

Please return in person, by email, or by ground mail to:
Leslie Bline, Community Engagement Coordinator
7770 Jacksontown Road | Newark, OH 43056
labline@dawesarb.org
740.323.2355 ext.1209



The Dawes Arboretum
Trees ∞ History ∞ Nature

Volunteer Application

Date: _____

Volunteer Information:

Name:		Date of Birth:
Address:		Apt. Number:
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Preferred method of contact:
Email Address:		

How would you like your name to appear on your name badge? Example... William: Bill or Katherine: Kate.

Please list any allergies, asthma, disabilities, limitations, medications, or other health concerns we should know about:

Emergency Contact Information:

Name:		Relationship:
Address:		Apt. Number:
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Alternate method of contact:

Please list your most recent work or volunteer experience:

Type (check one): <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer	
Name of Organization:	Length of Service:
Position:	Description of Role:

If you are a current student:

Name of School:	Major/Field of Study:
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Please put a check next to any of your skills and interests. Choose all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Field Research | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Horticulture | <input type="checkbox"/> Security | <input type="checkbox"/> Microsoft Office |
| <input type="checkbox"/> Land Conservation | <input type="checkbox"/> Education | <input type="checkbox"/> Other: _____ |

Please put a check next to any group you may belong to. Choose all that apply:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Master Gardener | <input type="checkbox"/> Birding FAN Club | <input type="checkbox"/> Scouts |
| <input type="checkbox"/> Ohio Certified Volunteer Naturalist | <input type="checkbox"/> Newark-Heath Rotary | <input type="checkbox"/> Other: _____ |

Other special skills, training, education, or personal experience relevant to volunteer activities at The Dawes Arboretum:

What do you hope to gain from volunteering at The Dawes Arboretum?:

How did you learn about our volunteer program?

Please select the times and days you are available to volunteer:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (8am-noon)							
Afternoon (12-4pm)							
Evening (4-8pm)							

Set a goal! I would like to serve up to _____ hours a week / month / year.

T-shirt size (unisex sizes): S M L XL XXL 3XL

Additional Comments:

I understand that this application is for and not a commitment of a volunteer opportunity. I understand that all the information will be considered confidential.

X _____ **Date** _____

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	Date	INT.		Date	INT.
Application Received			Follow-Up with Volunteer		
Interview			Photo Taken		
Background Check Initiated			Photo ID Badge Received by Volunteer		
Background Check Approved/Denied					

Volunteer Interests – Please read the full list of volunteer opportunities and check your areas of interest.

Curatorial

- Collection Preservation & Development
 - Young Tree Training & Collection Planting
- Herbarium
 - Mounting Plant Specimens
- Nursery
 - Container Nursery
 - Plant Production (propagation)
 - Watering
- Plant Records
 - Living Collection & Nursery Inventory
 - Data Entry
 - Mapping (GPS)
- Plant Sale Support (Spring/Fall)
 - Pre-Sale Preparation & Event Day support
- Research
 - Phenology & Pollinator Garden observer

Development, PR/Marketing & Outreach

- Article Recovery
 - Identify Arboretum mentions in the newspaper and other media
- Development
 - Mailings. Fold letters; stuff, label and seal envelopes
 - File donor records
- Photography
 - Submit photos for consideration in various publications
- Rack Card Placement & Brochure Mailing
- Website Maintenance

Education

- Adult Programming
 - Help with Saturday Speaker Series, various classes, etc.
- Adults with Developmental Disabilities
 - Assist with a variety of programming
- Arboretum Ambassador
 - Represent The Arboretum while on grounds – talk with visitors while driving golf cart, at information table, etc.
- Displays & Kiosks
 - Restock maps & brochures, posting/removing fliers
- Fairchild Challenge
 - Judging student projects
- Outreach
 - Represent The Arboretum at local Farmer's Markets, tabling events, fairs or parades
- Project FeederWatch
 - Document the variety of birds in the Bird Watch Garden
- School Fieldtrips
- Scouts
 - Help Scouts receive their badges, assist with group night hikes, and other educational programming
- School Fieldtrips
- Youth & Family Programming
 - Storybook Science, Nature Investigations, etc.

History

- Daweswood House Museum Tours
 - Lead tours through the country home of our co-founders
- History Archives
 - Maintain family antiques and memorabilia
- History Center Attendant
 - Greet guests and answer questions they might have
- Tea in Bertie's Garden
 - Registration, assists with tours

Grounds

- Bird Watching & Pollinator Garden
 - Our valued Master Gardeners
- Central Grounds Garden Corps
 - Help maintain our many beautiful gardens on Wednesday mornings.
- Deck the Dawes
 - Create the wreaths that are displayed around The Arboretum during the holidays
- Grounds Maintenance
 - Leaf collection, pruning, mulching, watering, edging, etc.
- Learning Garden Support
- Seed Starting/Greenhouse Support

Land Conservation

- Bluebird Trail Monitor
- Butterfly Trail Monitor
- Conservation/Restoration
 - Native plantings & plant skydd (deer/rabbit repellent) application
- Greenhouse
 - Seed collection, up-potting & propagation
- Invasive Weed Removal
 - Removal of crabapple, honeysuckle, garlic mustard, etc.
 - Pond drudging
- Monarch Butterfly Rearing Project
 - Collecting nectar sources
 - Cleaning Monarch vases
 - Collecting eggs and adults
- Wildlife
 - Nesting structure maintenance
 - Wildlife surveys (i.e., Christmas Bird Count)
 - Nuisance animal control

Visitors Services & Special Events

- Security
 - Assist security team onsite in the truck and on the golf cart. Setups may be included
- Setup Crew
 - Setup tables, chairs, AV and/or sound equipment
 - Setup tents on large event days
 - Parking
- Visitor Center Attendant
 - Assist with answering phones, greeting guests, and creating Daweswood Gifts displays. Also checks on Discovery Center
- Wagon, Walking & Bus Tour Guides
 - Lead guests on guided tours by wagon or by foot
- Wedding/Party Liaison
 - Transport guests via golf carts, check on the bride and attend to her needs
 - Assist with restricting visitor access to certain garden areas during wedding

Signature Events - Duties Vary

- Arbor Day Festival
- Donor Events
- Fall Festival
- Holiday Greenery Workshops
- Maple Syrup Madness Evaporator Attendants
- Maple Syrup Madness Tour Guides
- Ohio Sustainable Landscape Symposium
- Summer Event
- Trustee Event