



Student Volunteer Information

Welcome to the Los Angeles County Arboretum & Botanic Garden Student Volunteer Program! Many important activities at the Arboretum simply could not be conducted without the assistance of volunteers. The quality of our programs, our ability to reach greater numbers of the public and the success of many behind-the-scenes activities are due to volunteer efforts and commitments.

Your volunteer experience here should be productive, enjoyable and rewarding. While serving as a volunteer, it is important that you are aware of and adhere to the following policies and guidelines. Feel free to speak with your supervisor or Volunteer Coordinator Phil Luna at any time for clarification or with any questions you may have concerning your volunteer assignment.

The mission of the Arboretum is to cultivate our natural, horticultural and historic resources for learning, enjoyment and inspiration. Thank you for donating your time, energy and talents to the continued support of the Arboretum and its mission.

YOUR VOLUNTEER ASSIGNMENT

Your assigned work area: _____

Your assigned work day(s) & time(s): _____

Your supervisor: _____

Your supervisor's contact telephone # : _____

Your supervisor's contact email address: _____

Attire & supplies: _____

Special information concerning your assignment: _____

YOUR VOLUNTEER SERVICE

Training

Upon commencement of service, volunteers shall receive facility-specific orientation and training to ensure they have the knowledge and skills to complete their assigned tasks. Volunteers may also receive periodic ongoing training, as appropriate. Do not hesitate to ask for further information and instructions should you not fully understand your responsibilities and tasks.

Attire

Please wear your name badge whenever you are volunteering!

Volunteers are to dress appropriately for job assignments. Depending upon your volunteer assignment, you may need such items as gloves, hat, sunscreen, and sturdy shoes. Check with your supervisor as to what items are needed in order to work safely. No bare feet, flip-flop shoes, cut-off short-shorts, baggy shorts or spaghetti strap tank tops/camisoles. If you are assigned to volunteer outside, be sure to bring adequate bottled water.

For special events, specific attire may be required.

Assignment

If you need to adjust your assignment (i.e. change day of week or time of day), you may speak to the staff member to whom you report about that possibility. If you wish to change the location of your assignment (i.e. move to another garden area), please contact the Volunteer Manager to discuss that possibility.

Logging Volunteer Hours

Accurate records of volunteer hours is an important factor in grant funding as well as providing full credit for earned community service hours. Volunteers must log their hours each time they volunteer, completing the volunteer log with the staff person to whom they report or on the volunteer hours log maintained in the Administrative Office entry area.

Absences

We understand that there will be occasions when students have family obligations and/or school conflicts. As a courtesy, we ask volunteers to notify staff with a minimum of two-day advance notice if they are unable to report for assigned service. If you are unable to reach the staff member, please notify the Volunteer Manager.

If you are ill and unable to volunteer, please immediately advise the staff member who supervises you.

Weather Impacts

If you have an outdoors assignment (i.e. volunteering in one of the gardens), and it is raining, your volunteer service will not be required on that day. You are always welcome to call your supervisor to confirm.

Resignations

If you are no longer able to volunteer at the Arboretum, please notify the staff person or volunteer chair to whom you report or advise the Volunteer Manager, providing at least one week's notice.

Confirmation of Volunteer Service

If you need a letter confirming the hours you have volunteered at the Arboretum or need a school form completed and signed, simply contact Phil Luna, Volunteer Coordinator at 626.802.8471 or *philip.luna@arboretum.org* with at least one week's notice.

POLICIES AND PROCEDURES

Conduct

All volunteer services are at the discretion of the Arboretum management. Volunteers serve "at will," and violations of Los Angeles County and/or Department guidelines, policies or regulations may result in termination of volunteer services. Volunteers shall present and uphold high conduct standards. While volunteering, a volunteer will maintain a pleasant and professional attitude; represent the Arboretum in a positive and well informed way; welcome supervision and direction; work collaboratively; be positive and friendly at all times, especially with visitors; show respect and sensitivity toward volunteer colleagues and professional staff members.

During your volunteer shift, please put away any and all electronic devices. We expect that you will not be on a cell telephone unless it is an absolute emergency. No texting! Additionally, Arboretum computers are not toys and should only be used to conduct Arboretum business.

Confidentiality

Volunteers may have access to confidential information that should not be released, distributed, copied or otherwise disseminated to the public.

Drug Free Workplace

Use of drugs or alcohol, or being in an impaired condition is prohibited.

Emergency Procedures

Volunteers should make themselves familiar with the Evacuation Plan in their assigned area(s).

Harassment

Unsolicited or unwelcome sexual advances from any employee, volunteer or visitor will not be tolerated and shall be reported immediately to Arboretum management. Any form of harassment which violates federal, state or local law is a violation. This includes, but is not limited to, harassment related to an individual's race, religion, color, sex, sexual orientation, gender identification, gender orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition or disability. For these purposes, the term "harassment" includes, but is not limited to, slurs and any other offensive remarks, jokes, other verbal, graphic depictions or physical contact.

