



500 Alumni Drive | Lexington, KY 40503 | (859) 257-6955
arboretum.ca.uky.edu

2018 VOLUNTEER AGREEMENT

Volunteers are required each calendar year to read and retain this Volunteer Agreement.

The University of Kentucky and Lexington-Fayette Urban County Government Arboretum staff value your time. Volunteer hours help us to keep this community resource alive for public education and enjoyment. Because we take your work seriously, we ask you to sign the following agreement. This agreement outlines what The Arboretum staff asks of their volunteers and what a volunteer can expect during their time here. Thank you again for choosing to volunteer with us.

I understand that, as a volunteer, The Arboretum expects me to:

1. Have a 2018 Waiver and Release form and an emergency contact form on file with The Arboretum.
2. Attend volunteer orientation and any necessary additional training.
3. Read and accept (or decline) permission to take and use photos (or other media) of me in Arboretum communications.
4. Choose an area of work appropriate for my interests, time and abilities.
5. Ask for guidance if I am unclear what duties I am to perform.
6. Familiarize myself with the garden policies and other procedures included in my Volunteer Handbook.
7. Be helpful and friendly to garden visitors on behalf of The Arboretum.
8. Foster a mutually respectful environment among staff, supervisors and other volunteers.
9. Arrive on time and accurately record my volunteer hours in the Volunteer Log notebook in the Visitor Center *every time* I complete a volunteer session. If I volunteer at The Arboretum outside of Visitor Center hours or if I engage in Arboretum-related volunteer activities off-site, I will inform Director Molly Davis of the nature and hours of these activities via email at molly.davis1@uky.edu so that my hours can be recorded.
10. Notify my supervisor as soon as possible if I am unable to maintain my schedule.
11. Refrain from bringing guests with me when volunteering without the prior consent of my supervisor.
12. Give prior notice if my volunteer work will be terminated or interrupted for an extended period.
13. Inform The Arboretum of any changes in my address, phone number or other personal information.
14. Bring my own gloves and small hand tools, as necessary.

As a volunteer, I can expect The Arboretum to provide:

1. Advice, support and answers to my questions and concerns regarding my volunteer position.
2. Information about garden policies and procedures that apply to my work.
3. Supervision and training for my volunteer position.
4. Change in volunteer assignments through mutual agreement between the supervisor and myself.
5. An annual event to recognize volunteer contributions to the garden.