



100 Frederick Law Olmsted Way
Asheville, NC 28806
828-665-2492

VOLUNTEER Application

SKILLS & INTERESTS

(Revised 9/2010)

Please check your preferences:
(descriptions on reverse side)

- Art/Graphics/Design
- Bent Creek Institute
(Plant Collection/Laboratory)
- Carpentry
- Computers
- Crafts/Floral Design
- Exhibits
(Ticket sales/Set up)
- Gardening Inside
- Gardening Outside
- Greenhouse
- Group Tour Guide
- Information Desk
(BEC/EC/Greenhouse)
- Journalism/Writing
- Library
- Natural Landscape/
Trails Crew
- Office Support
- Photography/Videography
- Plant Records Support
- Public Safety Support
- Retail (Gift Shops)
- Special Events
(Planning and Support)
- Teaching adults
- Youth Program Support

Name (Mr. Mrs. Ms. Dr.) _____

Mailing Address _____

City/State _____ ZIP _____

Daytime Phone _____ Cell Phone _____

E-mail _____

Emergency Contact Name, Phone Number, Relationship

Birthday (month/day) _____

Relevant experience (volunteer/paid) _____

Physical limitations we should know about _____

There are hazards associated with some volunteer work at the Arboretum. I understand that TNCA Society provides limited insurance coverage to volunteers for liability and accidental injury while performing duties on behalf of the Arboretum. Signed _____ Date _____

I understand that some volunteer jobs at the Arboretum require references and/or background checks.
Signed _____ Date _____

AVAILABILITY

Are you available on a regular basis? _____ Or only for special projects/events? _____

DAYS you prefer to volunteer.

Please indicate your preference for months of the year below the chart if applicable.

<u>MORNING</u>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>AFTER-NOON</u>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

OFFICE RECORDS

Interview date

Activated date

By

Volunteer Manager

.....
: Arboretum Member?
: ___Yes ___No
: Member Number
: _____
:

Descriptions of Opportunities for Volunteers

- ◆ *Orientation and property tour required for all volunteers*
 - ◆ *Special training or physical abilities may be required for some positions*
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Art/Graphics/Design.....Illustrations for publications, work in art collections, landscape design experience.

Bent Creek Institute.....Field work including collecting plants, herbarium, chemistry or laboratory work.

Carpentry.....Garden projects, odd jobs, cabinetry, woodworking.

Computers.....Data entry and management, scanning and editing of illustrations, producing publications.

Crafts/Floral Design.....Assisting in craft workshops or making and installing floral arrangements.

Exhibits.....Sell tickets or stamp hands and monitor visitation to exhibit hall.

Gardening Inside.....Work with Greenhouse staff to care for interior plantings in Arboretum facilities.

Gardening Outside.....Installing and maintaining plants and paths of garden areas and containers.

Greenhouse.....Greenhouse activities such as transplanting, seeding, potting, pot washing.

Group Tour Guide.....Provide tours to groups/organizations on trails or in gardens.

Information Desk.....Orient visitors at Baker Exhibit Center, Education Center and Greenhouse.

Journalism/Writing.....Help produce newsletters, handouts and brochures.

Library.....Catalog and reshelve books, magazines and other publications, maintain library inventory.

Natural Landscape/Trail Crew.....Work with trail crew on trails, brush clearing, maintenance and planting.

Office Support.....Type, telephone, file, news clippings, surveys and data management.

Photography/Videography.....Document special events, education programs, volunteer activities
and produce educational materials for public use.

Plant Records Support.....Assist with labeling and mapping garden areas.

Public Safety Support.....Non-sworn:Help at Gatehouse and traffic control for Special Events.

Retail.....Provide assistance in the Connections Gallery or Garden Trellis Gift Shop.

Special Events.....Support as needed in planning and staffing special events.

Teaching Adults.....From your special expertise or assisting with registration and check-in,
assist speakers or preparation of handouts.