

## Volunteer Handbook

### **Mission Statement**

The mission of the Battle of Franklin Trust is to preserve, understand, and interpret a story of a people forever impacted by the American Civil War.

Our daily tours, museums, special events, and additional educational opportunities all strive to further this mission.

### **History of the Organization**

#### Carter House

Although much of the battlefield was lost to development, the Carter House remained. The property was sold out of the Carter family in 1896, and it passed through several owners until it was purchased by the State of Tennessee in 1951. Rumors of impending destruction of the house prompted citizens to appeal to the State to save the structure.

The house and outbuildings were restored to their antebellum appearance. Additions and minor changes have been made over the years, but the house was maintained much of its original structure, including wood floors, doors, and battle-damaged walls.

In 1951, The Carter House Association, a non-profit organization, was established to maintain the house and open it to the public.

#### Carnton

By the mid-twentieth century, the landscape that the McGavocks knew as open fields and woodlands was slowly giving way to residential development. Carnton had become run down and was in danger of destruction. A handful of civic-minded people who understood the site's history joined to protect and preserve it forever.

The Carnton Association was organized in 1977 to raise money for the purpose of acquiring and restoring Carnton. As a result of these efforts, Dr. And Mrs. W.D. Sugg of Bradenton, Florida, who had owned the property since the 1950s, but had never lived there, donated the house and ten acres to the Association in 1978.

In the mid-1980s a room-by-room interior restoration began. The restoration was based on information contained in Randal McGavock's estate inventory. Historic paint colors were instituted, and the known wallpaper patterns reproduced. McGavock descendants were quite generous and returned some of the original furnishings. Archeologists worked on the slave quarters and "First House" area and in the garden.

#### Battle of Franklin Trust

In 2009, The Carter House Association and the Historic Carnton Plantation Association merged to form The Battle of Franklin Trust. Since the merger, and ultimate dissolution of the two Associations in 2015, the BoFT operates and manages Carter House and owns and operates Carnton.

### **History of the Battle of Franklin**

The Battle of Franklin was the last great battle of the American Civil War. Fate and circumstance placed the small town of Franklin in the path of two great armies in late November 1864. Gen. John Bell Hood, at the head of the Confederate Army of Tennessee, which numbered just over 30,000, marched his army toward Nashville after having lost Atlanta in September. His hope was to retake the lost Tennessee capital, which had fallen to U. S. troops in early 1862. A Federal army, commanded by Maj. Gen. John M. Schofield, was sent from Georgia by Maj. Gen. William Sherman to Middle Tennessee with orders to slow Hood's advance.

Schofield's small army of about 27,000 was nearly flanked, or cut off, near Spring Hill, TN on the late afternoon and early evening of November 29, 1864. The Confederate forces missed a tremendous opportunity to deal Schofield a serious blow, and Spring Hill ultimately set the stage for Franklin, and haunted the memories of many for decades.

Federal troops began to arrive on the outskirts of Franklin around dawn on November 30, 1864. Because the two bridges spanning the Harpeth River north of town were impassable, engineers hurriedly worked to prepare the bridges for a withdrawal. Meanwhile, the blue-clad soldiers began to throw up earthworks south of town. Around the same time, after discovering the enemy had slipped away, the Confederates initiated a hurried march north from Spring Hill in pursuit of the Federal army.

Federal Brig. Gen. Jacob D. Cox set up his headquarters at the Carter House after waking the family around sunup. By noon, the bulk of the Federal army was organized into a defensive line which spanned just over a mile in length, and was anchored on the Harpeth River on both flanks. At 2 pm orders were issued calling for a withdrawal to Nashville to begin at 6 pm.

The Confederate troops began to arrive on the southern edge of the Harpeth Valley, about two miles from Franklin, around 1 pm. Within the hour, Hood had decided to launch a frontal assault, believing that Franklin was his last opportunity to destroy Schofield before the Federal army got to Nashville and bolstered Thomas.

The day itself was beautiful. The skies were clear that afternoon and the temperature pushed to nearly sixty degrees. Many described it as a beautiful "Indian summer afternoon" while others said it was warm and bright. But at 4 pm everything changed as roughly 20,000 Confederate soldiers began their advance toward a similar number of Federal troops. Artillery fire soon began shrieking toward the Southern line and gaping holes were ripped into the gray

and butternut ranks. The Confederate attack quickly morphed into a headlong charge. The two armies came into close contact shortly before 4:30 pm and the fighting became brutal and fiendishly savage. Waves of Southern troops were shot down, even as some of them ruptured the center of the Federal line. Scores of Federal troops were shot and clubbed as howling and jubilant Southerners plowed forward. Casualties were severe and mounted quickly. The sun set soon after the battle reached its apex and it was completely dark only a few minutes after 5 pm, except for the flashing of the guns.

