and flour. This is part of the Pioneer Life School Program.



Levers & Gears: Pulley Station Educator

At the Pulleys Station, volunteers guide students through a hands-on activity that demonstrates the mechanical advantage of pulley systems. The volunteer will first help students measure the weight of a bucket using a spring scale. They will then introduce different pulley systems, allowing each student to lift the bucket using pulleys with varying numbers of ropes. The volunteer explains how the number of ropes reduces the effort required to lift the load, and helps students measure the amount of rope needed to lift the bucket a set distance. The volunteer's role is to facilitate learning, ensure safety, and keep the activity engaging and interactive for all students.

Levers & Gears: Gears Station Educator

At the Gears Station, volunteers guide students through a hands-on learning experience about gear systems, pulleys, and simple machines, demonstrating how gears and mechanical advantage work. They will do an introduction to gears, followed by several sub-lessons on jacks, the pulley box, hand tools, and winches. Throughout the station, the volunteer ensures that the students are engaged, facilitating discussions about how gears and pulleys are used in everyday machines. The volunteer also emphasizes safety when working with gear systems and encourages students to ask questions and experiment with the equipment. The volunteer will rotate through the various lessons, making sure every student has a chance to interact with the tools and grasp the concepts of mechanical advantage and simple machines.

Levers & Gears: Levers Station Educator

At the Lever Station, volunteers guide students through hands-on activities to learn how levers work. Using tools like hammers and crowbars, students explore the relationship between the fulcrum, load, and effort. They experiment with lifting a bucket of junk by adjusting the fulcrum's position, discovering how longer effort arms make lifting easier. Volunteers also encourage students to think about real-world uses of levers, such as using rocks or sticks to change a tire. Safety and proper lifting techniques are emphasized throughout the station.

Levers & Gears: Rollers Station Educator

At the Rollers Station, volunteers guide students through a problem-solving activity where they use a stoneboat, heavy rock, metal rollers, and a two-by-four to move the stoneboat more easily by reducing friction. After demonstrating the difficulty of moving the stoneboat by rope alone, volunteers encourage students to figure out how to use the rollers and lever to lift and move the load. The activity teaches the principles of friction and how rollers work like wheels and axles, while ensuring safety and independence from parent helpers.



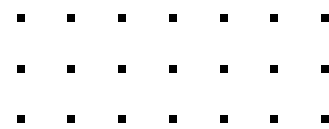
Levers & Gears: Blacksmith Shop Educator

At the Blacksmith Shop Station, volunteers guide students through the fundamentals of blacksmithing and simple machines. First, students learn about the forge, which heats metal for shaping, and how the blower helps keep the coals hot. Volunteers demonstrate how an anvil and hammer are used to shape metal, such as forming horseshoes. They also explain how gears work, using sharpening stones to show how interlocking gears turn in opposite directions. Using the drill press, volunteers show students how different simple machines—like pulleys, levers, and screws—work together in compound machines. Throughout the station, volunteers engage students with questions and hands-on demonstrations to help them understand how blacksmithing tools and simple machines function.

Levers & Gears: Tractor Station Educator

At the Tractors and Other Machines Station, volunteers introduce students to the concept of compound machines by highlighting the use of simple machines like levers, gears, and pulleys on various farm equipment such as plows, hay mowers, binders, threshing machines, and tractors. Volunteers guide students in identifying these components on the machines, allowing them to get hands-on experience by sitting on the tractors, under close supervision. Volunteers ensure students are aware of the importance of treating the antique machines with care. Additionally, one of the antique tractors may be started as a demonstration, showing how these machines work in action. Safety is emphasized throughout the station.

General Policies



Record Keeping



Volunteers are responsible for tracking their hours spent volunteering at Sunnybrook Farm Museum. You can use the sheet provided in this handbook or track your hours in another way that works best for you. All hours should be submitted to the Volunteer Experience Manager or Executive Director by the end of December each year.

Tracking and reporting volunteer hours serves several purposes, including eligibility for reference letters, certificates, award nominations, insurance coverage, donation equity, and grant applications.

Please note that hours spent on training, site familiarization, research, and off-site trips should also be included in your reported hours.

Dress Code



Volunteers at Sunnybrook Farm Museum serve as ambassadors and are expected to dress appropriately for the tasks they are performing, while being mindful of visitors and children.

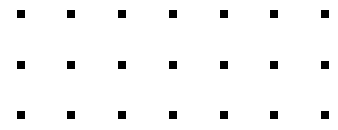
The dress code for volunteers is casual and tailored to the specific requirements of each role, with no preference given to gendered clothing.

