Volunteer Application Form

☐ Returning Volunteer    ☐ New Volunteer

Tell us about yourself:

Name________________________________________________________________________________________________________

Address_____________________________________________________________________________________________________

City ___________________________________________ Postal Code ___________________________________________________

Phone #1 _______________________________________ Phone #2 ___________________________________________________

Email address ________________________________________________________________________________________________

Emergency contact: Name_______________________________________Phone #_________________________________

Are you currently a:

☐ Friends of the Garden Member        ☐ DBG Master Gardener Student (current year)
☐ DBG Crafters Association Member     ☐ Master Gardener Association of Alberta Member

Have you completed a Master Gardener Program? If so, where:____________________________________________________

How did you hear about the DBG’s Volunteer Program?

☐ Website / online        ☐ Public event        ☐ Other: _________________________________
☐ Word of mouth / friend  ☐ Master Gardener

What are your reasons for wanting to volunteer at the Devonian Botanic Garden?

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

Have you volunteered before? If yes, please list the experience, including area and approximate timeframe. This includes DBG and non-DBG experience.

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________
Tell us what areas you’re interested in volunteering for:

*Indicate any areas that interest you, in order of preference (i.e. 1 for most preferred):*

1. **Horticultural**
   1.1 Specific Beds
   1.2 General Gardening
      - Showhouses
      - Watering and light maintenance in the showhouses
      - Grounds general maintenance
      - Weeding
   1.3 Special Autumn & Winter Projects
      - *Index seminum* (seed exchange)
      - Assist with research extension projects
      - Plant documentation
      - Making accession labels for plants
   1.4 Plant Sales (spring and autumn)

2. **Tours**
   - Interpretive tours – Kurimoto Japanese Garden docent / tour guide
   - General tour guide

3. **Events**
   - Luminaria
      - *(if you interested in Luminaria, a volunteer package with specific crew descriptions and opportunities will be sent to you)*
   - Hospitality / greeting for special events

4. **Administration**
   - General office help (e.g. filing, data entry)
   - Library

5. **Other**

________________________________________________________________________________________
Tell us about your availability:

*How much time do you have available to contribute?*
- [ ] Less than 5 hours/week
- [ ] 5-20 hours/week
- [ ] 20+ hours/week

*Are you interested in:*
- [ ] Regular volunteer hours
- [ ] Work Bees / Special Projects
- [ ] Both

*What days of the week are you available? (Limited weekend and evenings available)*
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday

*What months are you available?*
- [ ] Jan.
- [ ] Feb.
- [ ] Mar.
- [ ] Apr.
- [ ] May
- [ ] June
- [ ] July
- [ ] Aug.
- [ ] Sept.
- [ ] Oct.
- [ ] Nov.
- [ ] Dec.

*Do you have any medical conditions or physical constraints we need to be aware of?*
________________________________________________________________________________________________________________

*Do you have any special skills we should know about?*
________________________________________________________________________________________________________________

By completing this form, your information will be added to the DBG volunteer database. The information will be used exclusively for the use of assigning volunteers to volunteer opportunities.

*In order to send you information regarding upcoming events, volunteer opportunities and volunteer occasions at the Garden, we require your permission. We do not sell or share our contact lists.*

- [ ] I give my permission to be contacted by the DBG for notification of upcoming DBG events, volunteer news and opportunities.

- [ ] I have read and understood the DBG Volunteer Code of Conduct (last page of this document).

- [ ] I give my permission for the DBG to use my photograph for print and online promotional purposes.

Volunteer Signature ____________________________ Date________________________

SUBMIT COMPLETED FORM attn. DBG Volunteer Coordinator

By email: dbg.volunteers@ualberta.ca

By fax: (780) 987-4141

IF YOU HAVE QUESTIONS OR CONCERNS

Call (780) 987-3054 ext. 2227 or email dbg.volunteers@ualberta.ca
DBG Volunteer Code of Conduct

Volunteers at the Devonian Botanic Garden are expected to observe the policies and rules of the Garden:

- Safety of patrons, volunteers and staff is of primary concern. Volunteers are expected to conduct themselves in a safe manner at all times, and to adhere to Garden safety guidelines as directed by their supervisor.
- Orientation and training is provided as required for the volunteer position. Volunteers work under the guidance and direction of DBG area supervisors and must not conduct any activities outside of their specified tasks without consultation and permission of the supervisor.
- Volunteers are required to record their hours for each shift volunteered.
- Smoking is prohibited in all areas of the Garden. You may smoke in your car or at ashtrays located in the parking lots only.
- Pets are not permitted in the Garden.
- Standing in the waterfall or on the rocks in the Japanese Garden is prohibited.
- Alcohol is not permitted while volunteering at the Garden.
- The Garden is not responsible for stolen or missing items.
- The Devonian Botanic Garden reserves the right to ask any guest or volunteer who is a danger to themselves or others, or who is disrupting the enjoyment of the Garden by others, to leave the premises, and they may be prohibited from returning in the future in a volunteer capacity.
- Volunteers are ambassadors for the Devonian Botanic Garden and are expected to conduct themselves in a safe, professional, courteous and respectful manner towards the general public, Garden staff and other volunteers at all times.
- If you observe anyone in violation of Garden rules, a staff member must be advised.
- A minimum commitment of 14 volunteer hours is preferred in order to validate the training given.