

THE ARBORETUM
State Botanical Garden of Kentucky

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Social Media



The Arboretum, State Botanical Garden of Kentucky



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THE ARBORETUM

State Botanical Garden of Kentucky

Volunteer Handbook



MISSION OF THE ARBORETUM

The mission of The Arboretum is to showcase Kentucky landscapes and serve as a resource center for environmental and horticultural education, research and conservation.



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Volunteer Job Opportunities

- Adopt a Plot
- Arbor Day
- Archivist
- Birdhouse Display and Silent Auction
- Community Relations Committee Member
- Docent-in-Training Tour Guide
- Events Photographer | Plant Photographer
- Friends Charter Review Committee Member (FOA membership required)
- Friends Lecture Committee Member (FOA membership required)
- Friends Membership Committee Member (FOA membership required)
- Friends Membership Assistant (FOA membership required)
- Friends Plant Exchanges
- Garden Heroes
- Hospitality Committee Member
- Native Plant Volunteer
- Party for the Pumpkins
- Spring/Winter Prep Volunteer
- StoryWalk Installer
- Volunteer Recognition Committee Member
- Kentucky Children’s Garden (KCG) Event Volunteer
- KCG Field Trip Volunteer
- KCG Greeter
- KCG Model Train Operator
- Outreach Volunteer

2017 Volunteer Orientation sessions (required before you can commence your volunteer work) will occur Tuesdays, 9:00 – 9:30 a.m. on March 14, 21; April 4, 18; May 2, 16; June 6, 20; and September 5, 19.

Historical Highlights

- 1983 100 acres of UK land preserved by the Board of Trustees.
- 1986 UK and LFUCG partner to develop an arboretum on UK property.
- 1988 Preliminary Master Plan prepared by Marshall, Tyler, Rausch.
- 1989 Official groundbreaking.
- 1990 First trees planted.
- 1991 First plantings in the Home Demonstration Garden.
- 1992 The Friends of The Arboretum (FOA) established.
- 1992 1,200 native plants installed on Walk Across Kentucky (WAKY)
- 1993 First newsletter published by the FOA
- 1997 First part-time Director for The Arboretum named. Lexington's Shakespeare Festival moved to The Arboretum.
- 1998 WAKY dedicated. Driveway from Alumni Drive to parking lot paved.
- 2000 Full-time Arboretum Director appointed. \$200,000 Challenge Grant received from Dorothea Smith Oatts for Visitor Center. Descriptive signs marking seven physiographic regions of WAKY installed. The Arboretum designated as the Official State Botanical Garden of the Commonwealth of Kentucky. WAKY path paved.
- 2001 Groundbreaking for the Visitor Center.
- 2003 Rose Garden planted.
- 2004 Thousands of annual, perennial, herbaceous, woody plants installed.
- 2005 First Gala hosted by FOA to raise funds. First resurgence of native wildflowers, shrubs and young trees detected in The Arboretum woods after aggressive efforts to remove exotic invasives in understory. First appropriations and support from LFUCG.
- 2006 Front entrance to the Visitor Center redesigned. Site of the Children's Garden graded and grassed. First state appropriations to The Arboretum made through the Economic Development Cabinet.
- 2007 Right Tree, Right Place Exhibit planted. Signs directing visitors to Arboretum from I-75 installed. Fencing, trees, raised beds installed in KCG. Plastic pot recycling effort huge success. Mississippi Embayment Detention Area completed. Special events marked 15th anniversary of the Friends of The Arboretum organization.
- 2008 Orchid Garden installed. Pond area within Home Demonstration Garden redesigned. Six new planters in front of Visitor Center installed. Environmental Commission Award for Arbor Day and for Environmental Programs. Bellefonte entrance redesigned.

Expectations

AS A VOLUNTEER, I 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. Equipment and materials necessary for my job, as far as is reasonable and within the garden's ability to provide.
4. Supervision and training for my volunteer position.
5. Change in volunteer assignments through mutual agreement between the supervisor and myself.
6. An annual event to recognize volunteer contributions to the garden.