Volunteers must wear the appropriate safety gear for their tasks. As we are a farm, suggested attire includes jeans, closed-toe shoes or boots, a t-shirt, and a jacket.

References & Record Checks



A Criminal Record Check, including a vulnerable sector search conducted by the RCMP, is required for any volunteer who may be alone with children or in a position of trust. Volunteers working with children must also review the **Code of Conduct to Protect Children** and watch the free **Commit to Kids video** on an annual basis.



Attendance



Sunnybrook Farm Museum is committed to providing exceptional service to the public and ensuring a high-quality experience for every visitor. Volunteers who commit to a specific time and role are expected to arrive on time and perform their duties to the best of their ability. Repeated lateness or failure to show up may lead to the termination of the volunteer placement.

If you are unable to attend your scheduled shift, please make sure to notify us as soon as possible. If you are unable to do so in advance, kindly inform us afterward.

Volunteer Register List



A current register of active volunteers at Sunnybrook Farm Museum will be maintained.

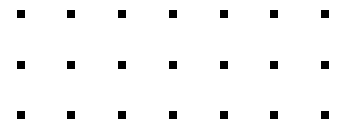
Sunnybrook Farm Museum collects and uses personal information from volunteers to support program operations and the volunteer recruitment process. This information is used to manage shift scheduling, communicate opportunities, and ensure volunteers are informed about training and development, including materials such as this handbook.

Smoking/Pets



Smoking is not permitted anywhere on the Museum grounds or in the buildings as per City of Red Deer Smoke Free Bylaw 3345-2005.

Pets are welcome at Sunnybrook Farm Museum. All dogs must be leashed and the owners must clean up after them.



Conflict of Interest



Volunteers are prohibited from conducting business or acting on behalf of the Friends of Sunnybrook Farm Society without the explicit approval and awareness of the Executive Director, the Board of Directors, or, when applicable, other staff members of the Sunnybrook Farm Museum.

Confidentiality



Volunteers are expected to exercise discretion when discussing any matters related to Sunnybrook Farm Museum. If information has been shared with you in confidence, please keep it private or share it only in an appropriate manner.

Harassment



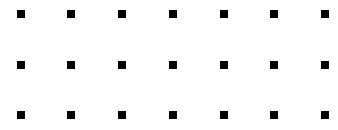
Harassment is defined as any unwelcome behavior that is abusive, humiliating, disruptive, or disorderly, whether it comes from a staff member or volunteer. Such conduct can interfere with an individual's performance or create an intimidating, hostile, or offensive atmosphere.

Both volunteers and staff are entitled to work in an environment free from harassment. Any incidents, regardless of severity, should be reported to the Volunteer Experience Manager or the Executive Director.

Professional Development



Volunteers will be encouraged to participate in in-service training opportunities that align with their interests or enhance their skills and abilities in their area of involvement.



Facility Security

Facility security is a shared responsibility at the Museum. In the absence of staff, the last volunteer on site is responsible for securing the office, workshops, and other buildings. This includes ensuring that all gates are closed and locked before leaving the premises.

In the off-season, the last volunteer to leave the north end should close the pedestrian gate if it has been opened.



Recognition of Service

Volunteers are a vital part of the Museum, and their contributions are deeply valued. The Museum is committed to recognizing volunteers in meaningful ways that reflect their dedication and impact. Whether through formal appreciation events, personalized acknowledgements, or other gestures of gratitude, the Museum ensures that volunteers are celebrated for their time, effort, and commitment to the organization's mission.

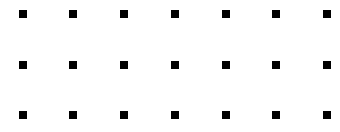
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About the Buildings



1 Bower House

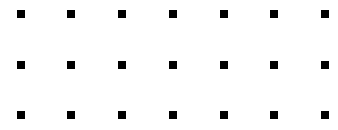
The current farmhouse at the north end of Sunnybrook Farm Museum is Norman Bower's original home, built in 1942. It is the third Bower house on the property; the first belonged to his father, James Bower, and the second was a brick house connected to Norman's home. Norman found the brick house too cold, so he built the new house, moved his belongings, and demolished the brick one. This farmhouse now serves as a rental space for organizations like the Parkland Weaver's Guild and the Red Deer Aboriginal Dance Troupe. Norman lived there until his death in 2000, and the museum plans to eventually open it to visitors.