By that time, a frantic yet valiant stand by some newly recruited Federal troops, and a counterassault by a brigade of Federal veterans, had stemmed the Confederate breakthrough. For those Southern troops who had pushed deep into the Federal defensive perimeter and then suddenly found their opportunity ripped away, the nighttime hours were ones filled with bloodshed and untold agonies. A Mississippian recalled how the Federal troops shot his comrades down like "animals trapped in a pen." In places the bodies of the dead were heaped upon one other three and four deep. Some of the wounded were pinned beneath the dead and others cried and moaned and prayed throughout the long night.

During those short but awful hours, as the battle raged and swirled around them, the Carter family took refuge in their basement. Some two dozen men, women, and children, including the neighboring Lotz family who lived just across the Columbia pike, waited as the horrors of war engulf them.

At Carnton wounded Confederate soldiers were arriving by the dozens not long after the battle began. It soon became the largest field hospital in the area and surgeons were set up in almost every room of the house and some worked outside.. By the middle of the night some 300 wounded filled the home, with hundreds more on the grounds.

Around midnight the Federal army began to withdraw from the smoldering and gruesome battlefield. Left behind was a small town and a battered Confederate army. Altogether, some 10,000 American soldiers became casualties at Franklin and about three-fourths of that number were Confederates. Six Confederate generals were counted among those killed or mortally wounded. All totaled some 2,300 men died at Franklin, about 7,000 were wounded, and roughly 1,000 were taken prisoner. When recollecting the battle years later one soldier said simply, "It was as if the devil had full possession of the earth."

In the decades after the war veterans from both sides, some congressmen, and even a few Franklin locals made genuine efforts to establish a national or state park so as to commemorate the terrible conflict. Alas, it was not to be, although some two dozen such bills were introduced into Congress only to die in sub-committees.

Over time the story of Franklin, like others, was lost. In fact, what happened at Franklin is not

all that dissimilar to what happened to the battlefields outside Atlanta and Nashville. But what has happened in Franklin over the past 15 years is truly unique. Over 200 acres of a battlefield that most considered “lost” forever has been saved and reclaimed. Nearly \$15 million has been spent to save this hallowed ground from the ravages of time.

### **Volunteer Mission**

- To enrich and expand the services of the museum through the use of volunteers.
- To provide the opportunity for public participation.
- To help the Battle of Franklin Trust further its mission.

### **Responsibilities of Volunteers:**

- Maintain a professional business and safe atmosphere in the work place.
- Notify the museum well in advance if they are unable to meet scheduled work commitments.
- Maintain confidentiality in areas of sensitivity.
- Help enforce site policies at both Carter House and Carnton.
- When asked a question relating to the history of Carter House, Carnton, and the Battle of Franklin, please refer the guest to a staff member.

### **About the Sites**

Both Carter House and Carnton have site rules in order to preserve and protect the structures and homes as well as to ensure that the guests have a safe and enjoyable experience. As volunteers on the sites, we ask that you encourage guests to follow these policies and inform a staff member when a rule is being broken.

#### Museum Hours

9:00am – 5:00pm Monday-Saturday

11:00am – 5:00 pm Sunday

Last tour of the day at each site starts at 4:00pm

CLOSED on New Year’s Day, Easter, Thanksgiving, Christmas Eve, and Christmas Day

### **Emergency Procedures**

- If a visitor feels ill or requires first aid, notify the nearest staff member and then remain with the visitor until a staff member comes to take charge. Do not attempt to administer first aid yourself unless you are qualified and licensed to do so. First aid kits are located in the kitchen at Carnton and in the storage room to the back of the kitchen at Carter House.
- If you notice a violation of security or a suspicious act on the part of a visitor, go immediately to the office to report what you have witnessed. Do not try to apprehend or reprimand the visitor.

- If 911 is called, please help direct emergency personnel to the person in need. Follow all 911 instructions.

#### **Volunteer Policies**

- Volunteers, when interacting with guests, must wear volunteer nametags.
- Volunteers must attend a volunteer orientation prior to the event that they will be helping with.
- By volunteering, volunteers are agreeing to allow their photographs (taken on site) to be published in promotion media such as the Battle of Franklin Trust's website, *Battlefield Dispatch*, etc.
- Volunteers have two grace allowances for being late or not showing up to a scheduled shift.
- Sign-in with the appropriate event or team leader at the arrival of your shift.

