

"The world is hugged by the faithful arms of volunteers." ~Unknown

Volunteers are the Gardens Greatest Resource

Volunteer Guidelines

As a volunteer at RBG, gardening experience is a bonus, but not a requirement. Nearly all areas of the organization require the assistance and expertise of volunteers in order to be successful and there here is a multitude of volunteer opportunities available to choose from including: garden development, building maintenance, Cottage Garden Gallery, special events, education or clerical. A member of our dedicated staff can discuss volunteer opportunities with you and find a mutually beneficial option.

Some of the benefits of volunteering

- Utilize the skills and talents you have in a meaningful way
- Receive practical hands-on experience
- Meet other people with similar interests
- Enhance and improve the community in which you live
- Enjoy healthful exercise in a beautiful environment
- Add dimension and continuity to your resume
- Be an integral part of a friendly community and dynamic organization

In addition, regular volunteers are invited to the Spring Potluck, and also receive a subscription to our [newsletter](#). Volunteers who work 36 hours or more in a given year receive a complimentary single membership for the following year, which includes a 10% discount in the Cottage Garden Gallery, RBG plant sales and select educational programs.

Volunteer Expectations

Volunteers serve as ambassadors for the Gardens, they interface with members of the public and thus are expected to dress and behave appropriately. Volunteers are encouraged to purchase a volunteer t-shirt. Arrive on time for your volunteer assignment. If you are unable to fulfill a shift obligation, please call the contact person as soon as possible. Please take good care of all equipment and tools. Admission to the Gardens is allowed only during your volunteer time. If you'd like to visit the Gardens at any other time, please purchase an admission ticket, or better yet, consider becoming a [Friends member](#). Above all, enjoy your time volunteering and have some fun!

Application Process

The volunteer packet includes a personal information form and a background check consent form. Forms should be filled out and returned to a member of the staff. All information will remain confidential and will not be shared with any other groups. Please report any changes in your address, telephone number or email address to a member of the staff.

Safety

The safety of our volunteers, visitors and staff is of utmost importance. Please follow all safety procedures and execute common sense. If you see another person acting in an unsafe way, or if you experience an accident, please inform a staff member. Report any potentially unsafe conditions or equipment. In case of severe weather emergencies, staff members will alert volunteers to move indoors. When bad weather is looming, volunteers should also use their own judgment as to when to leave the Gardens and seek shelter.

Feedback

We appreciate input from our volunteers and encourage comments and suggestions. The Executive Director is happy to entertain appointments to ensure and enjoyable and mutually beneficial volunteer experience.



Volunteer Application

All information is confidential

Name: _____
Last First Middle Initial

Address: _____
Street City, State, Zip

Home phone: _____ Cell Phone _____

E-mail address: _____

Date of birth: _____ Emergency contact: _____
Name, relationship & phone number

Education:

Advanced degree: Yes No Major/Field of Study: _____

Do you speak a foreign language or American Sign Language? _____

Are you currently a student? _____
Name of school and location

Employment information:

Employed? _____
Name of employer and location

Retired? _____
Name of former employer and location

Volunteer Experience:

Have you volunteered before: Yes No If so, where? _____

Describe any previous work or volunteer experiences that may be relevant to volunteering at RBG:

Areas of interest: _____

Special skills: Gardening Clerical Computer Education Event Planning Engineering
 Fundraising Information Technology Maintenance Marketing Retail

How did you hear about volunteer opportunities at RBG? _____

For more information on volunteerism at the Gardens, please visit rotarybotanicalgardens.org/volunteer.



Background Check Consent Form

All information is confidential

Name: _____
Last First Middle Initial

Address: _____
Street City, State, Zip

How long have you lived at this address: _____

Driver's License Number, State of issuance: _____

Other names you have used in the past: _____

Have you ever been convicted of a felony? Yes No

If yes, please provide details: _____

Signature: _____
Date

Please return completed form to:

Rotary Botanical Gardens
1455 Palmer Drive
Janesville, WI 53545

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