

VOLUNTEER APPLICATION

ONE WOMAN - ONE VISION
ONE EXTRAORDINARY GARDEN



Contribute to The Ruth Bancroft Garden!

Being a volunteer is a great opportunity to learn and help enhance public education and enjoyment of the Garden.

We look forward to working with you!

| | |
|-----------------------------|--|
| Name: | Application Date: |
| Date of birth: | Availability (write hours available next to day) |
| Address: | Monday: Tuesday: |
| City/State/Zip: | Wednesday : Thursday : |
| Home phone: | Friday : |
| Cell phone: | Emergency contact name: |
| Email: | Emergency contact phone: |
| How did you hear about us : | |

Volunteer Opportunities

Check the box next to the opportunities that interest you.

Garden Maintenance

(Thursdays, 10am-4pm)

- | | |
|---|---|
| <input type="checkbox"/> Gardening (weeding, planting) [Meets Thursdays, 9-11am] | <input type="checkbox"/> Construction (landscaping, irrigation) |
| | <input type="checkbox"/> Adopt-a-bed (ongoing commitment) |

Garden Greeter

(Half-day shifts Tuesday-Friday, 9:45-1pm or 12:45-4pm)

- You will help greet visitors and orient them for a self-guided tour at the Admissions Table. Encourage visitors to sign up for a Garden Membership. Training on the Clover (point of sale) system will be provided.

Event

(Usually evenings & weekends)

- | | |
|---|--|
| <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Marketing & Mailings |
| <input type="checkbox"/> Plant Sales | <input type="checkbox"/> Merchandise (organizing, selling) |
| <input type="checkbox"/> Sunset Socials (summer evenings) | <input type="checkbox"/> Membership Table |

Docent/Tour Guide

- Garden tours are led by Volunteer Docents. Docent training (Nov-April) covers in-depth plant ID as well as training on interpretation and leading tours.

(continues on next page)

Office

(2-3 hour shifts Tuesday-Friday, 10am to 5 pm)

- Office administration (membership filing, membership data entry)
- Computer work (graphic design, data entry)
- Outreach (design, distribution, research)
- Website maintenance

Please write down any other relevant interests, experience, and information in the space below.

To submit your application:

Mail

The Ruth Bancroft Garden, Attn: Volunteer Coordinator
1552 Bancroft Road
Walnut Creek, CA 94598

Fax: 925-256-1889

Email: alice@ruthbancroftgarden.org

Thank You!

We look forward to you joining our Ruth Bancroft Garden community and hope your time at the Garden will be a satisfying experience for you! There are many perks to volunteering; after 20 hours of volunteering, you will qualify for a 20% discount on plants (combined with membership discount) and be invited to special volunteer events throughout the year.

Our Volunteer Coordinator will follow up on your application.

TO BE FILLED OUT BY THE VOLUNTEER COORDINATOR:

Date of Follow up: _____ Status of Follow up: _____

Additional Volunteer Information :

Release of Liability signed:

Volunteer Information added to Database: