Volunteer Opportunity Description:  
*Catalog Corrector*

**Description/Purpose**
Oh no! The date for a popular class has been recently changed, and we just had 4,000 catalogs printed with the old date! We would be so grateful to anyone who can spare an hour (or a few) correcting the catalogs by hand. Don’t worry, we don’t expect anyone to do all 4,000…but perhaps 100-200 in a sitting will get us through, and will minimize customer confusion about the changed date! Thank you for your consideration!

**Responsibilities**
Cross out the number “11” and write “25” in its place. A great activity for friends to do while chatting with each other!

**Required Skills/Tasks**
* neat, legible handwriting, specifically with numbers.

**Time Commitment and Schedule Details**
One hour to 3 hours at a time…come just once OR many times! We’d love as many hands as we can get to help correct this date ASAP.

**Benefits**
Help the Arboretum Education Department maintain quality and success!

**Work Environment:**

<table>
<thead>
<tr>
<th></th>
<th>Lifting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoors</td>
<td></td>
</tr>
<tr>
<td>Outdoors</td>
<td>x Working individually</td>
</tr>
<tr>
<td>Sitting</td>
<td>Working with children</td>
</tr>
<tr>
<td>Standing</td>
<td>Working as part of a team</td>
</tr>
</tbody>
</table>

**How to Apply for this Opportunity**
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact:

Jill Leenay  
Business Manager, Education  
* email communication is preferred* leen0014@umn.edu  
612-301-3484

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started visit our website at [http://www.arboretum.umn.edu](http://www.arboretum.umn.edu) and click on the volunteer tab.