



We are pleased that you have expressed an interest in the volunteer program at the Los Angeles County Arboretum & Botanic Garden. We would like to invite you to join Los Voluntarios, the Arboretum's volunteer organization. There are no membership fees - in fact, once you submit an application, complete orientation and serve the minimum number of hours of service as an active member of "Los Vols", you will receive a complimentary family membership to the Arboretum and a discount in the gift shop. You will also be invited to attend five general meetings. During the general meetings, you will hear reports from Arboretum staff members on the latest Arboretum news and events. You will also hear from various guest speakers of interest to members. Perhaps the best advantage of a "Los Vols" membership is that you will meet the nicest people at the Arboretum!

During orientation, you will learn about the Arboretum and the numerous opportunities there are to volunteer. You will also enjoy an "insider's view" of the Arboretum areas which are not open to the general public. To achieve active membership, you must attend all four sessions.

For further information regarding Los Voluntarios, please contact the Volunteer Coordinator.

Philip Luna
Volunteer Coordinator
Philip.luna@arboretum.org

The Los Angeles County Arboretum & Botanic Garden
Be part of it!

REQUIRED FORMS FOR VOLUNTEER APPLICANTS

Thank you for your interest in the Arboretum's volunteer opportunities.

Attached you will find the necessary forms and instructions that must be completed prior to being placed as a volunteer.

1. Volunteer Application
2. Los Angeles County Application form
3. Live Scan instructions together with Live Scan form

Upon receipt of the completed applications and the Live Scan Form, you can then be active as a volunteer.

Note: You will be given a Los Voluntarios General Information document, should this be of interest to you.

Please feel free to contact me with any questions you might have.

*Philip Luna
Volunteer Coordinator
Los Angeles County Arboretum & Botanic Garden
310 N. Baldwin Avenue
Arcadia, CA 91007
(626) 821-3210
Philip.luna@arboretum.org*



Application for Los Voluntarios

All information is confidential

Date _____

Last Name _____ First Name _____ Middle Initial _____

Spouse Name (if applicable) _____

Street Address _____ Apartment/Condominium # _____

City _____ State _____ Zip _____

Home Telephone (_____) _____ Work/Cell(_____) _____

Email Address _____ Birthdate (month/day/year) _____

Emergency Contact Information:

Last Name _____ First Name _____

Street Address _____ Apartment/Condominium # _____

City _____ State _____ Zip _____

Home Telephone (_____) _____ Work/Cell(_____) _____

Relationship to you _____

Education: (Check applicable)

____ High School ____ College ____ Graduate School

Degree(s) _____ Major(s) _____

Employment History: Are you currently employed?

☐ No ☐ Yes (If yes, complete information below)

Employer _____

Street Address _____

City _____ State _____ Zip _____

Type of Business _____ Job Title/Position _____

Duties _____

Have you volunteered at the Arboretum previously? If so, during what time period and in what area?

Why do you want to be an Arboretum Volunteer? _____

Are you currently a member of the Arboretum? ☐ No ☐ Yes

How did you hear about the Volunteer Program at The Arboretum? _____

Have you volunteered for other organizations? If so, please list organizations.

Describe qualifications, hobbies or skills relevant to the volunteer position(s) that interests you.

Computer skills:

Can you speak and/or write any other language? List the language(s) and your level of fluency.

Do you have any health limitations that could affect your volunteer assignment?

☐ No ☐ Yes (explain below)

What other helpful information would you like us to know? _____

REQUIRED INFORMATION:

A **Live-Scan** (electronic fingerprinting) process is required of all volunteers prior to volunteering at the Arboretum and is done in accordance with the laws and procedures set forth by the California Department of Justice and the Federal Bureau of Investigation. All live-scanning must be done at a Department of Parks and Recreation facility or a location designated by the Department. Some applicants may have recently gone through the live-scan process for another reason at another location. Unfortunately, according to the Department of Justice, these procedures completed outside of the Department of Parks and Recreation are invalid for our purposes and must be submitted through the Department of Parks and Recreation system.