#### **House and Museum Policies**

- Food, drink, and chewing gum are strictly prohibited in the historic houses.
- Cell phones must be on silent or vibrate while inside the historic houses. Guests must leave the guided tour if they are to take a phone call.
- Families with active or restless children may be asked to take turns when touring the house. This is a courtesy to other visitors and a safety matter.
- Visitors must remain with their guide during the tour.
- Visitors are not allowed to touch or sit on any of the antique furniture or decorations.

#### **Photography Policies**

- No photography inside the historic houses and exhibits. Photography for your own personal use is permitted outside.
- Tripods, monopods, and selfie sticks are not permitted inside the historic houses.
- Use of Unmanned Aircraft Systems (drones), or any similar remote-controlled vehicles/flying devices, is not permitted on the property without prior approval from The Battle of Franklin Trust.
- Photography sessions including, but not limited to, engagement, graduation, prom, or family portraits must be scheduled in advance. Photoshoots are scheduled in 2 hour slots. There is a fee of \$75 if the photography shoot takes place during business hours, or \$175 if the shoot takes place after business hours. Please contact Savannah Weaver at (615) 905-0687 or [\*\*hannah@boft.org\*\*](mailto:hannah@boft.org) to schedule a session.
- Commercial photography is prohibited without express written consent. Requests for commercial photography should be forwarded to Savannah Weaver at (615) 905-0687 or [\*\*hannah@boft.org\*\*](mailto:hannah@boft.org).

#### **Grounds Policies**

- Smoking is permitted in designated areas only, situated outside of the Visitor Centers at each site. Please dispose of cigarette butts in the provided receptacles. Electronic smoking devices may not be used in the Visitor Centers or historic houses.

- Certified service animals are welcomed.
- Dogs are permitted on the grounds, but not inside the buildings. Dogs must be on leashes, and owners must pick up after their dogs.
- Damaging plants or flowers or picking from the gardens and landscape is not permitted.
- Vandalism and damaging of the homes, structures, and signage in any way is not permitted.
- Visitors are not allowed to carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed on the premises. The prohibition on firearms applies to all visitors, including those with firearm permits, but not to active law enforcement personnel authorized to carry firearms.
- Children must remain with parents, teachers, or chaperones at all times, including trips to the bathroom.
- Guests may not, in any form, interpret or perform for other guests outside of their party or group.
- Guests may not act, or appear to act, as a representative of The Battle of Franklin Trust.
- The grounds at each site close at 5:00 pm and remain closed until 9:00 am the next morning (11:00 am on Sundays). Visitors may not enter the grounds after or before operating hours, with the exception of after-hours events.
- **Carter House:** Children may not climb on any of the artillery or cannon pieces located on the sites.
- **Carnton:** School groups are not allowed to eat lunch in the courtyard by the visitor center or block the visitor center doors. Schools need to eat in the park across the roundabout.

#### **Camp Policies**

- Volunteers are representatives of the BoFT and are responsible for presenting a positive image to the campers and to the community. Volunteers are asked to dress appropriately for the conditions and performance of their duties.
- Volunteers are not allowed to be alone with a camper. They must have another volunteer, BoFT staff member, or camper present.

## **Volunteer Waiver**

This Release and Waiver of Liability releases The Battle of Franklin Trust, Inc. and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for Nonprofit and engage in activities related to serving as a volunteer. Volunteer understands that the scope of Volunteer's relationship with the BOFT is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that the BOFT will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to the BOFT.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless the BOFT and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to the BOFT. I understand and acknowledge that this Release discharges the BOFT from any liability or claim that I may have against the BOFT with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Nonprofit or occurring while I am providing volunteer services.
2. Insurance: Further I understand that the BOFT does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of the BOFT beyond what may be offered freely by the BOFT in the event of injury or medical expenses incurred by me.
3. Medical Treatment: I hereby Release and forever discharge the BOFT from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with the BOFT.
4. Assumption of Risk: I understand that the services I provide to the BOFT may include activities that may be hazardous to me and involve inherently dangerous activities. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release the BOFT from all liability.
5. Photographic Release: I grant and convey to the BOFT all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by the BOFT and used in promotional material (such as *The Battlefield Dispatch*, TENNin20 Podcast, etc.) in connection with my providing volunteer services to the BOFT.
6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.