



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: \_\_\_\_\_

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"/> Cleaning/Organizing   |
| <input type="checkbox"/> Carpentry                  | <input type="checkbox"/> Clerical/Office Help  |
| <input type="checkbox"/> Computer                   | <input type="checkbox"/> Education             |
| <input type="checkbox"/> Garden Grooming            | <input type="checkbox"/> Gift Shop/Plant Sales |
| <input type="checkbox"/> Guiding Tours              | <input type="checkbox"/> Nursery               |
| <input type="checkbox"/> Propagation                | <input type="checkbox"/> Community Outreach    |
| <input type="checkbox"/> Research/Typing            | <input type="checkbox"/> Sign Making           |
| <input type="checkbox"/> Special Events             | <input type="checkbox"/> Maintenance           |
| <input type="checkbox"/> Other (give details) _____ |  |

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person to call in case of emergency:

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

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 and this signed agreement on file with the volunteer coordinator.
2. Inform the volunteer coordinator of any changes in my address, phone number, etc.
3. Choose an area of work appropriate to my interests, time, and abilities.
4. Participate in all training required or requested for my position.
5. Ask for guidance and information if I am unclear what duties I am to perform.
6. Wear my volunteer name tag while working at the garden.
7. Be familiar with garden policies and procedures such as safety, security, and emergency.
8. Be helpful and friendly to garden visitors, a goodwill ambassador for San Diego Botanic Garden.
9. Cooperate with staff, supervisors, and other volunteers.
10. Be responsible for an record my volunteer hours. Arrive on time.
11. Notify my supervisor as soon as possible if I am unable to meet my schedule.
12. 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.

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Name

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Date