I understand that it is my responsibility to read and comply with the guidelines and policies contained in the Volunteer Handbook which I will receive prior to volunteering. It is my responsibility to speak with my supervisor and/or the Volunteer Manager if I have any questions about the Handbook.

Signature _____ Date _____

Members of Los Voluntarios must participate in a Volunteer Orientation Program and contribute a minimum number of hours of service during the year (July 1 through June 30) to remain in good standing.

Please return application to:
Phil Luna, Volunteer Coordinator
Los Angeles County Arboretum and Botanic Garden
301 North Baldwin Avenue
Arcadia, CA 91007
626.821-3210
philip.luna@arboretum.org

FOR OFFICE USE

Application received by: _____ Date: _____

Interview scheduled for: _____

Orientation dates: _____

County P & R 201 Form Received:

Volunteer Handbook/Acknowledgement Form Received: _____

County Policy of Equity/Acknowledgement Form Received: _____

Emergency Contact Information Form Received:_____

Live Scan Appointment: _____

Live Scan Clearance: _____

Notes: _____

FACILITY:

VOLUNTEER APPLICATION FORM

LOS ANGELES COUNTY
**VOLUNTEER
PROGRAM**



County of Los Angeles Department of Parks and Recreation
Office of Volunteer Programs
1000 South Fremont Avenue, Unit #40 – Alhambra, CA 91803
Office: (626) 588-5125 Email: volunteers@parks.lacounty.gov

Thank you for taking the time to complete this application. We look forward to working with you and appreciate your generous offer to share your time and talents with our community. Please type or print clearly. Applicants must be at least 14 years of age. Applicants under the age of 18 must have parental/legal guardian consent.

ABOUT YOU:

Name: _____ Age: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____
Home Work Cell

E-mail Address _____ Date of Birth: ____/____/____
mm / dd / yyyy

Volunteer Information/Special Interests/Training

Have you been a volunteer with us before? ☐ Yes ☐ No

If yes, where? _____ When? _____

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Please tell us which programs or activities you would like to volunteer with: _____

Schedule Preference/Availability:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Times Available: _____

Emergency Contact

Please provide the name, contact information and relationship to you of at least one person which we may contact in case of an emergency.

Name	Phone	Email	Relationship to Volunteer Applicant

PHOTOGRAPHY/FILM CONSENT, RELEASE AND WAIVER OF LIABILITY

By signing and submitting this application, I hereby give my consent to the County of Los Angeles to photograph, film and record video, of me, for informational, educational, promotional or publicity purposes concerning the County and its services.

I understand that all photographs in all formats may be used by the County in any of the County's websites, publications or displays, public newspapers, magazines, reports or other public documents. I further understand that the County may use any photographs without any further consent or authorization from myself or my representatives. The County may modify photographs in the editing process and I am not entitled to any compensation for the use of any photographs by the County.

I also agree to release the County of Los Angeles, its officers, employees or agents from any and all liability arising from or connected to the use of photographs as listed above.

Please initial to acknowledge that you have read and understand the above Photography Consent, Release and Waiver of Liability Statement above and voluntarily accept and agree to its terms.

By signing and submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made on this application may result in either the suspension of service or my immediate dismissal. **I further agree to participate in a comprehensive background check conducted by the Department of Parks and Recreation.**

Volunteer Applicant Name (Print) _____

Volunteer Applicant Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____
(if volunteer is under 18 years of age)

Parent/Guardian's Phone _____ Email _____

It is the intent of the County of Los Angeles Department of Parks and Recreation to provide equal opportunity to all volunteers in all terms, privileges and conditions without regard to sex, race, religion, national origin, disability or any other factor.

The Live-Scan process is done in accordance with the laws and procedures set forth by the California Department of Justice and the Federal Bureau of Investigations. All Live-Scanning must be done at a Department of Parks and Recreation Facility or a location designated by the Department. Some applicants may have recently gone through the Live-Scan process for other reasons and/or for other entities. Unfortunately, in compliance with Department of Justice regulations, these procedures completed outside of Department of Parks & Recreation, and for the position of VOLUNTEER, DO NOT satisfy the requirements needed. Live-Scans must be submitted with the information provided by the Department of Parks and Recreation, to be valid. For further information, or questions, on the Live-Scan process, you may contact the Interim Volunteer Programs Coordinator at 626-588-5125.

