Volunteer Opportunity Description:

*Donation Request Fulfillment Volunteer*

**Description/Purpose**
The Arboretum receives hundreds of donation requests each year. They are typically fulfilled with packets that include four VIP passes and printed materials that they can use in the event that they need to create a display. Upon occasion, we receive a request for a membership or other type of item such as a book. These must be approved by Nate Kells (for memberships) or Judy Hohmann (all other requests). The special requests probably make up .5% of all requests that we receive.

**Responsibilities/Tasks**
- Open the donation requests that come via mail and enter the organization’s information into an Excel spreadsheet
- Export online donation requests into the same Excel spreadsheet
- Occasionally call or email a requestor for further information such as a mailing address
- Do a mail merge in Word to create and print labels
- Print donation request materials, assemble and stuff packets

**Required Skills**
- Proficient in use of Microsoft Word and Microsoft Excel

**Time Commitment and Schedule Details**
Three hours once a week

**Training**
Volunteer will be trained by Marketing personnel in two sessions. You must sign up for one of the sessions here: [http://www.signupgenius.com/go/30e0d4aafaf29a1fe3-arboretum](http://www.signupgenius.com/go/30e0d4aafaf29a1fe3-arboretum) or by contacting Barb Kastens.

**How to Apply for this Opportunity**
If you are currently an Arboretum Volunteer and would like to sign up for this opportunity, please log in to sign-up genius to view the schedule and available positions.

**Staff Supervisor & Contact Information**
If you have questions about responsibilities and tasks or need additional training, please contact Barb Kastens at 612-301-1280 or bkastens@umn.edu.