



Taltree
arboretum & gardens

Volunteer Information Form

*Taltree Arboretum and Gardens
71 North 500 West
Valparaiso, IN 46385*

Date _____

Name (please print first, middle, last) _____

Address _____ City _____

State _____ Zip _____ e-mail _____

Home Phone () _____ Mobile/Work Phone () _____

In an emergency, notify: _____ Relationship: _____

Phone () _____

How would you like to be contacted? Phone E-mail Mail

Birthday _____/_____
Month/ Day

Are you a Taltree member? Yes No

Are you over the age of 15? (Volunteers 15 and under must be accompanied by an adult) Yes No

Education: High School College Graduate School Post-Graduate School
Concentration: _____

Please list your most recent work and/or volunteer experience

Availability:

Weekends Mornings Afternoons Evenings Which days: _____

Weekdays Mornings Afternoons Evenings Which days: _____

Are you taking medication(s) or do you have any medical condition(s) that would prevent you from participating in or completing a particular volunteer assignment? No Yes

If you answered "yes," please give details: _____

How did you hear about Taltree? __friend/relative __Taltree website __newspaper __ road signs

Volunteer Interest

Please check the area(s) of interest to you. We will keep you informed of any upcoming training.

- Education** Docent: Children Docent: Adults Taltree Class Host
 Taltree Class Instructor Youth Summer Camps
- Events** Direct Parking Membership Sales/Taltree Promotion
 Setup/Cleanup Golf Cart Driver (subject to drivers license check)
- Grounds/Facilities** Grounds clean-up Invasive Plant Removal Carpentry
 Painting Irrigation Garden Hardscape
 General Maintenance Habitat Restoration
- Horticulture** Hitz Family Rose Garden Native Plant Garden Welcome Garden
 Meyer Memorial Pavilion Oak Collections Plant Collections
 Herbarium Collections
- Office** Bulk Mailing Data Entry/Word Processing
 Receptionist/Telephone Answering
- Outreach** Offsite Events Public Speaking
- Railway Garden** Operations (trains, track) Vignettes (model construction, painting)
 Ticket-taker Taltree Store Assistance Docent
- Interest Groups** Butterfly Interest Group Birding Club

Please describe any special skills or training you have related to your area(s) of interest:

Taltree Arboretum & Gardens

Volunteer Program Participation Agreement

Thank you for becoming a Taltree volunteer. As a Participant in the Taltree Volunteer Program and in consideration of the granting of permission by Taltree for Participant to engage in the Taltree Volunteer Program, Participant acknowledges that their signature below hereby releases Taltree Arboretum & Gardens from all liability or claims resulting from participation in the Taltree Volunteer Program. Specifically, Participant and/or the undersigned:

1. Agrees not to sue and releases and discharges Taltree, it's officers, agents and employees, from all liability to Participant, his/her personal representatives, heirs, and next of kin, for all loss or damage and waives any claim or demands on account of injury to or death of the Participant, or damage to the property of Participant, arising out of the participation in the Taltree Volunteer Program.
2. Agrees to indemnify and hold harmless Taltree from any loss, liability, damage or costs that may be incurred due to the acts or omissions of Participant during participation in the Taltree Volunteer Program.
3. Certifies that the Participant is sufficiently physically fit and is not taking any medication that would impair physical mobility and/or mental judgment to perform the tasks required. Participant shall also indicate on the Volunteer Information Form any prior medical issues that could have an impact on their ability to perform the volunteer job as described.
4. Consents to whatever medical emergency treatment may be deemed necessary in the event of any accident or sudden illness.
5. Consents to a criminal background check and examination of driving record.
6. Agrees to attend a Volunteer Orientation program and any additional training that may be required for certain specific tasks.
7. Grants Taltree Arboretum & Gardens permission to use Participant's likeness in a photograph or other digital reproduction in any and all of its publications, including website entries, without payment or any other consideration.
8. Acknowledges that Participant has read, understood and agrees to comply with the rules and safety provisions established for the Taltree Volunteer Program.

Participant's Printed name

Date

Signature

Parent/Guardian Signature (if under 18 years of age)

VOLUNTEER OPPORTUNITIES

Docent: If you would enjoy sharing the surroundings of Taltree with others, consider becoming a docent. We will train you to lead Interpretive Hikes on Taltree's grounds. Whether you prefer to work with children as young as 4 years old or adult groups, these hikes provide the opportunity to share Taltree's message. The hikes last approximately one and a half hours and average around a mile. Younger groups are offered Project Learning Tree games (if requested) which are enjoyed after the hike.

Education: As an educator you will be involved in presenting and developing educational programs. If you prefer working with children, you could be involved with the presentation of Project Learning Tree programs not only at Taltree but at local elementary schools as well. If you are more inclined to work with adults, you could assist or lead classes in our adult education program. If you have a specialty (i.e. horticulture, botany, biology, arts, etc.) or are a retired teacher, educator or trainer, you could create or teach classes in your area of expertise.

Events: Taltree hosts and participates in a wide range of events such as concerts, art fairs, workshops, classes and booths at trade shows or conferences. The activities and positions are varied, but all participating volunteers have the opportunity to work with various age groups as they meet the public and help facilitate successful events. If you are outgoing, willing to learn and enjoy people, then consider assisting with events.

Gardening: Do you love working with plants? Then get your hands dirty while working in Taltree's gardens. You could help us with planting, mulching, weeding, pruning and construction of new gardens.

Grounds/Facilities: If you get satisfaction from carpentry, painting, irrigation maintenance, garden hardscape, or general maintenance tasks, there is always a variety of projects on Taltree's grounds that benefit from volunteers. Whether you like to work alone or in a group, volunteer opportunities are available. Although skills in these areas are desirable, Taltree provides training if you just want to provide an extra pair of hands.

Habitat Restoration: Are you passionate about enhancing the environment for the benefit of native flora and fauna? Along with removing invasive plants, you will prepare areas for and assist with prescribed burns. Habitat restoration volunteers walk away with a sense of accomplishment and purpose, despite the tasks' sometimes strenuous nature. Work clothes with long sleeves and pants, sturdy shoes or boots and work gloves are required.

Native Plant Garden: Do you have an interest in conservation or native plants? Volunteers in the Native Plant Garden help maintain the plant displays including the Monarch Waystation while learning about ecosystems and the specific needs of northwest Indiana's native plants. Tasks involve planting, weeding, pruning, watering and seed collection.

Office: If your preference is to work indoors, office volunteers assist with data entry, kiosk updating and bulk mailing. They may also furnish support with phone calls, faxes, functioning as receptionist, creating flyers and other office procedures.

Outreach: With energy and enthusiasm, outreach volunteers present the mission, vision, and goals of Taltree Arboretum & Gardens to community groups and other interested parties. In addition, you will share the exciting news of upcoming events and improvements in the gardens. If you enjoy public speaking this is a great opportunity for you to shine.

Railway Garden: Volunteers are needed to perform a variety of tasks, from assembling building and structure kits, to installing track, bridges, and electronic controls. When the garden opens in the spring of 2011, volunteers will be needed to lead educational tours, assist with ticket-taking, and help in the Taltree Store.