10 Step Process to Becoming an Arboretum Volunteer!

1. Attend mandatory New Volunteer Orientation

2. Turn in Volunteer Agreement & Release form

3. Receive email from Manager of Volunteer Services with link to purchase “New Volunteer Package” from Arboretum’s Online Store ($40)

4. Purchase package online

5. Receive email from Manager of Volunteer Services with detailed instructions for completing background check online

6. Follow instructions and complete online background screening procedures through McDowell Agency

7. Receive Volunteer Name Tag in the mail (receipt of name tag is indication of a successful background check)

8. Start applying for volunteer opportunities!

9. Receive any additional training necessary

10. Start volunteering!

*Typical turnaround time from completion of background check to receipt of name tag is 2-3 weeks

Needs Based Scholarship Fund

The Arboretum is so thankful for all that volunteers do, and we want to make sure no one is denied access to volunteer here, which is why we created a financial hardship fund to help those in need. Additionally, we do not require volunteers to be members of the Arboretum; another way we try and lift boundaries that might prohibit people from being able to contribute their volunteer skills and talents. It is our intent to make sure there is a way for people to volunteer at no cost if financial constraints exist. If you need assistance, please contact the Volunteer Center at 612-301-1203 or arbvol@umn.edu
Volunteer Name Tags
Please wear your name tag at all times when volunteering. When entering the Arboretum to perform volunteer duties, you may also show the gate attendant your badge to receive entrance if you are not a member of the Arboretum.

The Arboretum Restaurant offers volunteers with their name badge a discounted rate of $1 for a coffee, tea or soda on days you are volunteering.

If your name badge becomes broken or lost, a new one can be purchased for $10 (links to purchase found on the volunteer page of the Arboretum website).

How to find Current Volunteer Opportunities
1) Search the selection of currently *available volunteer opportunities at: http://www.arboretum.umn.edu/volunteer_opportunities.aspx
   *Available opportunities are updated monthly; corresponding with the Volunteer News Email (sent the 1st Wednesday of every month).

2) Contact the STAFF SUPERVISOR(S) listed on the opportunity description and get more information, set up an interview and/or schedule specific training for the particular volunteer opportunity you are applying for.

Keep Track of your Hours!
After you officially become a volunteer, your name will be added to the Volunteer Center database. A computer located in the Volunteer Center is set up for you to record your volunteer hours. You may also ask staff in the area you work if you may log hours from an available work station. The Arboretum uses an internal time recording system that is not accessible from home. Please refer to the Minnesota Landscape Arboretum Policies & Procedures for Recording Volunteer Hours document for more details.

Volunteer Voucher & Reward System
A “volunteer hours report” is calculated annually (July 1 – June 30) to determine how many hours have been logged by each volunteer. After the report has been run, Volunteer Vouchers and rewards earned will be mailed (typically mailed in late July each year). Please refer to the Volunteer Voucher & Reward System document for more information.

Thank you for accurately recording your hours – in addition to being able to thank and appreciate you, based on your hours served, it also helps the Arboretum with accurate record keeping, important statistical data and grant writing efforts.

Volunteer Events
The Arboretum holds two yearly events in appreciation of our volunteers. The Volunteer Appreciation Dinner is in the spring and a Volunteer BBQ is in the late summer/early
fall. The only way to get an invitation is to volunteer your time AND enter record your hours.

**Volunteer Status**

If you log 1 or more hours on an annual basis, your volunteer status will remain ACTIVE. Inactivity for two or more years results in an INACTIVE status, which will result in the screening and application process needing to be repeated. Please contact the volunteer center if you need to verify or reinstate your volunteer status.

**Volunteer Center**

**Location:** Snyder Building  
**Phone:** 612-301-1203  
**Email:** arbvol@umn.edu