



Volunteer Name: _____ Primary Phone: _____ hm/wk/cell

Email: _____ Second Phone: _____ hm/wk/cell

Address: _____

City/State/Zip: _____

Please take a moment to indicate which areas of service may be of interest to you. While some areas may not currently be accepting new volunteers, your interest will help us gauge interest for future openings.

Education

- Nature Interpreter:** Lead tours for adults, scouts, students; acquaint garden guests with a greater appreciation for native plants at educational events
- Tour Logistics:** Assists with tour setup/takedown
- Butterfly Keeper:** Monitor and assist in our seasonal exhibit of native California butterflies (May-July)

Events

- Family Event Support:** Assist in a variety of ways at events such as Bird Fest, Wildflower Show, Things That Go Bump in the Night and Acorn Festival.
- Fall Planting Festival:** various positions at RSABG's signature fall event and plant sale (November)

Herbarium

- Prepare and mount dried plant specimens for the Garden's archival and scientific collections

Horticulture and Grounds

- Grounds Assistant:** Help maintain our living collection by weeding, raking, pruning, watering, and myriad other opportunities on grounds working with horticulturists.
- Wednesday Work Parties:** various projects around Garden grounds 8-11:30 a.m. every Wednesday (see grounds assistant info)
- Grow Native Nursery assistant:** help customers select plants, write up sales receipts, water plants
- Nursery/Greenhouse Assistant:** transplant, propagate, maintain plant health
- Plant Records Assistant:** Help keep records on plants in the living collection. May involve surveying, mapping, making and placing plant ID tags, database management, data entry, and creating signs
- Bench Brigade:** Help maintain our 'rest appeal'.

Membership and Advancement

Outgoing, friendly, and creative volunteers help advance the mission of the Garden. Opportunities include:

- Help plan and implement special events to honor and educate members and donors
- Assist with short-term projects including thank you calls and letters, publications, and computer-based research or data entry

Public Relations and Visitor Services

- Garden Shop Associate:** Assist with retail sales while welcoming visitors and providing information
- Admissions Kiosk Volunteer:** Greet visitors as they arrive; share general Garden information with visitors
- Garden Ambassador:** Advance the Garden's public image through a variety of outreach efforts
- Venue Spiff-up Volunteers:** Tidy venues for weddings/events with weekly attention/clean-up
- Shuttle Volunteers:** Be trained on RSABG tram/carts and drive guests to and from special events in Garden
- Special event host:** Provide positive experiences at special events including Mother's Day, Art in the Garden, National Public Gardens Day, Concerts, etc.

Research

- Research Assistant:** Help research scientists/graduate students with research projects (may involve lab work) and the maintenance/organization of special collections
- Field Assistant:** Accompany staff/students on field excursions to local mountains, valleys and deserts to collect plant specimens/seeds; Hardiness required
- Database Assistant:** help maintain collection information through data entry

Research Library

- Assist in variety of tasks in our sizable collection of books, periodicals and special collections

Are you currently a member of RSABG? Yes No If no, please note you must be a member of RSABG before volunteering services. *Active high school and full time college students are not required to hold RSABG Membership to begin volunteering.*

Are you seeking a short term or a long term volunteer experience? Long Term Short Term (*less than 1 year*)

Education: _____

Work Experience: _____

Please list one reference from where you have worked or volunteered before that we may contact.

Name: _____ Phone: _____ Business/Agency: _____

Interests, Hobbies, Specialized Skills: _____

When are you available to volunteer?

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----|--------|---------|-----------|----------|--------|----------|--------|
| AM | | | | | | | |
| PM | | | | | | | |

Are you able to contribute 40 hours (suggested) of service per year? Yes No Unsure

Are you 18 years or older? Yes No If No, Age: _____

The information requested below is necessary for the position for which you are applying. A “yes” answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered. Any information regarding criminal history will be maintained confidentially.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

(Please do not list misdemeanor convictions for marijuana-related offenses that are more than two years old and convictions that have been judicially dismissed or ordered sealed pursuant to law.) No Yes

If yes, state nature of the crime(s), when and where convicted, and disposition of the case:

Liability and Release

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of Rancho Santa Ana Botanic Garden (RSABG), a private, non-profit charitable organization, I hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge Rancho Santa Ana Botanic Garden, its officers and directors, employees, agents and volunteers from all claims, demands and actions for injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence, and I agree to release and hold Rancho Santa Ana Botanic Garden, its officers and directors, employees, agents and volunteers harmless from any cause or action, claim, or suit arising therewith. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release. Furthermore, I grant permission for photographs, video and quotations from me during my involvement with Rancho Santa Ana Botanic Garden to be used for promotional purposes.

