



# Volunteer Application

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you currently employed? Yes  No  Full time  Part Time

Are you retired? Yes  No  Are you a student? Yes  No

If under 18 years old, please state age: \_\_\_\_\_

(Parent or guardian must sign this form if under 18.)

## Work Experience

| <u>Name/Location of Co.</u> | <u>Duties</u> | <u>Dates</u> |
|-----------------------------|---------------|--------------|
|                             |               |              |
|                             |               |              |
|                             |               |              |

## Volunteer Experience

| <u>Name of Organization</u> | <u>Duties</u> | <u>Dates</u> |
|-----------------------------|---------------|--------------|
|                             |               |              |
|                             |               |              |
|                             |               |              |

Education:

---

---

List special interests, hobbies and skills:

---

---

What days/times are you available to volunteer?

---

Are you interested in becoming a Docent? (Further training req.) Yes  No

Do you know a current SDBG Docent or volunteer? Yes  No

If yes, who? \_\_\_\_\_

### **Volunteer Positions**

Check all in which you might be interested.

- |   |  |
|---|--|
| <input type="checkbox"/> Admissions           | <input type="checkbox"/> Carpentry/Maintenance |
| <input type="checkbox"/> Clerical/Office Help | <input type="checkbox"/> Garden Beautification |
| <input type="checkbox"/> Gift Shop            | <input type="checkbox"/> Guiding Tours         |
| <input type="checkbox"/> Propagation          | <input type="checkbox"/> Membership            |
| <input type="checkbox"/> Special Events       | <input type="checkbox"/> Community Outreach    |

Other: \_\_\_\_\_

---

Person to call in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_



# San Diego Botanic Garden

## Volunteer Agreement

The San Diego Botanic Garden staff and your Volunteer colleagues value your volunteer time at the Garden! Volunteer hours help us keep this precious community resource alive for public learning and enjoyment. The following agreement outlines what SDBG asks of its volunteers and what volunteers can expect from the Garden. Thank you for choosing the Garden for your volunteering contributions!

### **As a volunteer, I can expect San Diego Botanic Garden to provide:**

1. Advice, support, and answers to my questions and concerns
2. Information about Garden policies and procedures that apply to my work
3. Supplies necessary for my job, within reason and the Garden's ability to provide
4. Supervision and training for my volunteer position
5. Change of volunteer assignment by mutual agreement between the staff and myself
6. An annual dinner to recognize volunteer contribution to the Garden

### **I understand that, as a volunteer, San Diego Botanic Garden asks me to:**

1. Complete: Volunteer Application, this agreement and signed consent for background check
2. Pay the \$17.00 processing fee for my background check
3. Inform the Volunteer Program Manager of any changes in address, phone number, etc.
4. Choose an area of work appropriate to my interests, time and abilities
5. Participate in all training required or requested for my position
6. Ask for guidance and information if I am unclear about what duties I am to perform
7. Wear my volunteer nametag while working at the Garden
8. Be familiar with Garden policies and procedures such as safety, security and emergency
9. Be a helpful and friendly Goodwill Ambassador for the SD Botanic Garden
10. Cooperate with staff, supervisors and other volunteers
11. Be responsible for, and record, my volunteer hours. Arrive on time
12. Notify my supervisor as soon as possible if I am unable to meet my schedule
13. Give prior notice if volunteer work is to be interrupted for an extended period

I have read, understand, and will abide by this agreement. (If under 18, a parent or guardian must also sign.)

---

Name

---

Date