



San Luis Obispo
Botanical Garden
VOLUNTEER APPLICATION

Name: _____ Male ___ Female ___
 Street Address: _____ City: _____ State: _____ Zip: _____
 Phone: Home: _____ Work: _____ Cell: _____ E-mail: _____
 How did you hear about the Volunteer Program? _____
 Availability: Weekdays ___ Weekends ___ Evenings ___ Summer ___ Hours available per: _____ day week month (circle one)
 Are you currently a Garden Volunteer? Yes ___ No ___ Are you a Garden member? Yes ___ No ___
 If you are a current volunteer what is your assignment(s)? _____
 Special Skills/Interest/Hobbies: _____
 Past Professional or Occupational Background: _____
 Past Volunteer Experience: _____
 In your past volunteer work what were your Likes: _____ Dislikes: _____
 Do you prefer to work alone or in groups? _____ Languages spoken: _____

Please indicate your area of interest below:

Building Maintenance

Mr. Fix-It / Handyman
Equipment maintenance

Clerical/Office

Assist Administrative Director
Handle telephone inquiries, update voicemail messages with events information
Event ticket processing
Mailing preparation
Data Entry

Education

Adult/Family Tour Docents
Children's Education Docents-School Tours
Educational Programs, Lectures, Sat@ the Garden
Interpretation- Tour Development, Signage, Art
Library- Research Assistant, Archives and Historians

Events

Event Planning- all facets
Prepare/Serve Food and Decorations
Host/Hostess at events
Garden Tour/Sat@ the Garden

Fundraising

Plan-Carry out fund raising activities
Prepare fund raising materials
Schedule/Present "Gateway" presentations

Marketing and Publicity

Garden Ambassador-staff table at Garden and community events, present outreach programs
Assist Marketing Committee
Photography and Video production

Membership

Member recruitment and retention
Welcome new members
Staff membership table at programs and events

Tuesday Garden Crew 9:00 a.m.-11:00a.m.

Garden: Planting, weeding, pruning, mulching, raking
Greenhouse-Plant propagation, irrigation, and plant record keeping
Accessioning of plants, record keeping, sign maintenance

Volunteer Program

Volunteer recruitment and retention, phone interview prospective and current volunteers
Volunteer Program management, record keeping
Present volunteer orientations
Plan and produce annual Volunteer Award event

Plant Sales/Garden Shop

Assist at Sat@ the Garden Plant Sales
Assist with Garden Shop
Retail experience

Signature: _____ Date: _____

Emergency Contact Details: Please give name of the person we should contact in an emergency:

(If you are under 18 this should be your parent or legal guardian)

Name: _____ Relationship to you: _____ Telephone: _____

Return this completed form to: San Luis Obispo Botanical Garden 3450 Dairy Creek Rd., San Luis Obispo, CA 93405 Attn: Volunteer Coordinator

Contact by e-mail: volunteer@slobg.org or by phone (805) 541-1400 Ext. 302 to leave a message for the Volunteer Coordinator.

Visit us on the web: www.slobg.org