Signature of participant: _____ Printed Name: _____ Date: _____

My signature below certifies that all statements made on this application are true, complete and correct to the best of my knowledge and belief. I understand these statements are subject to verification. I understand that falsification on this application can disqualify me from consideration or result in not being selected as an RSABG volunteer. Furthermore, my signature below provides my authorization for Rancho Santa Ana Botanic Garden to conduct a criminal background check and reference checks to determine my suitability for selection and placement.

Signature of participant: _____ Printed Name: _____ Date: _____

Rancho Santa Ana Botanic Garden (RSABG) acknowledges that equal opportunity for all persons is a fundamental human value. Each volunteer applicant will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex or marital status. RSABG reserves the right to decline acceptance of an application.

Please return this completed form or direct inquiries to:

Kathleen Noll, Manager of Volunteer Programs

Rancho Santa Ana Botanic Garden

1500 North College Avenue, Claremont, CA 91711-3157

knoll@rsabg.org / 909-625-8767 ext. 256

Thank you for your interest in becoming a volunteer at RSABG. Please review this information; it is a first step in familiarizing yourself with the RSABG Volunteer Program.

Volunteers contribute service to RSABG in a wide variety of ways and areas. Some volunteers contribute time on a regular basis, while others volunteer in a less-structured or scheduled manner. New projects and special events arise on an ongoing basis and we endeavor to keep Volunteers informed so they can expand their involvement and get to know other areas of the Garden. Placements are made based on individual Volunteer interests, schedules, and abilities, as well as the current and most pressing needs of the Garden. Volunteers are vital in enabling the Garden to fulfill its mission.

Being an *active member* (eligible for formal service recognition) of the Volunteer Organization has two requirements:

1. ***Becoming a member of RSABG** (visit www.rsabg.org for information), which permits free access to the Garden even when not volunteering. There are many levels of membership to choose from, including \$50 individual membership or \$75 family membership (*the membership requirement is waived for students).
2. **Completing the New Volunteer Orientation Course, "RSABG 101"**: This is our basic training for new volunteers. It provides an excellent overview of the Garden, its mission and its variety of programs, services, departments and activities. It offers you insight into the many ways you can get involved as a volunteer and gives you the chance to meet and connect with Garden staff members and fellow new volunteers.

All RSABG volunteers are required to be members of the Garden, however it may be possible for you to begin volunteering without completing the formal training course. This will be determined on an individual basis where appropriate or necessary. Volunteers are only eligible for the formal service recognition (including awards and pins at our annual Volunteer Appreciation Dinner) if you complete the training. Regardless, we encourage everyone interested to get involved in some way!

RSABG 101: New Volunteer Training is on September 21 & 28 (Friday mornings) or September 22 & 29 (Saturday mornings) 2018



Volunteer Emergency Contact Information Sheet

Volunteer Name: _____ **Primary Phone:** _____ **hm/wk/cell**
Email: _____ **Second Phone:** _____ **hm/wk/cell**
Address: _____
City/State/Zip: _____
Date of Birth: (Month-Day-Year) _____

Emergency Contact #1

Name: _____ **Primary Phone:** _____ **hm/wk/cell**
Relationship: _____ **Secondary Phone:** _____ **hm/wk/cell**
Address: _____ **City/State/Zip:** _____

Emergency Contact #2

Name: _____ **Primary Phone:** _____ **hm/wk/cell**
Relationship: _____ **Secondary Phone:** _____ **hm/wk/cell**
Address: _____ **City/State/Zip:** _____

Physician's Name: _____ **Phone:** _____
Health Plan: _____ **Hospital:** _____
I am taking medication(s) for: _____
Please describe any health conditions we should be aware of: _____

(For security purposes) Auto Make: _____ **Model:** _____ **Year:** _____
Color: _____ **License Plate Number:** _____

If you drive (or intend to drive) an RSABG tram, golf cart, horticulture carts or other Garden vehicles, please submit a photocopy of your valid Driver's License. This will be kept on file only.