2 Dairy Barn

The red building adjacent to the playground is known as the Dairy Barn. Built in the 1940s, this barn represents common hip-roof design found on farms that engage in mixed farming, growing crops and raising livestock. Within the barn, one can find a variety of dairy-related items including a can cooler, bulk tank, and scale. Beside Betsy, the milking cow, are several vacuum pumps and a different types of stanchions. As you walk towards the stairs, ox yokes are hung on the wall. The upstairs area of the barn was originally used for storing hay during the winter season; it now has now an exhibition showcasing milk processing techniques.

3 Animal Exhibition

Located on the west side of the site, our farm proudly hosts a popular farm animal exhibit, available during from the months of May to August. This collection of animals is borrowed from community members, and includes a variety of species that traditionally play a crucial role in the livelihoods of farmers. Some of the animals such as cows, chickens, pigs, and sheep provide essential resources such as milk, eggs, meat, wool, and skins. Others such as horses and donkeys provided labour for farm machinery and transportation.



4 Wagon Shed

Located behind the Dairy Barn, is a sheltered open-front shed housing a diverse collection of covered and open wagons, seeders, and threshing machines. Two of the threshing machines are currently operational and are used for demonstrations during Pioneer Days.

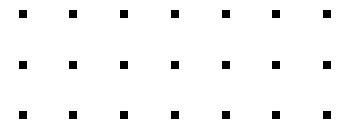
5 Blacksmith Shop

Beside the Dairy Barn is a small red structure known as The Blacksmith Shop. Inside, one will find the forge and bellows. The forge, is capable of generating intense heat, which was used to warm metal, while the bellows increased the fire's temperature by supplying air. Close by is the anvil, an iron block featuring a flat surface and horn-shaped pointed tip. It was used to create various metal objects by using a hammer to shape red-hot pieces of metal. Hung on the walls are examples of horseshoes skillfully crafted in a blacksmith shop. Towards the rear, a collection of grinding stones can be found. These stones were used to sharpen a variety of cutting tools common in agricultural settings. This building was not used as a Blacksmith Shop by the Bower Family.

It was originally built as a calving barn for cattle to give birth in the late winter/early spring if it was still cold outside. Calving barns played a role in preventing hypothermia in newborn cattle.

6 Combine Shed

Located behind the Blacksmith Shop, is the Combine Shed. This space contains machines that integrate the three distinct processes involved in harvesting: reaping, threshing, and winnowing. Reaping refers to the process of cutting crops, threshing involves separating grains or seeds from their stems, and winnowing pertains to the separation of grain from the chaff, which is the protective covering. These processes yield grains and straw as the end products.



7 Tractor Shed

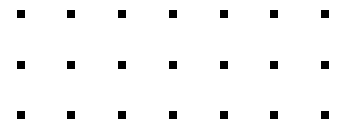
Next to the Goat and Sheep pens in the Animal Exhibition, is the Tractor shed. This collection of more than 27 tractors showcases the evolution of mechanized agricultural equipment. The oldest tractor on exhibit is the 1919 Rumely Oil Pull, while the newest addition is a 1968 Ford County utilized by Norman Bower on the premises.

8 The Steel Barn

The Steel Barn, situated east of the Tractor Shed, serves as a storage facility for various artefacts. Originally built to accommodate hogs, this building now houses a diverse range of equipment such as pump engines, egg incubators, and grain grinders, as well as household appliances such as washing machines, stoves, and ice boxes. Additionally, it contains essential tools such as grain cleaners, water pumps, cattle water heaters, as well as convenient garden weeder/cultivator, grass seeders, and garden seeders.

9 Harness Shop

Next to the Steel Barn is the workshop for leather working. This area contains a variety of tools for shoe repair, shoe stretchers, leather-working tools, and leather sewing machines. There are also related items such as collars, bridles, blinkers, and small weights.



10 Hanna Log House

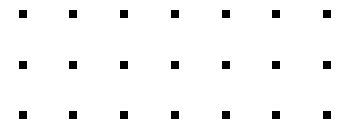
The Hanna Log House, is situated on the East side of the site. Originally from Iceland, Thorel Eymundson built the log house in 1889 using dovetail joinery. Located south of Sylvan Lake, it straddled the property line between Thorel's homestead and his brother Hannes's adjoining land, with the summer kitchen on Hannes's side. The house was completed in 1912, and in 1920 Thorel moved with his family to Prince Rupert. The property changed hands until Walter Hanna Sr. bought it in 1934, finding it in poor condition. The Hanna family lived there until 1972, then donated it to Sunnybrook Farm Museum in 1996, where it was restored. The summer kitchen was rebuilt, and the original log house now features a historical kitchen, living room, and upstairs bedrooms with period-appropriate items like handmade quilts, tools, and heaters. Volunteers use the adjoining trailer as a modern kitchen for events like Ham Dinner Nights.

