



VOLUNTEERING AT CALIFORNIA BOTANIC GARDEN

Thank you for your interest in becoming a volunteer at California Botanic Garden (CalBG). Our active volunteers are an invaluable resource and play a vital role in the mission of the Garden “to advance knowledge, conservation, and appreciation of California native plants.” Volunteers assist in a myriad of ways to inform and educate the public about native flora and help Garden staff maintain its living and research collections. Benefits of volunteering include the opportunity to gain valuable knowledge and receive hands-on experience through association with professionals in research, horticulture, and education.

The CalBG Volunteer Organization, made up of the Garden’s active adult volunteers, provides its members with social and enrichment opportunities. Monthly board meetings and quarterly luncheons are held to keep the volunteers apprised of happenings in the Garden. There are many levels of commitment from periodic events to weekly scheduled participation. Volunteers typically contribute at least 30 hours annually. We invite you to give your time, gain new skills, and make new friends at CalBG!

REQUIREMENTS TO BECOME A CALBG VOLUNTEER:

1. Submit a completed application form with two forms of valid identification (driver’s license, RealID, social security card, passport). All adult (> 18 years old) volunteers must successfully pass a background check and complete a live scan fingerprinting process.
2. Become a member of CalBG, which permits free access to the Garden even when not volunteering. There are many levels of membership to choose from (visit www.calbg.org/membership for information).
3. Complete the New Volunteer Orientation Course, “CalBG 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 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.
4. Log into your Volgistics account, which will be created for you as part of the onboarding. Volunteer opportunities and service hours are tracked through the Volgistics online program. Volunteer hours are recorded to assist in the Garden’s pursuit of grants and funding.

It may be possible for you to begin volunteering prior to completion of the formal training course. This will be determined on an individual basis where appropriate or necessary. Volunteers are eligible for the formal service recognition (including awards and pins at our annual Volunteer Appreciation Dinner) based on their hours recorded on Volgistics.

Please return this completed form or direct inquiries

via email to:

Julie Schuermann

jschuermann@calbg.org



VOLUNTEER APPLICATION FORM

Volunteer Name: _____

Primary Phone: _____ home/mobile (circle one) Date of Birth: _____

Secondary Phone: _____ home/mobile (circle one) Email: _____

Address: _____ Zip _____

Education: _____

Are you a full time student? ____ Yes ____ No (Membership requirement is waived for full-time students with ID)

Are you currently a member of the Garden? ____ Yes ____ No If Yes, Membership Expiration Date: _____

VOLUNTEER POSITION DESCRIPTIONS AND INTEREST

Please take a moment to indicate which areas of service may be of interest to you (check all that apply).

While some areas may not currently be accepting new volunteers, your interest will help us gauge interest for future openings.

- Bench and Leaf Brigade:** Help ensure our benches and pathways are kept presentable. Work with provided cleaning materials and equipment. Flexible schedule.
- Event Support:** Help with a variety of roles during our special community events at the Garden (e.g. set-up, registration, demonstrations, path monitors, food and beverage sales). Positions are defined by the unique needs of the event.
- Garden Guides and Educational Tour Support:** Be involved in leading tours for adults, scouts, students; acquaint garden guests with a greater appreciation for native plants. Additional training required and will be provided.
- Grounds Work Crew:** Help maintain the living collection by weeding, raking, pruning, watering, and myriad tasks on grounds working with horticulturists. Regularly scheduled times on weekdays and Saturdays
- Herbarium Volunteer:** Prepare and mount dried plant specimens for the Garden's scientific collections. Training is required and provided. Weekdays only.
- Library Assistant:** Assist in a variety of tasks in our sizable collection of books, periodicals and special collections. Training is required and provided. Weekdays only.
- Membership Outreach / Advancement Office Assistant:** Assist with bulk mailings, office tasks and onsite member events, such as Magical Mondays.
- Nursery/Greenhouse Assistant:** Assist with cultivation and care of plants in the nursery, including watering, weeding, propagation and plant health. Regularly scheduled times weekdays and weekends.
- Public Relations:** Assist with tabling at offsite community events, distribute promotional materials, and in conjunction with Advancement, make welcoming calls to new members.
- Tram Drivers:** Drive guests to and from special events in Garden. Training will be provided; valid driver's license required.

*You can also become involved with other activities and opportunities within the Volunteer Organization, including **Native Designs, Hospitality, Volunteer Enrichment, Volunteer Library, and the Oak Notes Newsletter.** More information will be provided during onboarding.*

When are you available to volunteer? (please specify hours. *Note: Garden is closed to the public on Mondays)

	Monday*	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

List any skills and experience that may be relevant and that you would like to use in your volunteer work.

The information requested below is necessary for the position for which you are applying. A "yes" answer will not necessarily disqualify you but the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position 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)? ____ Yes ____ No
(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.)

If Yes, state nature of the crime(s), when and where convicted, and disposition of the case:
(Attach a separate sheet if necessary)

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

California Botanic Garden ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes (including volunteer assignments). Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), education or employment history, or other background checks. The investigations will be conducted by S2Verify, P.O. Box 2597, Roswell, GA 30077, (770) 649- 8282, www.s2verify.com.

A summary of your rights under the Fair Credit Reporting Act and other applicable state laws can be found at: <https://s2verify.com/resources/> or a copy can be provided by the Company upon request.

LIABILITY AND RELEASE

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of California Botanic Garden (CalBG), a private, non-profit charitable organization, I hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge California 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 California 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 California Botanic Garden to be used for promotional purposes.

Signature of applicant: _____ Date: _____

Printed Name: _____

California Botanic Garden (CalBG) 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. CalBG reserves the right to decline acceptance of an application.

ACKNOWLEDGEMENT AND AUTHORIZATION OF BACKGROUND INVESTIGATION

I acknowledge receipt of the information entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE/LOCAL NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports," "criminal history record information" and/or "investigative consumer reports" by California Botanic Garden (the "Company") at any time after receipt of this authorization and throughout my volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by S2Verify, P.O. Box 2597, Roswell, GA 30077, (770) 649-8282, www.s2verify.com and/or the Company. I agree that a facsimile ("fax"), electronic (including electronically signed), or photographic copy of this Authorization shall be as valid as the original.

By my signature below, I certify the information I provided on, and in connection with, this form is true, accurate, and complete. I understand that falsification on this application can disqualify me from consideration or result in my not being selected as a CalBG volunteer.

California applicants:

You have the right to receive a copy of your background/investigative report by checking the box.

I wish to receive a free copy of the report.

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

Other Names/Alias _____

Present Address: _____

_____ City: _____ State: _____ Zip: _____

*Social Security Number: _____ *Date of Birth: _____

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

Email Address: _____ Phone Number _____

Signature: _____ Date: _____

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

Identification #1: _____ Identification #2: _____

**This information will be used for background screening purposes only and will not be used as hiring criteria. Individuals not consenting to a background investigation, or who fail to meet the standard of the background checks will not be permitted to volunteer. CalBG 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.*