Signature of volunteer: _____ **Date:** _____

Volunteer Parental Consent

(To be completed if volunteer applicant is under 18 years of age)

I give my consent for my child (print name), _____, to provide volunteer services to RSABG. I also give RSABG my consent to obtain any emergency medical treatment necessary for the safety of my child.

Signature of parent / guardian: _____ **Date:** _____

Printed name of parent / guardian: _____ **Relationship:** _____

Applicant Disclosure and Authorization Statement

In connection with your employment or application for employment, volunteer service (or contract for services) and any future employment (or contract for services) with Rancho Santa Ana Botanic Garden (RSABG) and any subsidiary, you may have information requested about you from a consumer reporting agency in connection with your application for employment purposes. This information may be obtained in the form of background reports and/or investigative reports. These reports may be obtained at any time after receipt of your signed authorization and, if you are hired by RSABG, throughout your employment if permissible under applicable RSABG policy and/or state law.

These reports may contain information about your character, general reputation and/or mode of living. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources.

If adverse action is taken resulting from information obtained, in whole or in part, from consumer reports and/or investigative reports, you will have the option to receive a copy of the report from S2Verify, LLC. S2Verify, LLC can be contacted at P.O. Box 2597, Roswell, GA 30077 or by phone at (877)671-1933 or by email at customerservice@s2verify.com.

A summary of your rights under the Fair Credit Reporting Act and other applicable state laws can be found at: <http://www.S2Verify.com/Resources.html> or at the hiring site.

Additional State Law Notices

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization of Background Investigation below. **California Law:** Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by S2Verify during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at S2Verify's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. S2Verify has trained personnel available to explain your file to you, including any coded information.

Maine: You have the right, upon request, to be informed of whether an investigative background report was requested, and if one was requested, the name, address, and telephone number of the nearest unit designated to handle inquiries of each background reporting agency issuing an investigative consumer report. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

Massachusetts and New Jersey: If we request an investigative background report, you have the right, upon written request, to a copy of the report.

New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law.

By signing the Authorization below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, my employment, or my eligibility for promotion.

Washington State: If RSABG requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from RSABG a complete and accurate disclosure of the nature and scope of the investigation requested by RSABG. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Authorization of Background Investigation

I have carefully read, and understand, this Disclosure and Authorization form and the summary of rights under the Fair Credit Reporting Act and the applicable state laws at (<http://www.S2Verify.com/resources.html>) or the office copy provided at the hiring site. By my signature below, I consent to the release of background reports and/or investigative background reports prepared by a background reporting agency, such as S2Verify, Inc., to Rancho Santa Ana Botanic Garden (RSABG) and its designated representatives and agents for the purposes of determining my eligibility for employment, retention, or other lawful employment purposes. I understand that if RSABG hires me, my consent will apply, and RSABG may obtain background reports throughout my employment if permissible under applicable RSABG policy.

I understand that information contained in my employment application, or otherwise disclosed by me before, or during, my employment, if any, may be used for the purpose of obtaining background reports and/or investigative background reports. I also understand that nothing herein shall be construed as an offer of employment. I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by the background reporting agency.

By my signature below, I certify the information I provided on, and in connection with, this form is true, accurate, and complete. I agree that this Disclosure and Authorization form in original, facsimile, photocopy, or electronic (including electronically signed) formats, will be valid for any reports that may be requested by, or on behalf of, RSABG.

California, Minnesota or Oklahoma applicants only:

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

I wish to receive a free copy of the report.

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State of Issue: _____

Email Address: _____

Signature: _____ Date: _____

**RSABG cannot conduct a background check without a Social Security number. The Social Security number is used for Social Security Trace, validating and correlating a person's name, social security number, alias names and all previous addresses. Individuals not consenting to this request, or who fail to meet the standard of the background checks will not be permitted to volunteer. RSABG reserves the right to know the offenses related to the background check information. Your privacy is very important to us; confidential information, including Social Security numbers and results of the background check are held in the strictest of confidentiality and document security.*

****Please include photocopy of two forms of valid Identification
(For example: a driver's license, social security card or passport).***