



San Diego Botanic Garden
Volunteer Application/Questionnaire Form

Date: _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Are you currently employed? No Yes Full Time Part Time

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

Is there a specific volunteer requirement you are looking to fulfill? No Yes

If yes, what kind? _____

If under 18 years old, please state age: _____

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

Work Experience

Name/Location of Company	Duties	Dates

Volunteer Experience

Name of Organization	Duties	Dates

Education: _____

List special interests, hobbies, and skills: _____

What days/hours are you available for volunteering? _____

Did you receive a Volunteer Handbook? _____

Are you interested in becoming a docent? (Further training required) Yes No

How did you hear about the San Diego Botanic Garden Volunteer Program? _____

Do you know anyone who is currently a San Diego Botanic Garden Docent or Volunteer?

Yes No If yes, who? _____

Volunteer Jobs

Check all in which you would be interested!

- | | |
|---|---|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Carpentry/Maintenance |
| <input type="checkbox"/> Clerical/Office Help | <input type="checkbox"/> Garden Grooming |
| <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Guiding Tours |
| <input type="checkbox"/> Propagation | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Research/Library | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Other (give details) _____ |

Additional Comments: _____

Person to call in case of emergency:

Name: _____ Phone: _____

Relationship: _____

Address: _____ City: _____ State: ___ Zip: _____



San Diego Botanic Garden Volunteer Agreement

The San Diego Botanic Garden staff and your Volunteer Support Committee value your volunteer time at the garden. Volunteer hours help us to keep this precious community resource alive for public learning, appreciation, and enjoyment. We trust that you will find your work here to be fun and fulfilling. Because we take your work seriously, we ask you to sign the following agreement. This agreement outlines what San Diego Botanic Garden asks of its volunteers and what a volunteer can expect from the garden. Thank you again for choosing San Diego Botanic Garden.

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

1. Have a volunteer application, a volunteer agreement, a signed consent for background check, and a copy of my driver's license or other State issued ID on file with the Administration Office.
2. Pay the ten dollar processing fee for your background check.
3. Inform the volunteer coordinator of any changes in my 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 what duties I am to perform.
7. Wear my volunteer name tag while working at the garden.
8. Be familiar with garden policies and procedures such as safety, security, and emergency.
9. Be helpful and friendly to garden visitors, a goodwill ambassador for San Diego 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 terminated or interrupted for an extended period of time.

And 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. Equipment and materials necessary for my job, as far as is reasonable and within the garden's ability to provide.
4. Supervision and training for my volunteer position.
5. Change in volunteer assignments through mutual agreement between myself and the staff.
6. An annual dinner to recognize volunteer contribution to the garden.

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

Name

Date

DISCLOSURE

DISCLOSURE: As part of our volunteer background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.