AS A VOLUNTEER, THE ARBORETUM EXPECTS ME TO:

1. Have a signed agreement, 2017 Waiver and Release form and the emergency contact form on file with The Arboretum.
2. Attend volunteer orientation, and any additional training.
3. Choose an area of work suitable to my interest, time and abilities.
4. Participate in all training required or requested for my position(s).
5. Ask for guidance if I am unclear what duties I am to perform.
6. Read and familiarize myself with the garden policies and other procedures included in this 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. Be responsible for recording my volunteer hours and arrive on time.
10. Notify my supervisor as soon as possible if I am unable to meet my schedule.
11. Not bring any guests with me when volunteering without the prior consent of my supervisor.
12. Give prior notice if my volunteer work is to be terminated or interrupted for an extended period.
13. Inform The Arboretum of any changes in my address, phone number or other personal information.

General Information

Hours – The Arboretum grounds are usually open daily from dawn to dusk. Exceptions will be indicated via signage in advance of the closure. The Visitor Center is always open Monday through Friday 9:00 a.m. – 4:00. p. m. and closes for holidays, severe weather, etc. The Arboretum is closed on UK home football game days.

Restrooms are located in the Visitor Center and in the green building near the Kentucky Children’s Garden.

Water fountains are located in the Visitor Center and in the Home Demonstration Garden.

Parking is reserved for visitors, staff and volunteers. Special parking will be arranged for major events.

Alcohol, Smoking and Firearms are forbidden at the grounds of the University of Kentucky, including The Arboretum and the Visitor Center.

Wheeled vehicles (bicycles, roller blades, scooters, etc.) are NOT allowed in the garden areas or on the Walk Across Kentucky. Bicycles are allowed on the connector path from Bellefonte Drive to the parking lot and the entrance drive.

Pets must be on a leash and under the owner’s supervision at all times, as per Fayette County Ordinance. Pets must wear their current license and rabies tags at all times and are NOT allowed in the garden areas. Service dogs must be marked to accompany families in the KCG. Pet owners must clean up and remove pet waste.

Safety

- **In the event of an emergency, call 911.**
- Call UK Police at (859) 257-1616.
- File an Incident Report in the Visitor Center.
- Tetanus booster shots are recommended for those who work in the soil.

A Message from the Director

Welcome to The Arboretum, State Botanical Garden of Kentucky. The Arboretum is a unique place in the Bluegrass for adults and children alike to enjoy nature, learn and be inspired. These 100 acres developed thanks to a dedicated group of volunteers and staff who had the vision to create a space within metropolitan Lexington for all to enjoy. Because of the enduring partnership between the University of Kentucky and the City of Lexington, and the ongoing support of the UK College of Agriculture, Food and Environment, The Arboretum can provide an oasis within the urbanized area of Lexington, with learning opportunities, an outdoor ecological classroom and many events and activities throughout the year. The help of volunteers is crucial to carrying out our mission and operations. I hope that you will consider investing your time and talents here for the benefit of many. There is nothing more satisfying or fulfilling than to be part of something meaningful and relevant. I believe in The Arboretum and what it represents, and I hope you will, too.



WHY DO WE RECRUIT VOLUNTEERS?

- The Arboretum staff consists of nine full- and part-time staff members and a number of seasonal workers. Maintaining The Arboretum's 100 acres requires considerable assistance from volunteers.

VOLUNTEER REWARDS AND BENEFITS

- Educational opportunities
- Opportunity to meet people and develop new friendships
- Opportunity to use skills and experience personal growth
- Invitation to Volunteer Appreciation and Recognition events



RECORD YOUR VOLUNTEER HOURS

Keeping a record of your volunteer hours helps The Arboretum when applying for grants, writing reports and making plans for the future.

You can record your hours in one of two ways. You can record hours in the log at the Visitor Center, or you can use the Report of Volunteer Services Form given to each volunteer at the Volunteer Orientation. Extra copies of the form are available. Volunteer hours are reported for a full calendar year so PLEASE submit your hours by December 20 each year at the Visitor Center.