All volunteers must comply with "employment" procedures of both the County of Los Angeles Department of Human Resources and the Department of Parks & Recreation. A criminal record does not automatically disqualify a volunteer from a work assignment. The nature of the offense and type of work in which the volunteer will be engaged will be taken into consideration before a decision is made. The Volunteer Programs Coordinator of the Department of Parks & Recreation will review all criminal records to establish the eligibility of the applicant.

Questions about our volunteer program?

**Contact your local County of Los Angeles Department of Parks & Recreation facility, or
The Interim Volunteer Programs Coordinator at 626-588-5125 or email:**

volunteers@parks.lacounty.gov

Dear Arboretum Volunteer:

The Los Angeles County Department of Parks and Recreation and the Board of Supervisors mandates all volunteers be live-scanned (electronic fingerprinting) and cleared prior to volunteer Service.

At this time, live scanning is being performed through a private agency; **Daines Trading Live Scan Fingerprinting, located at 5532 Lenore Avenue, Arcadia CA**; phone (626) 485-3844 for a \$20.00 fee, for which you are responsible. Hermi Felix is the contact person.

You will be asked to complete a live scan form at your appointment. I am including a copy of the correct Live Scan form to bring to your appointment. Please be sure to retain a copy of this completed form at the time of your appointment and return the form to me for proper clearance to volunteer.

Please be sure you have a valid picture identification (i.e., driver's license) for your live-scan appointment. Student volunteers must bring their student ID with them to the appointment. You are not required to provide your Social Security number, although failure to do so may delay the processing of your scan.

All information provided on the form will be securely and confidentially maintained by both the County office and the Los Angeles County Arboretum & Botanic Garden. Your personal information is not at risk.

Live-scanning through other county agencies or entities (i.e. law enforcement) does not satisfy this requirement. Each department within the County of Los Angeles has its own contract with the Department of Justice, and DOJ rules prohibit sharing of records.

You will receive volunteer hours for getting live-scanned. Report your hours (time spent being scanned and the actual time it took you to drive back and forth) to me.

Thank you for your understanding and cooperation. Your volunteer support of the Arboretum is greatly appreciated.

*Philip Luna
Volunteer Coordinator
Los Angeles County Arboretum & Botanic Garden
310 N. Baldwin Avenue
Arcadia, CA 91007
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COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

VOLUNTEER LIVE-SCAN AND CRIMINAL HISTORY QUESTIONNAIRE FORM

FOR INTERNAL USE ONLY. NOT TO BE USED OUTSIDE OF THE DEPARTMENT

ORI#: **A0693**

Authorized Applicant Type: **Parks and Rec Vol/VCA**

Job Title Line VOL/ / /
(Type of License/Cert/Permit or Work Title: VOL/PARK CODE/TYPE/INITIALS OF ROLLER)

Live-scan Requested and authorized by: (Name) Emp #)

Contributing Agency Information:

Los Angeles County Dept. of Parks and Recreation
1000 S. Fremont Ave. Unit #40
Alhambra, CA 91803 Brian Mejia – (626) 588-5125

Mailbox Code: **19379**
Billing Code: **140147**

Applicant Information:				
Last Name		First Name		Middle Initial
Street Address Apt. No.		Home Telephone Number () -		
City	State	Zip Code	Alternate Telephone Number () -	
E-mail Address				
Driver's License/State ID Number: Social Security #:				
Birthdate: / / Male: Female:				
Height: Weight: Eye Color: Hair Color:				
Place of birth: City: State:				
CONVICTIONS				
Have you ever been convicted of any crime by any court, including a military court, except as provided in the box below (page 2)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If you responded NO , please sign and date the Certification of Applicant, below.				
If you responded YES , please disclose information of convictions on page 2, then sign and date the Certification of Applicant, below.				
CERTIFICATION OF APPLICANT (please read carefully): I hereby certify that all statements made in this Candidate Conviction History Questionnaire are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement, regardless of when discovered, may result in my disqualification or dismissal from the Volunteer Program with the County of Los Angeles.				
Date: Signature of Applicant:				
Parental Consent: Print: Sign: Date:				