Liability & Insurance

If a volunteer is injured while performing job duties, s/he must immediately report the incident to the staff supervisor or Volunteer Manager. County volunteer insurance may reimburse the volunteer for residual medical expenses not covered by personal insurance.

Media Inquiries

If volunteers receive media inquiries, they are to refer the inquiry to Arboretum management.

Safety

Volunteers shall comply with all safety rules and regulations. In addition, volunteers are encouraged to immediately report any workplace safety concerns or hazard conditions to Arboretum management.

Security

Unless specifically permitted or directed, volunteers are not allowed to drive personal vehicles on the Arboretum grounds. Volunteers issued gate security codes shall consider this information confidential.

Smoking

Smoking is prohibited in and around the Arboretum grounds.

REQUIRED FORMS FOR STUDENT 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. Student Volunteer Application
2. Los Angeles County Application form
3. Live Scan instructions together with Live Scan form

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

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*



STUDENT VOLUNTEER APPLICATION

Please print all information clearly

All information is confidential

Last Name _____ First Name _____ Middle Initial _____
Street Address _____
City _____ State _____ Zip _____
Home Telephone _____ Cell _____
Email Address _____ Birthday (month/day/year) _____

EMERGENCY CONTACT INFORMATION

Last Name _____ First Name _____
Street Address _____
City _____ State _____ Zip _____
Home Telephone _____ Work/Cell _____
Relationship _____

EDUCATION

School currently attending _____ Grade Level _____

EMPLOYMENT HISTORY: ARE YOU CURRENTLY EMPLOYED?

No

Yes

Employer _____
Street Address _____
City _____ State _____ Zip _____
Type of business _____ Job Title/Position _____
Duties _____

Any other work experience _____

HAVE YOU PREVIOUSLY VOLUNTEERED AT THE ARBORETUM? IF SO, DURING WHAT TIME PERIODS AND IN WHAT AREA?

WHY WOULD YOU LIKE TO VOLUNTEER AT THE ARBORETUM?

To fulfill community service hours required by school

of Hours required _____

Date by which hours must be completed _____

Personal enjoyment

Other _____

DATE YOU ARE AVAILABLE TO BEGIN VOLUNTEER SERVICE _____

DO YOU HAVE A DATE BY WHICH YOU WOULD LIKE TO COMPLETE YOUR VOLUNTEER SERVICE? _____

AVAILABILITY

Days and times of the week you are currently available to volunteer

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Can you make a commitment to a weekly assignment? Yes No

Are you interested only in one-day special events instead of a regular ongoing weekly assignment?

Yes No

ASSIGNMENT

Do you prefer an indoor or outdoor assignment or have no preference? _____

(Please note that the minimum age requirement for the Gift Shop & Membership/Visitor Services Office is 15 years old)

ARE YOU OR YOUR FAMILY CURRENTLY A MEMBER OF THE ARBORETUM? Yes No

HOW DID YOU HEAR ABOUT THE VOLUNTEER PROGRAM AT THE ARBORETUM? _____

HAVE YOU VOLUNTEERED FOR OTHER ORGANIZATIONS? IF SO, PLEASE LIST THEM AND YOUR ASSIGNMENT(S) _____

DESCRIBE YOUR QUALIFICATIONS, HOBBIES OR SKILLS RELEVANT TO THE VOLUNTEER POSITION(S) THAT INTEREST YOU. _____

COMPUTER SKILLS: _____

CAN YOU SPEAK AND/OR WRITE ANY OTHER LANGUAGE? LIST THE LANGUAGE(S) AND YOUR LEVEL OF FLUENCY. _____

WHAT OTHER HELPFUL INFORMATION WOULD YOU LIKE US TO KNOW ABOUT YOU? _____

PARENTAL CONSENT (Required for all students under the age of 18 years old):

(Students Name) _____ has my consent to Perform volunteer duties as a student volunteer at the Los Angeles County Arboretum & Botanic Garden under the supervision of a staff member or an experienced adult volunteer. In the event of a medical emergency during which I cannot be reached, I give permission for representatives of the Los Angeles County Arboretum & Botanic Garden to arrange for emergency medical care for the above named minor at their discretion.

Parent or Guardian Signature _____ Date _____

Print Name of Parent or Guardian _____

Street Address _____

City _____ State _____ Zip Code _____

Home Telephone () _____ Cell () _____

Email Address _____

Doctor's Name: _____ Phone # _____

I understand that it is my responsibility to read and comply with the guidelines and policies which I will receive prior to volunteering. It is my responsibility to speak with my supervisor and/or the Volunteer Coordinator if I have any questions regarding my volunteer assignment.

Signature _____

Date _____

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
<hr/>			
<hr/>			

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
(626) 821-3210
Philip.luna@arboretum.org*



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 Mailbox Code: **19379**
 1000 S. Fremont Ave. Unit #40 Billing Code: **140147**
 Alhambra, CA 91803 Brian Mejia – (626) 588-5125

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 <i>(Provide Penal Code or other code section if known)</i>	CONVICTION DATE <i>(on or about)</i>	WHERE VIOLATION OCCURRED <i>(City, County, State)</i>	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