Historical Highlights

- 2009 Fruit plantings installed. 19,000 invasive plants removed. 3,000 plantings in wetlands installed. Private garden tour to benefit KCG.
- 2010 Physical projects (nature center, quilt, butterfly garden, spider labyrinth, and stone wall) completed in KCG. Entry guardrail in KCG installed. First "Returned to The Arboretum" display and silent auction. New information and WAKY signage installed. Overflow parking added. Participation in State Master Gardener Conference.
- 2011 Partnered with LFUCG to teach sustainability classes. Participated in the Home & Garden Show with the Horticulture Department. First Party for the Planet month with KU sponsorship. Dock, bridge and boat completed for KCG. KCG opened to the public. The Arboretum selected as AARS rose trial site. Brick walks installed in Trial Garden Area. The 5191 Memorial unveiled, dedicated. Cumberland Mountain area of WAKY established; native plants collections policy established.
- 2012 Entrance gate and Kentucky mosaic installed in the KCG. Accessible garden added. Received certifications as a Monarch Waystation and Wildlife Habitat. Shawnee Hills floodplain forest established. Walks and arbor installed in Rose Garden. Strategic Planning Commission activated. KY Community Environmental Luminary Award received.
- 2013 Dorothea Smith Oatts Challenge Grants for Legacy Campaign announced to raise funds for an education wing and an Endowment Fund. LFUCG Council provides \$125,000 in funding to construct restrooms near KCG entrance. Daylily perennial border designed and created. Strategic Plan 2013-18 adopted and initiated. Marcia Farris retired as Arboretum Director.
- 2014 Cooperative agreement signed by Lexington Mayor Jim Gray and UK President Eli Capilouto for use of 100-acres of UK property as Arboretum extended to 2086. Phase 2 of KCG completed and opened. Mulched trails installed through Appalachian Plateau region, Shawnee Hills floodplains forest and Shawnee Hills hardwood forest. Academic progress made to catalogue Arboretum living collections. Iris display bed installed in the Home Demonstration Garden.
- 2015 The Arboretum Explorer™ website is available for visitors to use. Edible Garden installed in Home Demonstration Garden.

The Arboretum Today

- Over 200,000 visitors annually.
- Visitors who signed Visitor Center guest book represent 44 states, District of Columbia, Puerto Rico and 18 countries.
- The Arboretum Advisory Board is co-chaired by the Mayor of Lexington and the President of the University of Kentucky or their designee(s). The Board includes five members appointed by the Mayor, five members appointed by the President and the President of the Friends of The Arboretum.
- Volunteers in 2015 contributed approximately 9,000 recorded hours.
- Community businesses, governmental and educational institutions and private citizens contribute in innumerable ways to the ongoing physical development of and programming offered by The Arboretum.
- 3,000 native plants representing 520 different species.

Our Staff

Director: Molly Davis

Administrative Assistant: Dayna Baston

Membership Coordinator: Janet Cabaniss

Native Plants Curator: Todd Rounsaville

Native Plants Specialist: Robert Castlen

Horticulturist: Jesse Dahl

Ground Maintenance: Allen Dyer

Children's Education Coordinator: Jackie Gallimore

Lead Educator: Katie Morrison

What Makes The Arboretum Special

THE WALK ACROSS KENTUCKY

- The seven physiographic regions of the state are represented by unique plant collections and geological features. These regions are the Bluegrass, Knobs, Pennyryle, Appalachian Plateau, Cumberland Mountains, Shawnee Hills, and Mississippi Embayment.
- Hundreds of individual native species comprise a living museum of plant material preserved for research and conservation.

THE 15-ACRE HISTORIC BLUEGRASS WOODLAND

- The Arboretum Woods, with 80 documented native plant species (trees, shrubs, grasses, sedges and wildflowers) is one of the last remnants of inner-Bluegrass upland forest in existence.
- Efforts to remove 13 exotic-invasive species continue. Arboretum staff incorporate native species where invasive species are removed.

HORTICULTURAL GARDENS

- Four acres of gardens with diverse horticultural plantings include: vegetable and accessible gardens; Pollinator Garden, annual and perennial Woodland Shade Garden; All-American Selections; plant trials; water features; and broad sweeps of annual and perennial flowers

THE ROSE GARDEN

- Consists of three different garden areas (Fragrance Garden, Reflection Garden, and Modern Rose Garden).
- Over 1,000 different cultivars of roses are represented.
- Climbers, polyanthas, floribundas, teas, hybrid teas, hybrid musks, Chinas, shrub roses and miniatures can be found, as well as many fragrant and ornamental plantings.

THE KENTUCKY CHILDREN'S GARDEN

- Consists of 1.85 acres of hands-on garden exploration for children and their families.
- Butterfly Garden, Stewardship Circle, Transportation Garden, Spider Labyrinth, Pioneer Cabin, Native American Encampment, Nature Center, pond and stream.