The following convictions need not be disclosed:

Judicially Dismissed & Diversion

- A. Any conviction that was judicially dismissed under Penal Code Section 1203.4
- B. Any record regarding a referral to, or participation in, any pre-trial or post-trial diversion program
- C. Any conviction where you have successfully completed a "deferred entry of judgment" program; if you are currently participating in a "deferred entry of judgment" program, you must disclose that conviction
- D. A conviction where the Court has ordered the record sealed or dismissed

Traffic Offenses

A conviction for a traffic offense that was less than \$390.

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OFFENSE OR CASE NAME (Provide Penal Code or other code section if known)	CONVICTION DATE (on or about)	WHERE VIOLATION OCCURRED (City, County, State)	SENTENCE & STATUS

- - Please attach additional pages if necessary

COUNTY USE ONLY

REQUIRED FINGER PRINT ROLLER INFORMATION

Print Name: _____ Signature: _____

Date: _____ LSID#: _____ ATI#: _____

If re-submission, original ATI#: _____

ALL TRANSACTIONS must be sent to both DOJ AND FBI

Los Angeles County Arboretum Botanic Garden
LOS VOLUNTARIOS

Volunteer Locations and Description

Location	Description	Notes
Administrative	Assist staff with a variety of administrative and office tasks including mailings, filing, production and marketing.	Multiple days
Guest Engagement	Conduct special interest walking tours. Special training is provided.	Multiple days
Bookworms	Provide a story hour and craft for young children.	TBD
Library	Assist librarian with the maintenance of the collection, computer work and public service. Other duties would include shelving, recording and arranging books and periodicals in the Arboretum library. Create a used book sale to acquire funds for new library materials.	?
Education	Assist instructors, students and staff with educational programs.	Multiple Days
Celebration Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and overall maintenance of the garden area.	Thursday AM
Garden for All Seasons	Work directly with Arboretum staff to maintain the garden. May include; planting seasonal flowers and vegetables, weeding, pruning and overall maintenance of the garden area.	Friday AM
Herb Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and overall maintenance of the garden area.	Wednesday AM
Kallam Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and overall maintenance of the garden area.	Friday AM
Rose Garden	Work directly with Arboretum staff to maintain the garden. May include; deadheading, weeding, pruning and the overall maintenance of the garden area.	Wednesday AM
Crescent	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and overall maintenance of the garden area.	Tuesday, Friday, Saturday AM
Meadowbrook Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and the overall maintenance of the garden area.	Tuesday AM
Mediterranean Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and overall maintenance of the garden area.	
Membership	Assist Arboretum staff with selling annual memberships.	Multiple Days
History Preservation	Assist, under the supervision of the Arboretum Curator in the maintenance and preservation of the historical buildings and furnishings.	

Santa Anita Depot	Greet visitors and give informal tours of the historic depot. Specific training is provided for this assignment.	Multiple Days
Special Events	Assist Arboretum staff on an as needed basis during special events. These could include; Peacock Day, Spring Fling, and the Summer Concert Series.	Multiple Days
Hospitality	Coordinate refreshments at the 5 Los Vos General Meetings.	General Meetings
Engelmann Oaks	Work directly with Arboretum Staff to maintain and enhance the Engelmann Oaks Grove. May include weeding, harvesting of acorns, and plantings of Oak seedlings and native plants	Wednesday AM
Tallac Knoll/Plumaria Grove	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and cleaning the garden area.	
Water Conservation Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and cleaning the garden area.	
Garden of Quiet Reflection	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and cleaning the garden area.	
Water Conservation Garden	Work directly with Arboretum staff to maintain the garden. May include; planting, weeding, pruning and cleaning the garden area.	Monday AM
Creative Plant Design	In the nursery area, maintain succulents and other plants that they use in making wreaths, planter baskets for various uses around the Arboretum	Tuesday AM