11 Pioneer Cabin

The Pioneer Cabin, is a small log house which currently displays the interior as a trappers cabin. Fred Ray arrived in Red Deer from Québec in 1905, homesteading land now known as 60th Street. His original homestead cabin, possibly built for logging, was later moved to the back of his subdivided property. In the 1950s, it was restored by a bride's father for a young couple, who lived there with electricity but no running water. By the late 1990s, Red Deer acquired the land to create a park, offering the cabin to Sunnybrook Farm Museum. Volunteer Lloyd McNeil restored it, and in 2011, Wayne Blenkhorn and Ken Sanborn replaced the roof. Known as the Pioneer Cabin, it's built with saddle joints and includes period items like a wash tub, snowshoes, and stretcher boards used for curing hides.

12 Satellite Displays

There are multiple displays located throughout the museum, including behind the Co-op store by the storm water pond, and on the western side of the site. These displays feature various types of equipment, such as manure spreaders and plows. One of the restored plows is a Van Slyke Plow, which is the plow depicted on the Red Deer Coat of Arms.



12 Satellite Displays

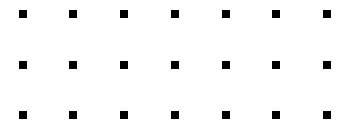
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13 Co-op Store

The Co-op Store is one of the recent additions to our site. This space tells the story of the cooperative movement in Central Alberta. It displays a collection of artifacts that would have been found in cooperative mercantile and farm supply stores, alongside a comprehensive account of the credit union movement's history. Many of the objects on the right side of the store are on loan to us from the UFA Archives.

14 Roseneath Garage

This space was specifically designed to provide a home for our vintage automobiles. Inspired by Park Motors, a Red Deer establishment that catered to farmers seeking professional automotive repair services, our garage aims to capture the same spirit of the original building. Except for the 1911 McLaughlin Buick, the vehicles housed within the garage were manufactured in Ontario by non-Canadian companies.

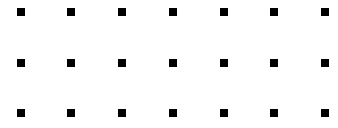


15 Calder School

The School was first built in 1903, but was reconstructed twice in its lifetime due to destruction by fire. It was donated by the Calder Community Association, and originally from 8 miles east of Innisfail. The school records for the years prior to 1930 were lost in a fire in August 1930. There were many accusations around the community about the cause of the fire. While the community tried to decide what to do, school was held in an old farmhouse (the Mundorf place) just west of the old school on the south side of the road. A new house was built and classes moved in, in time for the Christmas concert. In the first week of June 1931 the new school burned. With insurance, work started quickly on a replacement school. This third building was completed for the start of classes in September 1931. The school closed in 1956. It was opened as the Calder Corner Community Center after the school's closure. Donated by the Calder Community Association, this structure was built east of Innisfail before it was brought to Sunnybrook Farm Museum.

16 Teacherage

This teacherage was constructed in 1940 to accommodate the teacher named Dorcas Boote (Watt). It was designed to be portable, mounted on skids, allowing for its relocation when she changed schools. Before teacherages, rural community teachers were boarded in the homes of local families, often moving every month from one family to another to spread out the cost of the teacher with all the families whose children attended the school. By constructing a teacherage, it relieved local families of this responsibility and cost, and provided an incentive for a better quality teacher to accept the positions.

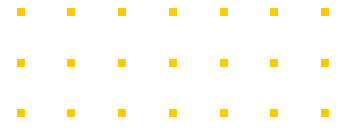


17 Willowdale Church

The Willowdale Zion Presbyterian Church is the newest addition to the Sunnybrook Farm Museum South Development Project.


In 1893, Rev. G.D. Ireland began holding Presbyterian church services in settler homes in the Willowdale area, followed by services at the Willowdale schoolhouse shared by Presbyterians, Methodists, and occasionally Anglicans. Around 1900, the Methodists and Presbyterians divided their mission fields, leaving the Willowdale area to the Presbyterians. In 1905, the Willowdale Presbyterian Church was built, costing \$761.25 and largely constructed by volunteers. The church opened on July 16, 1905. By 1950, a new church building was completed, debt-free and officially dedicated on December 8, 1950. Declining rural attendance led to Willowdale's merger with St. Andrew's Valley Centre in 2005, forming the Willow Valley congregation. The Willowdale Church closed in 2010, and in November 2021, the building was relocated to Sunnybrook Farm Museum, with a commemorative service held on October 27, 2022.

Contact Information



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